

東蒲 場地借用守則 TungPo House Rules

1. 借用者會成為場館會員以使用場館設施。
Hirer will become a member of TungPo to use the facilities.
2. 借用者須於借用日期 7 個工作天或以前填妥「場地借用申請表」。場館恕不接受以電話借用場地，場館將會於收到申請表後方開始處理有關申請。
Hirers need to fill in the venue application form 7 days before the booking, venue will process the reservation inquiry after receiving the venue application form. Verbal and telephone reservations are not accepted.
3. 使用場地前，請先攜同確認電郵前往辦事處辦理用場手續。
Please provide your booking confirmation email at the reception before you enter venue.
4. 如租用時間過後，請結束進行中的節目，按時交還及離開場地。超時 15 分鐘，作 1 小時計算，並須於借用場當日即時繳付。
No activity shall continue at the end of the session booked. Users should leave the venue on time.
5. 除經場館批准外，不可在場館內進行租用用途以外之節目。
No other form of activities should be conducted other than the stated purpose of the booking unless approved by TungPo.
6. 使用者有責任確保節目當天的入場人次 (包括工作人員)不多於本場館批准的人數，否則場館職員有權禁止任何超額人士進入本館。
Hirer is responsible to ensure that the number of attendance (including staff) must not exceed the limit approved from TungPo. Otherwise the venue is authorized to reject any persons entering venue from exceeding the limit.
7. 除經場館批准外，不可在場內錄影、拍攝電影、電視片或舉行茶會及記者招待會。
No video recording, filming. Making of TV films, team reception or press conference is allowed unless approved by TungPo.
8. 請小心使用場地各設施，如有損壞，使用者須負責賠償。
All equipment provided should be used with care or otherwise the user will be held responsible for the compensation of the damaged equipment.
9. 場館內嚴禁吸煙。
No smoking is allowed.

10. 除經場館批准外，嚴禁於場館內飲食。
No eating and drinking is allowed unless approved by TungPo.
11. 使用者必須保持場館及場館內設施清潔及衛生。
Users should keep venue and other facilities clean and sanitary.
12. 使用者不可於場館內進行一切影響他人的活動。
Users are not allowed to disturb other users.
13. 除經場館批准外，使用者嚴禁於場館內進行任何形式的銷售或買賣，有關申請程序及分賬事宜請與場館職員聯絡。
Users are not allowed to carry out any forms of selling or purchasing in venue unless approved by TungPo. Please contact us for the application and profit-sharing details.
14. 租用人必須自行評估租務期間為表演者/參加者/其他在場人士構成的一切風險。一切意外、受傷、財物遺失等，場館概不負責。
Hirers are responsible for public liability insurance for the activities they conduct. TungPo will accept no claims whatsoever in connection with any accidents, injuries, loss of valuables incurred directly or indirectly arising out in hirer rental period to the performers/ participants/any persons in TungPo.
15. 場館將不會為在場地內進行的活動、或於場地內擺設或展示的物品可能出現的破壞或損失負上責任，租用人者需盡力確保所有裝置的安全性及穩固程度並自行為活動購買保險。
TungPo will not be responsible for any possible damage or loss or the relevant compensations to the activities, or exhibits or displays in the Venue. Hirer should ensure the safety of activities or exhibits or displays in the hiring venue and purchase the insurance for the event.
16. 在租用期內，無論基於何種原因，以致租用人、其僱員、其代理人或其他人士有任何財物損毀或遺失，東蒲一概無須負責；倘因任何財物損毀或遺失而導致有任何索償、要求、法律行動及訴訟時，租用人須負全責，並保障署方、政府以及兩者的僱員及代理人均無須作出賠償。
The Hirer shall indemnify the Department against all claims, demands, actions or proceedings in respect of damage to or loss of property or injury to any person which shall arise from the negligence, recklessness or willful misconduct of the Hirer, or its authorized personnel during the activity at TungPo.
17. 租用者如擬在活動舉行期間奏唱國歌，須遵守《國歌條例》（文件 A405）的規定指引，並須於租用日期前一個月將相關安排通知場地管理部門，詳情請瀏覽: <https://www.elegislation.gov.hk/hk/A405>。有關國歌的標準曲譜及官方錄音請見政制及內地事務局網頁:
https://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm
Hirer are required to observe and comply with the National Anthem Ordinance (Instrument A405) should the

