



Official Use

Ref. No.

Checked by C/HKPCA	Checked by SC/HKPCA	Total charges	Approved by GM/MC
Name	Name		
Date	Date		

BOOKING FOR HKPC FACILITIES SUPPORT SERVICES

Please complete and return this form by fax to: (852) 3187 4542 or venue@hkpc.org

Please submit this form with the following documents:

- 1) Business Registration Certificate; **OR**
- 2) Document issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance for NGO;
- 3) Event brochure **AND**
- 4) **SEATING PLAN & LAYOUT**

The booking will not be processed without submission of the above supporting documents. It is noted that the **document submission does not guarantee a space**, even if the venue is available at the time of inquiry. The booking will be reviewed once the documents are received and the booking result will be informed to the hirer within 5 working days. A confirmation letter will then be issued to the hirer for payment arrangement.

APPLICANT			
Name of Organization			
Nature of Organization <i>(Please tick)</i>		[] Enterprise [] Trade / Professional Association [] Education Institution [] Government / Public Organization [] [NGO: <input type="checkbox"/> Yes <input type="checkbox"/> No]	
Contact Person (<input type="checkbox"/> Mr / <input type="checkbox"/> Ms / <input type="checkbox"/> Miss)		Position	
Office Address			
Office Tel Number		Mobile	
E-mail Address		Fax	
Alternative Contact		Tel	

EVENT INFORMATION			
Event Segment <i>(Please tick)</i>		[] Manufacturing Technology [] Information Technology [] Management System [] Environmental Technology [] Government Support [] Industry Support	
Title of Event <i>(English/Chinese)</i>			
Date required	Time required	Description of Target Participants <input type="checkbox"/> Internal <input type="checkbox"/> Public	Expected No. of Attendees
Types of Facilities		[] Theatre 1 演講廳一 [] Theatre 2 演講廳二 [] The Parlour [] Conference Hall 會議廳 [] Classroom 課室 [] Computer Room 電腦課室	
Event Nature		[] Training [] Conference [] Examination [] Management meeting / networking [] Seminar [] Interview [] Exhibition [] Others _____	
Other requirement		[] Special setting (<i>extra charges may be applied</i>) _____	
Course/Seminar Fee		[] Yes, HK\$ _____ [] No [] Non-profit making	

Please tick where appropriate. Applicants are required to study the terms and conditions accompanying this form before signing it.

DECLARATION	
<input type="checkbox"/>	本人確認以上所提供的資料皆為事實及真確，並同意生產力局的條款及細則。本人並清楚生產力局保留最終審批權。本人確認不會使用生產力局的場地向任何機構作課程申請。I confirm that the above information is true and correct and I agree to abide by the terms and conditions. I also understand that Hong Kong Productivity Council reserved the right and final decision on the facilities support services to external parties. I also confirm for not using HKPC facilities for course registration to relevant authority.
<input type="checkbox"/>	本人反對香港生產力促進局使用本人的個人資料，包括但不限於姓名、電話號碼、傳真號碼、職位、通訊地址及電郵地址（“個人資料”）於推介該局最新發展、工業支援服務、顧問服務、培訓課程及相關的活動及其他由生產力局的推廣活動的用途。I object to the proposed use of my personal data including, without limitation, name, phone number, fax number, job title, correspondence address and email address (“Personal Data”) for the purpose of sending me information relating to HKPC’s latest developments, industry support services, consultancy services, training courses and related events, and other marketing activities as may be organized by HKPC.
<input type="checkbox"/>	本人確認在以上活動內沒有任何商業活動（包括：銷售服務、產品或會員招募等活動）。I confirm that NO commercial transaction (i.e. selling of services, products and membership recruitment campaign) during the event.

Applicant's Signature and Company Chop

Date

備註 Remarks:

所收集的個人資料將會作場地申請、行政、統計及市場分析及用於推介本局最新發展、工業支援服務、顧問服務、活動和培訓課程的用途。個人資料會嚴格保密處理。除非獲得閣下的同意，本局不會將個人資料轉移予第三者。本局已制定收集、使用及保留個人資料的政策，於報名處供索閱，閣下亦可向本局個人資料管理主任查詢。

Personal Data collected will be used for processing your application for facilities service, administrative and statistical purposes and will also be used for marketing purposes, specifically for the purpose of sending you information relating to HKPC's latest developments, industry support services, consultancy services, events and training courses. Personal Data will be treated in strict confidence. Unless otherwise agreed by you, Personal Data will not be transferred to any third parties. HKPC implements a policy governing the collection, use and retention of Personal Data, which is made available at the enrolment counter. You may also contact Personal Data Controlling Officer of HKPC for further details.

Terms and Conditions for Venue Usage

Event Nature

1. Hirer must ensure that all events, functions and activities being held at the venue shall be consistent with the aims and objectives of Hong Kong Productivity Council (HKPC) including but not limited to industry support, technology or innovation related, business management, design, startups, STEM, SMEs, etc.
2. Hirer must not use the venue to promote, oppose, perform or conduct any religious or political activities. Hirer must ensure that all events, functions and activities being held at the venue shall be politically neutral in nature.
3. Hirer must ensure that all events, functions and activities being held at the venue shall not involve any on-site commercial transactions or sales elements unless obtaining the prior written approval from HKPC.

