



修頓場館
Southern Stadium
售票節目指引
Ticketing Arrangement

出售及印刷門票程序

Procedures of Selling and Printing Tickets

- 1) 在申請表格上須清楚列明所賣門票的數量、銀碼及門票編號(免費入場亦須列明)
The Hirer shall state the proposed quantity of sales, the prices and the serial numbers of tickets in the application form.(whether free admission or charged Event)
- 2) 門票必須有三部份(票頭、持票者存根、票尾)，不能採用過深色的顏色紙印製，以便場館的蓋印能清楚顯示，而門票的票頭必須釘裝妥當。
The ticket shall contain 3 parts: the first and second parts shall be given to the ticket holder; the third part shall be reserved for the Manager (Stadium Services) to check anytime. Tickets should be in light color so that the stamps of the Stadium can be clearly identified. The stub of tickets should be bound properly.
- 3) 門票三部份均必須清楚列明：
There shall be stated on each of the 3 parts on every admission ticket:
 - a) 票價
The price;
 - b) 門票編號
The serial number of the ticket and the seat number if necessary;
 - c) 主辦機構名稱
The name of the organization presenting the Event;
 - d) 節目名稱
The name of the Event;
 - e) 舉行場地
The place of the Event with the words emphasized for clarity;
 - f) 日期及時間
The date and time of the performance.
- 4) 如屬贈券，門票三部份均必須清楚標示"免費贈券"或"complimentary ticket, not for sale" 字眼 (最多 200 張或全場免費)
For the tickets not for sale, 3 parts on every admission ticket shall state the word "COMPLIMENTARY" or "FREE ADMISSION" clearly. The total number of all complimentary tickets to be issued in respect of any one performance shall not exceed 200; or all are free of charge.
- 5) 如屬劃定座位節目，門票之持票者存根須清楚印有一個不少於 10 毫米闊、30 毫米長的方格，並已填上行號及座位號碼
For the event with fixed seats, every admission ticket shall contain a 10mm x 30mm box space with the section, row and seat number inserted.
- 6) 門票持票者存根部份須印有以下及其他規則：
The following rules have to be stated in the part of ticket which kept by ticket holder:
 - a) 每張門票只限一人
Each ticket admits one person only
 - b) 門票售出概不退換
No refund after sale
 - c) 嚴禁在場內吸煙
Smoking is prohibited inside the Stadium
 - d) 請勿用閃光燈攝影、錄音及錄影，除特許人員外
Photography, sound and video recordings are prohibited inside the Stadium
 - e) 請勿攜帶酒精類、罐裝或玻璃樽裝飲品或食品進場
Cans and glass bottles of drinks or food, alcohols are prohibited in the Stadium
 - f) 持票人須遵守張貼在場館內的所有規則及在場工作人員指示
The ticket holder must comply with all regulations in the Stadium and the instructions by staff
 - g) 如不設劃位的節目必須列明「不設劃位，先到先得，額滿即止」的入場方法
For free seating event, the word "First come first served" shall be inserted

- 7) 門票印刷初稿須先交由場館覆核，確認無誤後始交由租場者印刷。完成印刷後，所有門票亦須交到場館蓋章，始能交還租場者對外出售。因此建議初稿須於派發/發售前最少 30 天前交到場館；所有門票須於派發/發售前最少 14 天前交到場館。

The Hirer shall submit the draft of tickets to the Manager (Stadium Services) for approval not less than 30 days before the first day of the Confirmed Booking full and accurate details of the proposed arrangement for the use of the Stadium. After printing, the tickets must be submitted to Stadium for stamping with not less than 14 days before the sale.

- 8) 場館總可容納人數為 1995 人，節目工作人員需計算在內，所有工作人員証亦須經場館蓋章方為有效。
The capacity of the Stadium is 1995 which the number of working staff of Hirer is included. Every servant and agent of the Hirer shall wear or carry for inspection by the Stadium a clear identification badge or card, specimen of which shall be deposited by the Hirer with the Manager (Stadium Services) before the hiring period.

- 9) 如持票者入場時門票遭塗改、銀碼或其他資料被貼紙遮蓋、沒有票務蓋印、門票不完整或只持有"持票者存根"，均不得進場。

Only participants with valid tickets can enter the Stadium. Those tickets, which are incomplete, or the information have been modified or covered by some materials, or without Stadium Stamps, cannot be considered.