events involve the playing and singing of the national anthem. Hirer is also requested to inform the Venue Management Team of any playing and singing of national anthem in the events at least one month ahead of the first date of hiring, For details, please visit: <https://www.elegislation.gov.hk/hk/A405>. The standard score and the official recording of the national anthem can be found on the website of Constitutional and Mainland Affairs Bureau: https://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm

18. 根據《國旗及國徽條例》(文件 A401) 及《區旗及區徽條例》(文件 A602), 租用者如欲於租用期間展示或使用 國旗、國徽、區旗及區徽或其圖案, 必須按相關條例規定的規格製造及展示, 並須事先以書面方式向副行政署長提出申請 (電郵: flags&emblems@csso.gov.hk ; 傳真: 2804 6552), 詳情請瀏覽:

<https://www.elegislation.gov.hk/hk/capA401> (《國旗及國徽條例》)

<https://www.elegislation.gov.hk/hk/capA602> (《區旗及區徽條例》)

In accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), hirer who would like to display and use the national and regional flags or emblems during their booking periods should ensure that their designs are in compliance with the specifications set out in the respective Ordinances and make prior written applications to the Deputy Director of Administration (Email: flags&emblems@csso.gov.hk or Fax: 2804-6552). For details, please see the National Flag and National Emblem Ordinance.

<https://www.elegislation.gov.hk/hk/capA401> (National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602> (Regional Flag and Regional Emblem Ordinance)

19. 租用者須確保其本人、其僱員、代理人及在租用期間獲准進入租用場地的任何人士遵守《中華人民共和國香港特別行政區維護國家安全法》和香港特別行政區有關維護國家安全的其他法律, 不得從事違反上述法律的行為和活動。

Hirer shall ensure the observance by themselves, their servants and agents and by all other persons admitted to any facilities hired by him of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Region in relation to the safeguarding of national security, and shall not engage in any act or activity which are not in compliance with the said legislation.

20. 在懸掛 8 號或以上風球或黑色暴雨警告生效期間, 場館所有出租場地一般均會關閉, 但會視乎當時情況考慮當日的活動是否取消或延期舉行。

當天文台宣佈即將懸掛 8 號或以上風球時或黑色暴雨警告將生效時, 租用者可與場館的當值人員商討有關即將舉行或正在進行的活動的安排。

When Typhoon Signal No. 8 or above is hoisted or Black Rainstorm Warning is in force, all hiring facilities of the Centre will be closed. Cancellation or postponement of the activity will be decided taking into account of the particular circumstances at the time.

Hirer should contact the Duty Officer of the Centre with regard to the arrangement of activities which are about to start or in progress when the Hong Kong Observatory announces that Typhoon Signal No. 8 or above will soon be hoisted or that the Black Rainstorm Warning will be issued.

21. 任何人士如違反上述守則或不聽從場館職員之勸告，場館職員有權要求違反守則者離開，一切已繳款項概不退還。

TungPo may ask persons who do not obey the above regulations to leave the venue and fee paid will not be refunded.

22. 場館有權更改上述各項規則而毋須作出事前通知。

TungPo reserves the right to amend the above regulations without prior notice.

致：場館經理 To: venue Manager

我/我們* 現申請租用上文所述的場館，並同意遵守東蒲定的租用條款(完整版)。我/我們* 亦會確保所有用場人士明白及遵守上述之場地使用守則及場館職員指示。

I,/We*, do hereby apply for the hire of the unit(s) of the TungPo as specified above and agree to follow and abide by the TERMS AND CONDITIONS OF HIRE((full version). I,/We* will also ensure that all users are fully aware the Rules and Regulation as above and the instruction given by Venue staff.

日期

Date

租用者簽署

Signature of Hirer