



香港遊樂場協會
HONG KONG PLAYGROUND ASSOCIATION
場館服務(修頓場館)
Stadium Services(Southern Stadium)
申請表格
Booking Form



A. 租用人資料
PARTICULARS OF HIRER

- 租用人姓名(先生/女士*) 申請人職務
Name of Hirer (Mr./Ms.*) _____ Position Held _____
- 租用人聯絡電話 (辦事處) (手提電話)
Contact No. of Hirer _____ (Office) _____ (Mobile) _____
- 所代表團體(所有文件包括繳款通知書、收據及票務支票抬頭等均以此申請團體名稱發出)
Organization Represented (All documents such as Payment Advice, Receipt and Cheque etc will be addressed in this name) _____
- 團體地址
Address of Organization _____
- 商業登記証號碼 / 社團註冊號碼 / 慈善機構或信託團體*[@] 檔案號碼(請呈交副本)
No. of Business Registration Cert / Cert of Registration of a Society/IR No. of tax exemption under section88 (please submit a copy)* _____
- 主要聯絡人姓名及電話 電郵地址
Name(s) of contact person and telephone No. _____ E-mail _____
- 通訊地址
Correspondence Address _____

B. 節目資料
PARTICULARS OF EVENT

- 節目名稱
Name of Event _____
- 節目目的
Aim of Event _____
- 節目內容#
Description of Event# _____
- 租用日期 預計參加人數
Date(s) of Booking _____ Anticipated no. of Participants _____
- 公眾查詢聯絡方法(須最少填一項) Contact Information for public (Fill in at least one item from below)
電話 電郵地址 面書
Tel No. _____ E-mail _____ Facebook _____
- 比賽隊伍/表演藝人/講者* 姓名#(如非香港永久居民, 請提供有效工作簽證)
Name(s) of Team(s)/Artist(s)/Performer(s)/Speaker(s)* participating (Please provide valid working visa if the performers are not Hong Kong permanent resident) _____
- 節目類別* 體育 / 歌唱 / 跳舞 / 講座 / 聚會 / 其它(請註明)
Nature and Purpose of Event* Sports / Singing / Dance / Conference / Assembly / Other (Please specify: _____)
- 節目流程# 日期及時間(時間必須連續) 費用(此欄由本會填寫)^
Event Schedule# Date & Time (must be in continuous booking time) Charge (Official use only)^
可另頁書寫(Please submit additional sheet(s) when necessary)
- 佈置場地 Set Up _____
- 綵排 Rehearsal _____
- 表演 Performance _____
- 拆除 Dismantling _____
- 其他 Others _____

詳細節目內容、流程、節目場地平面圖及比賽隊伍/表演藝人/講者姓名等資料須於節目日前 30 天提交。如有需要, 會要求租用人提供合資格人士簽發的證書。Detail event rundown and floor plan should be submitted 30 days before the first date of booking. If required, the hirer will be asked to provide a certificate issued by a competent person.

* 請將不適用者刪去 Delete where inapplicable

^ 詳見後頁之“場地租用價目表” please refer to “Rental price list of Stadium” at the end of the form

@ 重覆租用人不須再次提交社團註冊、慈善機構或信託團體文件。Copies of certificate of Registration of a Society/ IR No. of tax exemption under section 88 is not required for repeat hirers

C. 座位安排及門票價目

TICKET PRICE SCALE AND SEATING ARRANGEMENT

1. 節目會否有門票?(出售/免費門票)? 有 Yes (門票設計須交予本會批核後方能列印,並送到場館蓋章,約一至兩個工作天取回)(Ticket layout has to be approved by the Association before printing. Then please sent it to Stadium for chopping and will be ready to take away in 1-2 working days) 沒有 No (請跳至 D 部份) (Please jump to Section D)
- Does the event(s) have ticket(for sale/free of charge)?
2. 是否已完全明白有關表演時段場地租金之\$13,800 或由"每場門票總收益之20%"取代之收費規則? (詳見 J 項第 2-3 點) Do you fully understand the policy of replacing \$13,800 of the performance session of venue rental cost by "20% of Total Box Office Income per performance", whichever is higher? (please see item 2-3 in Section J) 是 yes (如有疑問請於遞交申請前向職員查詢) (please contact our staff for assistance before submitting this Form)
3. 門票價目分配 (可另頁書寫)
Ticket price scale (Please submit additional sheet(s) when necessary)

門票價目分配 Ticket Price Scale	票價 A Price A \$	票價 B Price B \$	票價 C Price C \$
演出日期及數量 Performance Date & Capacity			
門票總值 Total Ticket Income			
免費贈券(不可超過售出座位總數的 10%) Complimentary tickets(cannot exceed 10% of the total number of seats per performance.)			