- 10) 場館有權保留於每場活動不超過 6 個座位供場館人員使用，座位的位置由場館全權決定。

The right to designate not more than 6 seats as management seats, the location and use of which shall be at the absolute discretion and disposal of Association.

- 11) 場館職員有權因應活動現場情況及安全理由決定即時提早或延遲入場時間、安排分段入場或終止持票者入場。當節目結束後，主辦機構必須於 7 天內交回售票記錄作場館覆核之用，否則本館將當主辦機構所有門票售罄計算。

Hirers shall submit the ticketing record to Stadium for checking within 7 days after the end of performance. Otherwise, the tickets will be considered as sold out.

申請未售出門票的退款程序

Application Procedure of Reimbursement of Unsold tickets

租用人須於活動舉行後**七個工作天內**，向會方提交以下有關出售門票之相關資料：

Any Hirer would like to get the reimbursement of the unsold tickets should submit the following documents no more than 7 working days after the event:

- | | | |
|----------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------|
| 1) 出售門票後所餘下的票頭
Stubs of all sold tickets; | } | 所有門票於提交時 必須 依照票號由小到大順序排列
All ticket numbers must be in ascending order |
| 2) 未出售的完整門票
Complete unsold tickets; | | |
| 3) 填寫會方交予租用人的銷售門票記錄表
Filled form "Acknowledgment of Ticket Return" from Southorn Stadium. | | |

不論任何原因，此記錄必須在期限內提交，如有逾期提交，會方有權以門票全數售罄作計算，已收取的門票總收益之 20% 均不獲按差額退還以無須另行通知。

All the above documents have to be submitted in complete set within **7 working days** after the events, otherwise all the tickets are regarded as sold out. Late applications will not be considered. 20% of box office income which is prior payment will be used as the rental of performance session(s).

一般門票樣本 (不同票價使用不同顏色，初稿需先交由場館覆核無誤後始印刷)

(票頭)	(持票者存根)		(票尾)
節目名稱	節目名稱	主辦機構名稱	節目名稱
日期	舉行場地	日期 時間	主辦機構名稱
時間			舉行場地
[票務章		票務章
	每張門票只限一人		日期
	2. 門票售出概不退換		時間
	3. 請勿用閃光燈攝影、吸煙、錄音及除特許人員外，請勿拍攝電影或錄影		
	4. 請勿攜帶酒精類、罐裝或玻璃樽裝飲品或食品進場		
	5. 持票人須遵守張貼在場館內的所有規則及在場工作人員指示		
\$100			\$100
A0001	\$100	A0001	A0001

劃位門票樣本 (不同票價使用不同顏色，初稿需先交由場館覆核無誤後始印刷)

(票頭)	(持票者存根)		(票尾)			
節目名稱	節目名稱	主辦機構名稱	節目名稱	主辦機構名稱		
日期	舉行場地	日期 時間	主辦機構名稱	舉行場地		
時間			日期	時間		
[票務章		票務章			
	1. 每張門票只限一人					
	2. 門票售出概不退換					
	3. 請勿用閃光燈攝影、吸煙、錄音及除特許人員外，請勿拍攝電影或錄影					
	4. 請勿攜帶酒精類、罐裝或玻璃樽裝飲品或食品進場					
	5. 持票人須遵守張貼在場館內的所有規則及在場工作人員指示					
\$100			\$100			
A0001	\$100	A0001	*行號 座號 <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">AA</td> <td style="padding: 2px;">18</td> </tr> </table>		AA	18
AA	18					

*10 毫米闊、30 毫米長

免費贈券樣本 (最多 200 張或全場免費)

(票頭)	(持票者存根)		(票尾)
節目名稱	節目名稱	主辦機構名稱	節目名稱
日期	舉行場地	日期 時間	主辦機構名稱
時間			舉行場地
[票務章		票務章
	1. 每張門票只限一人		日期
	2. 門票售出概不退換		時間
	3. 請勿用閃光燈攝影、吸煙、錄音及除特許人員外，請勿拍攝電影或錄影		
	4. 請勿攜帶酒精類、罐裝或玻璃樽裝飲品或食品進場		
	5. 持票人須遵守張貼在場館內的所有規則及在場工作人員指示		
	6. 先到先得，額滿即止		
免費贈券			免費贈券
A0001	免費贈券	A0001	A0001

