



SCOUT ASSOCIATION OF HONG KONG

10/F Hong Kong Scout Centre

Scout Path, Austin Road, Kowloon, Hong Kong

Enquiry : 2957 6377 Web Site: <http://www.scout.org.hk/>

Fax : 2302 1406 E-mail: projects@scout.org.hk

Function Room Booking and Hirer Guideline

Function Room Booking

- (1) Opening Hours: Monday to Sunday, 9a.m. – 9p.m.
- (2) Enquiry: Projects Branch, Room 1020, 10/F Hong Kong Scout Centre
Tel: 2957 6377 Fax: 2302 1406
- (3) Booking can be made by submitting a completed booking form and the copies of Registration Certificates (if any). Booking result shall be informed by Projects Branch and only written application shall be accepted.
- (4) Hirer may submit furniture / facility layout request to Projects Branch at least 7 days before the function date wherever necessary. Late request shall not be accepted.
- (5) Site visit can be arranged during the opening hours of the Centre.

Function Room Booking - Payment

- (1) 50% deposit shall be settled within 7 days after approval of booking, failing which the booking shall be cancelled. The balance payment shall be settled at least 7 days before the function date. Otherwise, the booking shall be cancelled without further notice and the deposit paid shall not be refunded. (No deposit is required for Scout Units)
- (2) Hiring charges should be fully settled 7 days before the function date if booking approval is confirmed within 14 days from the submission date of booking form. For bookings within 7 days from the function date, hirers should pay in person at Projects Branch and settle all hiring charges for booking confirmation.
- (3) No refund shall be made for cancellation of booking.
- (4) No refund shall be made in regard to amendment of function date. Alternatively, if the hirer requests to amend the function date by giving 7 days' written notice to Projects Branch before the original function date, 50% of the paid sum can be transferred to meet hiring charges on function held within 60 days from the original function date (Except AHQ's units & PA units, please refer to appendix 5 of Centre Management Manual for details).
- (5) Cheque payment shall be crossed and made payable to "Scout Association of Hong Kong". Post-dated cheques shall not be accepted.
- (6) Hirer may receive full refund in case of booking cancellation due to bad weather condition, i.e. typhoon signal no.8 or black rainstorm, or hired venues and facilities being urgently required by the Association.
- (7) No refund shall be made and the Association reserves the right to cancel any booking at any time during the period of hire if the conditions and regulations of Hire are breached.
- (8) All booking and payment procedures should be made by Projects Branch. Centre staff shall not involve in any monetary transactions.

Function Room Booking - Regulations

- (1) Application can be made in the name of individual or units.
- (2) Orchestral instruments (Type B) shall be hired for registered orchestra or educational institution only.
- (3) Hirer shall not sublet any part of the Centre premises hired to him.
- (4) All function rooms must be used exactly consistent with that approved except with the approval of the Centre Management Committee.
- (5) All musical instruments / equipment must be used exactly as designated and at the exact location that approved except with the approval of the Centre Management Committee.
- (6) Reservation should be made for using function rooms. Hiring period is 1 hour per session and start on the hour. Hirer should settle the payment which set by the Centre Management Committee and return the venue when the booking period ends.
- (7) Hirer shall be responsible for the reinstatement cost of any damaged premises, furniture or facilities.
- (8) No unauthorized posting of publicity material is allowed without prior permission. Any unauthorized posting shall be removed.
- (9) In case of booking rejection, full non-interest bearing refund shall be made via Centre staff.
- (10) The Centre is a self-access Performing Arts Centre, hirer is required to set up and install the instruments / facilities by his own.
- (11) The Association is not responsible for any personal injury or loss of property of the hirer/users.