- * 內銷門票不可超過售出座位總數的 60% (已包括 10%免費贈券)
Consignment Tickets cannot exceed 60% of the total number of seats per performance. (Including 10% Complimentary tickets)
- * 如租用人未能於活動舉行後七個工作天內完成「未售出門票的退款程序」申請,會方有權以門票全數售罄作計算。
If the Application Procedure of Reimbursement of Unsold tickets does not complete within 7 working days after the events, all the tickets are regarded as sold out. Late applications will not be considered.

4. 門票銷售日期
Ticket sale commencement date _____

D. 節目性質

NATURE OF THE EVENT

1. 節目會否進行籌款及抽獎?
Are there any fund raising or lottery activity? 會 yes (詳情請向職員查詢)(Please contact our staff for details) 不會 No
2. 節目會否使用遊戲機或舉辦有賭博成分之遊戲?
Are there any amusement machines or gambling games? 會 Yes (請提交民政事務局發出的「有獎娛樂遊戲牌照」副本 Please submit the Amusements With Prizes License issued from the Secretary for Home Affairs) 不會 No
3. 節目會否有食物或飲品派發或出售?(本會或會收取總銷售額的 10%)
Are there any food or beverage for sale or to distribute? (The Association will charge 10% on the total gross sales) 會 Yes (請提交有關食品/飲品的名稱、數量、派發或出售方法及售價等予本會批核 Please submit the food/drink type, quantity, price, mean of distribution/sales etc. for the Association approval) 不會 No
4. 節目會否有酒精飲品派發或出售?(本會或會收取總銷售額的 10%)
Are there any alcoholic drinks for sale or to distribute? (The Association will charge 10% on the total gross sales) 會 Yes (有可能需要提交香港警務處發出的「臨時酒牌」副本 Please submit the Temporary Liquor License issued from the Hong Kong Police) 不會 No
5. 節目會否有商品或紀念品派發或出售? (本會或會收取總銷售額的 10%)
Are there any commodities or souvenirs sales for the event? (The Association will charge 10% on the total gross sales) 會 Yes (請提交有關物品的類別、樣式、數量、派發或出售方法及售價等予本會批核 Please submit the item type, design, quantity, price, mean of distribution/sales etc. for the Association approval) 不會 No
6. 節目會否展示非租用團體的商標如(贊助商商標)或任何廣告(如海報/橫額)? (本會將會作出收費, 詳見 I 項)
Are there any non-booking organization brand(s) (e.g. sponsors brand) or any advertisements displayed in the event (e.g. banners/posters)? (The Association will charge on the captioned, please refer to section I) 會 Yes (請提交廣告的設計、大小、商標數量、展示位置及方法等予本會批核 Please submit the advertisement design, size, no. of brand(s), location and mean of display etc. for the Association approval) 不會 No
7. 節目會否播放或演奏歌曲、錄像等涉及版權或其他香港知識產權條例事宜?(相關機構例如 CASH, HKRIA, PP(SEA)L 等)
Are there live music, Audio or video playback etc. that is/are copyright related or intellectual property related will be used/played in the event? (related authorities such as CASH, HKRIA, PP(SEA)L etc.) 會 yes (請提交有關授權文件交本會批核 Please submit the related authorized document for the Association approval) 不會 No (請提交保證信 Please fill the declare form provided by the Association) 不適用 Not applicable
8. 節目會否放映影片?
Are there any film/movie to show? 會 yes (請向電影、報刊及物品管理辦事處申請豁免證明書 Please apply certificate exemption from Office for Film, newspaper & Administration.) 不會 No
9. 節目會否使用煙火物料或激光等效果?
Are there any firework or laser display? 會 yes (請提交創意香港或食物環境衛生處發出有關牌照許可證明文件予本會批核 Please submit the related authorized permit document from Create Hong Kong or Food and Environmental Hygiene Department for the Association approval) 不會 No

