

# 東蒲 TungPo

## 胡李名靜體育館

### Kitty Woo Stadium

#### 佈置場地規則

#### Regulation of Venue Decoration

1. 場館佈置及裝飾須與獲覆實訂租活動的目的和性質相符。  
The hirer should note that venue setup and decoration should be in line with the objectives and nature of the confirmed function.
2. 租用者不得在租用時間前將任何物件、道具、展品搬入場地或進入租用場館預備、綵排或裝置。  
Not until the commencement of the booking period can the hirer bring any goods or properties into the Venue, or make preparations or rehearse in the Venue.
3. 租用者攜帶進入中心場地的所有佈景、裝置、道具及儀器，必須合乎及遵守有關的條例及條款，及不會造成任何污染。  
Any and all scenery, installation, equipment brought into the Stadium must meet with fire and public safety or other related regulations and will not cause any dirty.
4. 場地內的設備或椅子、桌子等傢俱均不能用作任何佈景/道具使用。  
No house equipment or furniture such as chairs, tables, etc., is permitted to be used as props or set pieces within the hiring venue.
5. 所有由租用者攜帶進場內使用的電器，必須在機械方面及用電方面配合場地要求，並同時合乎本港安全標準。從分線箱分出的插頭連接及所有在場館內使用的電器改裝及加裝，必須要由已註冊的電器技工處理。  
Plugged installations/equipment to a socket outlet are considered non-fixed installations. Wiring work on MCB boards down-stream of any plug and socket connection and electrical connection work to the venue fixed installation shall only be undertaken by a Registered Electrical Worker and/or contractor.
6. 全場嚴禁使用雙面膠紙，如不慎使用，要負責清理乾淨方可離去。全場只可使用縐紋膠紙 / 萬用膠貼等。如有損壞，需作賠償。  
No double-sided adhesive tape is allowed to use on anywhere of the venue. If found in used, the hirer is requested to clean up the area before leaving. Only adhesive rubber or general adhesive tape is allowed for sticking proposes. Hirer will be claimed if there are any damages.
7. 地下如需要用間線，可使用有色電線膠布或 3M 有色膠布，其他膠紙嚴禁使用。如有損壞，需作賠償。  
For line marking on floor, please use wire tape or 3M color tape only. Hirer will be claimed if there are any

damages.

8. 如搬運重型物件，需要事前於場地內鋪好夾板在地面上，方可進行(自行負責)。  
When moving bulky / heavy items, please pave floor board / covering on the floor by yourselves .
9. 凡有商業廣告需要張掛 / 電視錄影 / 錄音 / 館內飲食等等，請於申請場地時向場館申請，否則一律禁止進行。  
For commercial advertisement display (eg. banner / logo / trademark), in-house F&B, video or audio recording, please notice the venue in the application form. Otherwise, all said activities will be strictly prohibited.
10. 租用者需在租用期滿前將其搬進中心的物件撤離，包括海報、橫額等。倘若租用日期後仍有物品遺留在租用場地內，中心有權自行處理而不作另行通知。而租用者或其他有關人士則須在接獲通知後，立即支付中心清移及存放這些物品的費用。  
The hirer must remove all material (e.g. poster, banner) from the venue upon expiry of the hiring period, otherwise anything remaining will be treated as unwanted and disposed without further notice by the venue at a cost charged to the hirer.
11. 場內嚴禁不合規格 / 脫色之波鞋進場參與節目，一經場館職員發現，有權請該參加者退出節目場地（已租用覆蓋表演場地地膠之團體除外。）  
No shoes that may cause damage to the arena floor is allowed in the Stadium, or the persons will be requested to leave the arena (excluded for the event with the PVC floor mat covering service).
12. 倘在租用期間，租用人租用的或由本中心供應的器材或物件遭遺失、損壞、破壞、竊去或移走，租用人須在接到通知後，需照原價另加百分之二十賠償，或繳付重新安裝、更換器材或物件的全部或任何部份的費用，以較高款額為準。  
Accordance with the Stadium Rental Regulation, any losses, damages, destruction, stealing or withdrawal of equipment or facilities which are owned by the Association give rise to a claim of either paying original price plus twenty percentages of the equipment or facilities, or cost incurred by reinstalling or changing all or any parts. (Take the greater amount)
13. 在一般情況下，所有佈景或裝設必須以防火材料製作，任何易燃的噴漆均不能在場館的任何地方使用。  
In general, all scenery shall be fireproof, and/or made of fire retardant material. Inflammable spray painting is not permitted in any part of the Centre.
14. 任何明火燃點蠟燭，必須要得到中心技術人員的同意，方可在中心內使用。所有使用中的明火，必須要距離任何服飾、大幕、布帳及幕景最小 1.5 米。中心將保留所有要求租用者進行佈景防火處理的權利。  
Any use of lit candle, shall be kept away from costumes, curtains, draperies and other scenery for at least 1.5 meter, and requires application and permission in advance from the venue. Venue reserves all rights to request the hirer to perform any flameproof treatment and provide a relevant certificate whenever necessary.

15. 如需要提供電源，請向本場館技術工作人員查詢，嚴禁擅自取用牆邊插蘇。  
For power supply, please contact our staff and should not use the wall socket without permission.
  
16. 如活動期間有任何特效，請進入場館前先與場館技術工作人員申請，獲場館批准方可使用。  
If there are any special effects during the event, please contact our technical staff for approval before move-in to the Stadium.
  
17. 由於限制條例要視乎租用團體之節目性質或比賽活動性質，故此中心將保留一切增加或刪改之權利。  
The above regulations are subject to change without prior notice.

租用者簽署 Signature of Hirer: \_\_\_\_\_

姓名 Name: \_\_\_\_\_

職銜 Title: \_\_\_\_\_

日期 Date: \_\_\_\_\_