(Different price tickets in different colour, the draft must be submitted to the Stadium for approval before printing)

<p>(Stub kept by hirer)</p> <p><i>Event Name</i></p> <p><i>Date</i></p> <p><i>Time</i></p> <p>Stamp of the Stadium</p> <p>\$100</p> <p>A0001</p>	<p>(Part for ticket holder)</p> <p><i>Event Name</i> <i>Name of Hirer</i></p> <p><i>Venue</i> <i>Date</i> <i>Time</i></p> <p>Each ticket admits one person only</p> <p>2. No refund after sale</p> <p>3. Smoking, photography, sound and video recordings are prohibited inside the Stadium</p> <p>4. Cans and bottles of drinks or food, alcohols are prohibited in the Stadium</p> <p>5. The ticket holder must comply with all regulations in the Stadium and the instructions by staff</p> <p>\$100</p> <p>A0001</p>	<p>(Part kept by ticket controller)</p> <p><i>Event Name</i></p> <p><i>Name of Hirer</i></p> <p><i>Venue</i></p> <p><i>Date</i></p> <p><i>Time</i></p> <p>Stamp of the Stadium</p> <p>\$100</p> <p>A0001</p>
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Sample for fixed seat tickets

(Different price tickets in different colour, the draft must be submitted to the Stadium for approval before printing)

<p>(Stub kept by hirer)</p> <p><i>Event Name</i></p> <p><i>Date</i></p> <p><i>Time</i></p> <p>Stamp of the Stadium</p> <p>\$100</p> <p>A0001</p>	<p>(Part for ticket holder)</p> <p><i>Event Name</i> <i>Name of Hirer</i></p> <p><i>Venue</i> <i>Date</i> <i>Time</i></p> <p>Each ticket admits one person only</p> <p>2. No refund after sale</p> <p>3. Smoking, photography, sound and video recordings are prohibited inside the Stadium</p> <p>4. Cans and glass bottles of drinks or food, alcohols are prohibited in the Stadium</p> <p>5. The ticket holder must comply with all regulations in the Stadium and the instructions by staff</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">*Row</td> <td style="text-align: center;">Seat</td> </tr> <tr> <td style="text-align: center;">AA</td> <td style="text-align: center;">18</td> </tr> </table> <p>\$100</p> <p>A0001</p>	*Row	Seat	AA	18	<p>(Part kept by ticket controller)</p> <p><i>Event Name</i></p> <p><i>Name of Hirer</i></p> <p><i>Venue</i></p> <p><i>Date</i></p> <p><i>Time</i></p> <p>Stamp of the Stadium</p> <p>\$100</p> <p>A0001</p>
*Row	Seat					
AA	18					

*10mm (width) · 30mm (length)

Sample for complimentary ticket (Maximum 200 or free of charge for all)

<p>(Stub kept by hirer)</p> <p><i>Event Name</i></p> <p><i>Date</i></p> <p><i>Time</i></p> <p>Stamp of the Stadium</p> <p>Complimentary ticket</p> <p>A0001</p>	<p>(Part for ticket holder)</p> <p><i>Event Name</i> <i>Name of Hirer</i></p> <p><i>Venue</i> <i>Date</i> <i>Time</i></p> <p>Each ticket admits one person only</p> <p>2. No refund after sale</p> <p>3. Smoking, photography, sound and video recordings are prohibited inside the Stadium</p> <p>4. Cans and bottles of drinks or food, alcohols are prohibited in the Stadium</p> <p>5. The ticket holder must comply with all regulations in the Stadium and the instructions by staff</p> <p>6. First come first served</p> <p>Complimentary ticket</p> <p>A0001</p>	<p>(Part kept by ticket controller)</p> <p><i>Event Name</i></p> <p><i>Name of Hirer</i></p> <p><i>Venue</i></p> <p><i>Date</i></p> <p><i>Time</i></p> <p>Stamp of the Stadium</p> <p>Complimentary ticket</p> <p>A0001</p>
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