E. 公眾安全及管理

CROWD SAFETY AND MANAGEMENT

1. *會否安排急救服務? (所有體育活動及 200 人以上節目必須安排急救服務, 50 人以下體育訓練及練習可申請豁免)
Will the First Aid Service be arranged?
(Compulsory for all sports activities or other events with more than 200 attendances)(Sports training and practice with less than 50 people can apply for exemption)
- 會 Yes (人數 Pax: _____) 不會 No*
2. *會否於閘口安排職員處理查詢?
Will any staff for enquiry be arranged at the entrance?
- 會 Yes (人數 Pax: _____)
(到場時間 arrival time : _____) 不會 No*
3. *會否安排保安?
Will the security guard be arranged?
- 會 Yes (人數 Pax: _____)
(到場時間 arrival time : _____) 不會 No*
4. 場內會否有派發打氣棒、場刊、飲品食物、放紙炮、飲用有酒精飲品, 進食、有寵物等安排? (場館或會收取清潔費, 詳見 G1e 項)
Any pong-pong stick, leaflet, food or drinks distribution; confetti; alcoholic drinks, meal, pets in the event? (Stadium may charge an additional cleaning fee, please refer to section G1e)
(所有外來佈置(如地毯、橫額、發泡膠板、卡板、裝飾等), 租用人必須自行清離場館, 不得丟棄於大廈垃圾房。)
(All bring-in setup (such as floor mat, banner, foam board, cart board, decorations etc.) must be disposed by hirer out of the building)
- 會 Yes (人數 Pax: _____)
(詳情請向職員查詢)(Please contact our staff for details) 不會 No
5. * 同意必須自行購買以下所有(或部份)與節目相關的保險 :
Please accept to purchase the insurances which are related to the event by yourself : 同意及將會購買 agree

	保障範圍 Insurance Coverage	投保額(不少於) Premium (No Less Than)
A) 公眾責任保險 Public Liability Insurance (PL)	第三者責任, 受保人包括本會與其承辦商 Legal liability to the third parties in the event, coverage include HKPA and contractors	\$20,000,000
B) 工程保險 Contractor All Risk Insurance (CAR)	節目建設及清拆, 受保人包括承包商及其分包商 For the time of set-up and dismantling, coverage include contractors and all subcontractors	\$20,000,000
C) 團體意外保險 Group Accident Insurance (GPA)	節目時於場內而不能由上述保險保障的人士 For anyone attending the event but not covered by the above insurance	\$100,000 per person
D) 勞工保險 Employees Compensation Insurance (EI)	場內工作之受僱人士 All employment in the event irrespective of the length of employment contract	根據《僱員補償條例》的規定 According to the Employees Compensation Ordinance
E) 50 人以下體育訓練或練習(團體/公司內部訓練)只需為參加者購買勞工/團體意外保險(團體意外保險保單金額需每人十萬或以上) Rental of sports training / Practice with less than 50 attendances (internal training) would need to purchase Labour /Group Accident Insurance for the attendances only. (\$100,000 premium or above per person)		

(請在節目/使用日 30 天前把保單副本交到場館 Please hand in the copy of the Insurance record to the Stadium 30 days before the start day of the event)

*本會有權於收到節目流程及內容後硬性要求租用人提供相關安排, 租用人不得異議。

The Association reserves the right to request to hirer to compulsorily provide the corresponding arrangement after receiving the event content and rundown

F. 拍攝 / 錄影

PHOTO TAKING / VIDEO RECORDING

- 節目期間會否進行拍攝或錄影? (本會或會作出收費, 詳見 H 項) Will there be any photo taking or video recording? (The Association may charge on the captioned, please refer to section H)
- 會 yes (職員將稍後聯絡並作詳細了解 our staff will contact you later for details) 不會 no (未經本會同意, 不得進行拍攝或錄影 Photo-taking or video recording is prohibited without prior permission)

G. 服務及器材租用

CHARGES FOR SERVICE AND EQUIPMENT

項目 Item	細則 Description	日期 Date	時間 Time	數量 Quantity	費用 (此欄由本會填寫) Charge (filled by office)
1. 工作人員 Personnel					
a) 售票員 Ticket Staff	每小時 \$150 (連票房位置) (最少連續受僱 4 小時) \$150 per hour (With ticket office provided) (Minimum 4 hours per hire)				
b) 額外工人 Additional Workman	每小時計\$150/人(最少連續受僱 4 小時) \$150 per workman per hour (Minimum 4 hours per hire)				
c) 額外清潔費 Extra Cleaning Fee	i) 每次\$1,000 \$1,000 per provision				
	ii) 每次\$5,000 (例如場內飲用有酒精飲品,進食,寵物展) \$5,000 per provision (such as alcoholic drinks, eating, pet show etc.)				
2. 器材設備 Equipment					
a) 額外電源 Extra Electricity	60A 插掣 \$1,300/日/組(最多 4 組) \$1,300 Socket 60A per day per set(up to 4 sets)				
b) 主禮台 Ceremony stage	i) 特大型台面積每次 \$9,500 (36'呎闊 x 16'呎深 x 2'呎高) \$9,500 per provision (Stage size:36'(W) x 16'(D) x 2'(H))				
	ii) 大型台面積每次 \$7,000 (30'呎闊 x 16'呎深 x 2'呎高) \$7,000 per provision (Stage size:30'(W) x 16'(D) x 2'(H))				
	iii) 中型台面積每次 \$5,000 (24'呎闊 x 16'呎深 x 2'呎高) \$5,000 per provision (Stage size:24'(W) x 16'(D) x 2'(H))				
	iv) 小型台面積每次 \$700 (16'呎闊 x 8'呎深 x 8"吋高) \$700 per provision (Stage size: 16'(W) x 8'(D) x 8" (H))				
	v) 另加舞台 \$175/塊 (4'呎闊 x 4'呎深 x 8"吋高) Extra stage \$175 per piece (Stage size: 4'(W) x 4'(D) x 8" (H))				

2. 器材設備 Equipment		日期 Date	時間 Time	數量 Quantity	費用 (此欄由本會填寫) Charge (filled by office)
c) 背景架 Truss	i) 36'呎闊 X 10'呎高 每次\$3,000 36'(W) X 10'(H) \$3,000 per provision ii) 30'呎闊 X 10'呎高 每次\$2,400 30'(W) X 10'(H) \$2,400 per provision iii) 24'呎闊 X 10'呎高 每次\$2,000 24'(W) X 10'(H) \$2,000 per provision iv) 16'呎闊 X 10'呎高 每次\$1,400 16'(W) X 10'(H) \$1,400 per provision				
d) 射燈(不包括操作員) Spotlight (Without operator)	每小時 \$500 \$500 per hour				
e) 廣播系統(包括操作員) Public Announcement (With operator)	每小時 \$860 \$860 per hour				
f) 摺椅 Additional Arena Seating	每張 \$12 (最多 500 張) \$12 per seat (Maximum 500pcs)				
g) 枱椅 1 套 Table & Chair	每套 \$62 (考試專用, 最多 500 套) \$62 per set (Only exam, Maximum 500sets)				
h) 覆蓋表演場地地膠 Floor mat (PVC) for cover to arena area	地膠面積(60'呎 x 120'呎) 每次 \$7,500 \$7,500 per provision (Size: 60' x 120')				
i) 懸掛背幕 Hanging Backdrop / Curtain	i) 掛背幕每次 \$1,100 一組(最多共五組) Curtain \$1,100 per set (Maximum 5 sets) ii) 掛節目橫額每次 \$3,300 Event Backdrop \$3,300 per provision				
j) LED 屏幕 2 個 (20.7'呎闊 x 8.7'呎高) 2 LED Screen Size: 20.7'(W) x 8.7'(H)	i) 只作計分板用 每節 \$700 Scoreboard \$700 per session ii) 顯示照片、簡報、短片每節 \$1,920 (註: 沒有聲音) Show photos, PPT, Video \$1,920 per session (No sound system provided) *如畫面有商業成份, 收費另議 *Change to be revised by the Association for commercial content.				
k) 銀幕及放映機 Projector & Fast-fold screen	每節 \$1,720 (16'8"呎闊 x 12'6"呎高) \$1,720 per session Size: 16'8"(W) x 12'6"(H)				
l) 排球場(1 個) Volleyball Court (1 court)	每次 \$1,000 (包括一套排球架及網) \$1,000 per provision including stands and nets				
m) 乒乓球枱 Table Tennis Table	每張 \$540 (包括乒乓球網及計分牌) \$540 per provision including table & net and scoreboard				
n) 羽毛球場 (每次租出 4 個) Badminton Court (4 courts as a whole)	每次 \$900 (包括羽毛球架及網) \$900 per provision including stands and nets				

3. 其他 Others		日期 Date	時間 Time	數量 Quantity	費用 (此欄由本會填寫) Charge (filled by office)
a) 較剪式電動升降台 Scissor Lift	每次 \$ 1,700 (連操作員 1 名) \$1,700 per provision (1 technician included)				
b) 多用途室 Multi Function Room	每節 \$800 (必須同時租用主場館) \$800 per session (Must hire the arena also)				
c) 其他 1 (請描述) Other 1 (please describe)					
d) 其他 2 (請描述) Other 2 (please describe)					

H. 特許權費用 CHARGES OF RIGHTS

項目 Item	細則 Description	日期 Date	場次 Performance	費用 (此欄由本會填寫) Charge (filled by office)
1. 直播 Live Broadcasting				
a) 體育活動 Sports Events	i. 免費電視 Free Television 每場收費\$13,000 \$13,000 per performance		-	
	ii. 收費電視 Pay Television 每場收費\$11,000 \$11,000 per performance			
	iii. 其他媒體 Other Mass Media 每場收費\$9,800 \$9,800 per performance			
b) 非體育活動 -- 商業用途 Non-Sports Events -- Commercial	i. 免費電視 Free Television 每場收費\$30,000 \$30,000 per performance			
	ii. 收費電視 Pay Television 每場收費\$20,000 \$20,000 per performance			
	iii. 其他媒體 Other Mass Media 每場收費\$10,000 \$10,000 per performance			
c) 非體育活動 – 非商業用途 Non-Sports Events – Non-profit making	每場收費\$10,000 \$10,000 per performance (所有媒體劃一收費) (same rate for all kinds of media)			
2. 在表演場內錄影 / 錄音錄影 Audio-visual / visual recordings in the arena				
a) 作公開播放或發售用途 For public release or sale	訂租期內每日收費 \$7,900 (During the period of hire) \$7,900 per day of booking			
b) 只作宣傳 / 推廣用途 For advertising purpose only	訂租期內每日收費 \$3,950 (During the period of hire) \$3,950 per day of booking			

I. 廣告收費

CHARGES OF ADVERTISEMENT

租用期內，在節目橫額上展示廣告或商號 (展示數目、位置及面積最後由本會決定，租用人不得異議) Display of on-site advertisement or brand in the arena during the period of hire (Quantity of display / exposure, location and size are decided by the the Association)		日期 Date	場次 Performance	數量 Quantity	費用 (此欄由本會填寫) Charge (filled by office)
1. 商號數量 Quantity of brand / logo					
a) 場內作電視廣播 / 錄影 / 錄音 / 錄音錄影 With television broadcasting / audio-visual / recording in the arena	i) 最多 2 個贊助人或 2 個牌子名稱，每日收費\$6,300 \$6,300 per session for no more than 2 sponsors or brand names ii) 每多 1 個贊助或 1 個牌子名稱，每日收附加費 \$2,100 \$2,100 per session for each additional sponsor or brand name				
b) 不在場內作電視廣播 / 錄影 / 錄音 / 錄音錄影 Without television broadcasting / audio-visual / recording in the arena	i) 最多 2 個贊助人或 2 個牌子名稱，每日收費\$1,470 \$1,470 per session for no more than 2 sponsors or brand names ii) 每多 1 個贊助或 1 個牌子名稱，每日收附加費\$735 \$735 per session for each additional sponsor or brand name				
2. 廣告或商標位置 Location of Advertisement or brand / logo					
場內欄杆 Railing in the Arena	每條 \$200-\$400 \$200-\$400 per railing 詳情請向職員查詢 Please contact our staff for details				
其他廣告或商標展示位置收費另議 (Charges for displaying advertisement or brand / logo in other locations are negotiable.)		-	-	-	-

J. 注意事項 (另請詳見租用條款完整版或向職員查詢)

IMPORTANT NOTE (please refer to the full version of Rules and Regulation or contact our staff for details)

- 租用人先致電 2834 2702 查詢租用日期，接受一年前預訂 (此查詢並不視作正式租用)。租用人經遞表申請後，如獲接納訂場，租用人將會獲書面通知並須繳交訂金；有關租用申請須在繳付訂金後方為落實。獲覆實訂租後，租用場地的時間、日期等資料將不接受任何形式的更改或轉讓。
Please call our Stadium office at 2834 2702 for vacancy checking, reservation is accepted 1 year in advance (the call is not a formal booking or reservation). Hirer should submit a booking form to Stadium. If the application is accepted, an official letter will be mailed to the applicant and deposit is required as a confirmation of booking. i.e. The booking is not yet confirmed until the deposit is made. No amendment of booking date, time nor whatsoever will be accepted after confirmation.
- 如每場門票總收益之 20% 較場地租金當中之 \$13,800 (或最少 \$13,800) 為高，則以每場門票總收益之 20% 取代之。(如：該場門票總收益之 20% 達 \$50,000，則需繳付額外差額 \$50,000 - \$13,800，即 \$36,200)
The 20% of Total Box Office Income per performance will replace \$13,800 of the venue rental cost (or minimum \$13,800) if the 20% of Total Box Office Income is higher. (e.g.: if the 20% of Total Box Office Income of one performance is \$50,000, an additional cost of \$50,000 - \$13,800, i.e. \$36,200 will be charged)
- 計算門票總收益之 20% 作租金時是先以門票全數售罄的銀碼計算及收取。如節目完結後其實際門票銷售並非全數售罄，本會將會按差額退還；但實收租金將不低於其租用者類別租金金額。
The 20% of total box office income as rental charge is based on a full sold ticket sales. In case the actual tickets sales is not fully sold, the Association will return the difference to Hirer; but the Rental Charge will not be less than the Rental Charge according to the Nature of Hirer.
- 租用人可於同一月份內最多租用 2 天“50 人以下內部體育訓練/練習”的場地，第 3 天起本會只接受付款後預留場地，並有權在不少於 14 天的通知期內調動租訂期，將安排往後仍未外租的檔期作替補 (期限為受影響租用日期起計的一個月內)。如未能作出安排，將透過退款機制選擇退款。
Hirer can apply maximum 2 days of rental type “internal sports training or practicing with less than 50 attendants” within one month. The Association accept the 3rd date (or after) as a paid reservation only and reserve the right to amend the reservation to any date(s) after the reservation date within one month with 14 days prior notification. If such arrangement is failed, payment made will be refund to the Hirer.
- 租用人必須為節目主辦單位及香港遊樂場協會 (本會) 購買公眾責任保險，並於節目舉行一個月前提交有效保單副本。如未能於指定時間內提供所有資料或付款，本會將取消相關租用，已繳費用概不退還。
Hirer must purchase Public Liability Insurance for the event organization and Hong Kong Playground Association (The Association), the copy of the insurance record must be given to the Stadium 1 month before in advance to the event date. Should the hirer fail to provide information upon the request, the Association reserves the right to cancel the application without prior notice and no refund will be made.

6. 因應疫情關係，場館有權要求主辦單位額外租用最少一小時租務，以便入場時進行防疫措施及人流管制等。
In response to the epidemic situation, the stadium has the right to request the presenter to rent for at least one additional hour of rental to facilitate epidemic prevention measures and crowd control when entering the stadium.
7. 如有逾期繳款(訂金、租金餘數或任何收費)，香港遊樂場協會(下稱“本會”)有權取消有關申請以不作另行通知。
The Hong Kong Playground Association (the Association) reserves the right to cancel the application that is in any kinds of overdue of payment (deposit, balance payment or any charges) without prior notice.
8. 本會只接受現金，銀行本票或支票付款。
The Association accepts payment in cash, cashier's cheque or cheque only.
9. 如因天氣問題(八號風球或以上/黑雨)、緊急維修或任何原因以致場館需要關閉，本會將安排往後仍未外租的檔期作替補(期限為受影響租用日起計的一年內)。
In case of unstable weather(storm signal 8 or above / rainstorm signal black), emergency maintenance or any kinds of urgent reasons that caused Stadium closure, a replacement of booking date will be arranged for the vacancy within 1 year from the rental day.
10. 倘若節目內容、租用人或入場人士違反任何租用條款(如未能按時提供故需牌照/準許證、未有遵守版權條例的規定等)，本會有權即時停止所有節目進行，已繳費用概不退還。
The Association reserves the right to terminate any ongoing events whenever the Hirer violates the Rental Regulations. Any fees paid will not be refunded.
11. 在一般情況下，已繳款項概不退還。
In general circumstance, no refund will be available.

K. 場地使用守則 (詳見租用條款完整版或向職員查詢)

GENERAL RULES & REGULATION OF STADIUM (please refer to the full version or contact our staff for details)

1. 使用前，請先攜同訂場紙前往辦事處辦理用場手續。
Please produce your booking receipt at the reception before you enter Stadium.
2. 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。
No activity shall continue at the end of the session booked. Users should leave the venue on time.
3. 除經本會批准外，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 the Association .
4. 租用人有責任確保節目當天的入場人次(包括工作人員)不多於本會批准的人數，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 the Association. Otherwise the Stadium is authorized to reject any persons entering Stadium from exceeding the limit.
5. 主場館使用者必須穿著鞋底不脫色之運動鞋，獲本會批准除外。(租用者亦可按需要另租"覆蓋表演場地地膠"以配合節目性質)
All users must wear non-marking sport shoes in Stadium, excluded with the approval of the Association. (Users may rent the cover mat for different proposes of event.)
6. 除經本會批准外，不可在場內攝影或錄影。
No photo-taking or video recording is allowed unless approved by the Association.
7. 請小心使用場地各設施，如有損壞，租用人須負責賠償。
All equipments provided should be used with care or otherwise the hirer will be held responsible for the compensation of the damaged equipment.
8. 場館內嚴禁吸煙。
No smoking is allowed.
9. 除經本會批准外，嚴禁於場館內飲食。
No eating and drinking is allowed unless approved by the Association.
10. 使用者必須保持場館及場館內設施清潔及衛生。
Users should keep Stadium and other facilities clean and sanitary.
11. 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.
12. 除經本會批准外，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 Stadium unless approved by the Association. Please contact us for the application and profit sharing details.
13. 使用者須同時遵守場館守則及張貼於場館內之告示。
Users must follow the Rules and Regulations of Stadium and the notices posted in Stadium.
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，本會概不負責。
The Association 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 the stadium.
15. 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。
Stadium staff may ask persons who do not obey the above regulations to leave Stadium and fee paid will not be refunded.
16. 本會有權更改租用條款而毋須作出事前通知。
The Association reserves the right to amend Terms and Conditions of Hire without prior notice.

租用人聲明 Declaration from the Hirer :

本機構明白及同意香港遊樂場協會收集及保存機構資料的目的及用途：

We understand and agree Hong Kong Playground Association (HKPA) to collect and use our data in following purposes and ways:

- (I) 處理租用場地申請、安排節目細節流程及安排租金及其他費用繳交事宜。Handle the hiring application, assist the rundown of the event and carry out the payment of rental and charges procedure.
- (II) 香港遊樂場協會可能會使用本機構資料，以電郵、郵件及電話等方式向我們提供有關推廣場館設施及優惠的相關資訊。 HKPA may use our data(such as telephone number, email address and/or correspondence address) for marketing the services and promotional events through various communication means such as direct-mail, email, telephone, printed matter, newsletter, brochure and leaflets.
- (III) 有需要時香港遊樂場協會會在節目期間拍攝照片/錄像或錄音作紀錄之用，並在電子/印刷/影音媒體作宣傳之用及配合修頓場館目的與電視台/電台/電影公司/出版社共同製作的項目上不受限制地使用。If necessary, HKPA may take photographs, records the videos or sound in the event for recording purpose. Those data may also be used in worldwide web, print matters and media in marketing purpose and transferred to and used by other parties such as TV and radio broadcasts, films production companies and publishers for producing related materials.

本機構知悉，如日後不願意香港遊樂場協會繼續使用本機構的資料作上述推廣用途，可隨時向香港遊樂場協會修頓場館作書面提出。 I know that, at any time, I can choose to opt-out from your side using my data for marketing by informing you by mail or fax.

致：場館經理 To: Stadium Manager

我/我們* 現申請租用上文所述的修頓場館，並同意遵守香港遊樂場協會所定的租用條款(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 Southorn Stadium 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 of the “Rules and Regulation of the Stadium” as above and the instruction given by Stadium staff.

日期
Date

租用人簽署
Signature of Hirer

團體印鑑
Organization Chop

致：租用人 To: Hirer

香港遊樂場協會已接納你的訂租申請，現回覆你可如期租用場地。有關租金須根據本會列明的租用條款繳付。

Your application has been accepted by the Hong Kong Playground Association and the booking you applied for is hereby confirmed. Payment for the Confirmed Booking shall be made in accordance with the TERMS AND CONDITIONS OF HIRE.

日期
Date

場館經理
Stadium Manager

香港遊樂場協會
HONG KONG PLAYGROUND ASSOCIATION
修頓場館
Southorn Stadium
場地租用價目表 Rental Price List

租用類別 Nature of Hire	租務時間 Renting time	場租 (未包括音響、燈光及舞台費用) Venue Hire Charge (Not including audio, lighting & stage costs etc)
A. 主節目時段(觀眾入場) Main Performance (audience in) (最少租用 4 小時) (minimum for 4 hours)	A. 上午 9 時至晚上 11 時 9:00a.m.-11:00p.m.	非牟利機構/慈善機構 (需持 R88 文件證明)、業餘體育團體、香港奧林匹克委員會成員 Non-profit making/charity/amateur sports organization (with proof of registered charity status, R88), sport federation & Olympic Committee of Hong Kong, China 每節\$11,000 或每節門票總收益 20%，以數目較大為準 \$11,000 per session or 20% of box office income per session (take the greater amount)
		商業或其他機構 Commercial or other kinds of organizations 每節\$13,800 或每節門票總收益 20%，以數目較大為準 \$13,800 per session or 20% of box office income per session (take the greater amount)
B. 排練時段 Rehearsal	B. 上午 9 時至晚上 11 時 9:00a.m.-11:00p.m.	每節\$5,100 \$5,100 per session
C. 裝拆或佈置時段 Setup / Dismantle	C1. 拆卸或佈置場地 上午 9 時至凌晨 11 時 Setup & decoration 9:00a.m.-11:00p.m.	每節\$5,100 \$5,100 per session
	C2. 通宵拆卸或佈置 (職員將駐場) 由凌晨 12 時至翌日上午 7 時 Overnight works of dismantling or setting up decoration (staff would station at arena) 12:00midnight – 7:00a.m.	每小時\$2,550 (不足 1 小時亦作 1 小時計) \$2,550 per hour (Exact hour)
	C3. 通宵物資佔用場地(不作任何工程) 由晚上 11 時至翌日早上 9 時 Overnight Occupancy of arena (without any work) 11:00p.m. – 9:00a.m.	10 小時佔用\$3,000 (不足 10 小時亦作 10 小時計) \$3,000 for 10 hours (minimum for 10 hours)
D. 200 人以下體育比賽 (不設售票及使用人數在 200 人以下) Sports competition less than 200 attendances (without ticket sales AND less than 200 attendances)	D. 上午 9 時至晚上 11 時 9:00a.m.-11:00p.m.	所有機構 all kinds of organizations 內部比賽，只限公司員工參與 Internal Event for Staff Only 每節\$6,300 \$6,300 per session
		所有機構 all kinds of organizations 非內部比賽 Event Not For Staff Only 每小時\$1,780 (最少租用 2 小時) \$1,780 per hour (minimum for 2 hours)
E. 50 人以下體育訓練或練習 (只限團體/公司內部訓練，不設售票及使用人數 在 50 人以下) organizing sports training / Practice (limited to internal training without ticket sales AND less than 50 attendances)	E. 上午 9 時至晚上 11 時 9:00a.m.-11:00p.m.	非牟利機構/慈善機構 (需持 R88 文件證明)、業餘體育團體、香港奧林匹克委員會成員 Non-profit making/charity/amateur sports organization (with proof of registered charity status, R88), sport federation & Olympic Committee of Hong Kong, China \$1,300 per hour (no limit to rental hour) 每小時\$1,300(無租用時限)
		商業或其他機構 Commercial or other organizations 每小時\$1,680 (最少租用 2 小時) -\$1,680 per hour (minimum for 2 hours)

每節=4 小時 (不足 4 小時亦作 4 小時計) 1 session = Exact 4 hours

香港遊樂場協會
HONG KONG PLAYGROUND ASSOCIATION
場館服務
Stadium Services
佈置場地規則
Regulation of Venue Decoration

- (1) 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。
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 leave. **Only** adhesive rubber or general adhesive tape is allowed for sticking proposes.
- (2) 所有牆壁禁貼標誌，欄杆可掛橫額 / 標誌，需要事前向本館申請。
No logo or trademark is allowed on walls. Please contact our staff for displaying banner / logo / trademark in the venue (e.g. railings).
- (3) 如需張貼物品於白板上，請用萬用膠(Blu-Tack 寶貼)。
Please use adhesive rubber (e.g. Blu-tack) for white board.
- (4) 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。
For line marking on floor, please use wire tape or 3M color tape only.
- (5) 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)。搬運物資時，祇可使用載貨升降機，請勿使用救護升降機，多謝合作。
When moving bulky / heavy items, please pave floor board / covering on the path; please use service lift for bulky transport.
- (6) 凡有商業廣告需要張掛 / 電視錄影 / 錄音 / 館內飲食等等，請於申請場地時向本館申請，否則一律禁止進行。
For commercial advertisement display, in-house F&B, video or audio recording, please notice us in the application form. Otherwise all said activities will be strictly prohibited.
- (7) 於節目內設置任何的裝置及裝飾，包括但不限於廣告、招貼、告示牌、通告、橫額、商品或其他裝飾，必須在訂租期滿或提前終止時或之前拆除及將以上物資移離修頓場館/修頓中心/修頓花園所有範圍，所有棄置物必須搬至核准的廢置場地，否則所有後果及衍生之成本將由租用人或其授權人或團體承擔。
All advertisement, bill, placard, notice, banner, commodities or any other similar decoration shall remove out of the Stadium/Southorn Centre/ Southorn Garden upon or before the expiry or soon termination of the hiring. All garbage must be disposed to designated areas. The Hirer or authorized parties shall bear all consequences and pay all expenses connected with the violations of the captioned matter.
- (8) 場內嚴禁不合規格 / 脫色之波鞋進場參與活動，一經本館職員發現，有權請該參加者退出活動場地（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).
- (9) 跟據租用條款 18(C) 列明，倘在租用期間，租用人租用的或由會方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 (Cap.18(C), any losses, damages, destruction, stealing or withdrawal of equipments or facilities which are owned by the stadium give rise to a claim of either paying original price plus twenty percentage of the equipments or facilities, or cost incurred by reinstalling or changing all or any parts. (Take the greater amount)
- (10) 場內嚴禁點燃有火種之物品。
No inflammable or tinder item is allowed in the stadium.
- (11) 如需要提供電源，請向本館技術工作員查詢，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.
- (12) 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，故此本館將保留一切增加或刪改之權利。
The above regulations are subject to change without prior notice.

租用人簽署及蓋印

Signature and chop of Hirer: _____

姓名

Name: _____

職銜

Title: _____

日期

Date: _____