No Subletting

4. Hirer shall not transfer, sublet or share any part of the venue area.

Layout Approval

5. Hirer shall not be permitted to change the layout of the venue. By prior arrangement with HKPC, the layout of certain venue (in special circumstances) can be custom configured for the event. In some cases, a charge will apply for such service. Layout plan must be provided to HKPC for approval upon booking.
6. Hirer shall not set up any stage decoration, backdrop or equipment, or stick, mount or post any materials on any part of the venue area (such as rooms, theatres, conference hall) which may cause damages or strains to building fabrics including but not limited to floor, walls, feature walls, ceilings, doors, windows, entrance, terrace, stairs and etc., without the prior written approval from HKPC.

Control

7. Hirer must ensure that the events, functions and activities being held at the venue and the conduct and behaviour of its guests and participants would not cause disruption to the normal operation of HKPC.
8. Hirer must ensure and control that the number of its staff, guests, participants and licensees attending the events, functions and activities shall not exceed the stated capacity of the venue.

Insurance

9. Hirer shall be solely and fully responsible for taking care the safety of its staff, guests, participants and licensees while their stay within the venue area and HKPC's premises.
10. Hirer shall acquire and maintain appropriate and adequate insurance to cover all eventualities and activities during the use of the venue including third parties liabilities and etc.

Terms and Conditions for Venue Usage

Prohibited Activities

11. The following activities are prohibited within the venue area or HKPC's premises:
 - (i) smoking, shouting, chanting, gambling, throwing any object or illegal activities; and
 - (ii) any behavior that may disturb public order, obstruct passages or cause a nuisance to other people.
12. Hirer acknowledges and undertakes that no alcoholic beverages shall be provided, served, sold or consumed during the event within the venue area and HKPC's premises. If any violation is discovered, HKPC may stop or prevent the use of venue by hirer and/or its staff, guests, participants and licensees immediately.
13. Hirer must ensure that no pets, animals or livestock shall be brought to the venue area unless obtaining the consent from HKPC.

Equipment and Facilities

14. Hirer shall be responsible for ensuring the compatibility of its computer equipment with the audio-visual equipment in the venue provided by HKPC that shall only be utilized in HKPC's premises and exclusively for the specified event.
15. Hirer must check and ensure that its own audio-visual, computer and wireless equipment and displayed and demonstrated devices (e.g. AI robots) used or showed at the venue shall seek safety clearance from HKPC and will not interfere with the normal operation of HKPC.
16. Hirer must ensure all equipment and facilities provided at the venue are used in a careful and proper manner and shall be liable for any loss or whatever damage in the venue resulting from negligence, unintentional act or unauthorized maintenance or any other cause within the reasonable control of the hirer, its representatives, staff, guests, participants, licensees, agents and/or invitees. If any loss of or damage to the equipment and facilities for which hirer is liable, hirer shall reimburse HKPC the total cost of making good the damage, or effecting replacement.

Catering

17. Subject to the consent and approval of HKPC, catering may be ordered to the venue. It is the responsibility of hirer to make sure the setting of catering including electrical supplies or tables must not reduce the effective width of the escape route, encroach on exits or constitute trip hazards or danger to building users.

Publicity Materials

18. Hirer shall first seek and obtain approval from HKPC for display of any advertisements, notices, posters and business logos in the venue. No unauthorized posting of publicity materials shall be allowed without HKPC's prior permission. Any unauthorized posting will be removed without notice to hirer.

Terms and Conditions for Venue Usage

Reinstatement

19. Hirer shall be responsible for the reinstatement cost of any loss or damage caused to the venue, equipment and facilities thereto during the event (including set up and dismantle period), if any.

Waste Removal

20. Hirer shall, at the end of the event, leave the venue in a clean and orderly state. It is the responsibility of hirer to remove all materials brought to a venue for an event (i.e. posters, hand-outs, flower arrangements etc.). Any materials remaining will be considered trash, and will be removed by cleaning contractor. Hirer will be invoiced for any additional cleaning or waste disposal cost caused by the event. Equipment may not be left overnight in the venue. Equipment and combustible materials may not be left unattended in escape routes either prior, during or after events.

Legal Compliance

21. Hirer must ensure that all events, functions and activities being held in the venue and HKPC's premises are in compliance with all legal requirements. In particular, hirer and its staff, guests, participants and licensees must observe all applicable fire and safety regulations and the safety instruction within HKPC's premises.

No Intellectual Property Infringement

22. Hirer shall indemnify and hold HKPC harmless from all claims and liabilities directly or indirectly resulting from any claims for infringement or alleged infringement of patents, designs, copyrights or other intellectual property rights brought by a third party in relation or attributable to any advertisements, posters, publications or marketing and publicity materials for the event displayed by such Hirer within the venue area.

Disclaimers and Indemnity

23. HKPC accepts no responsibility or liability for any events, functions or activities hosted or organized by hirer in the venue and within HKPC's premises. Hirer shall be wholly responsible and liable for the use of the venue and for any loss, damage or injury caused to any person whomsoever or to any property whatsoever directly or indirectly through the act, omission, default or neglect of hirer or its staff, guests, participants and licensees, agents, contractors, vendors or customers and shall make good the same by payment or otherwise, and shall indemnify and keep HKPC indemnified in full for all costs and expenses incidental to any claims, demands, actions and legal proceedings whatsoever by any person against HKPC in respect of any such loss, damage or injury as aforesaid incurred by HKPC.

Terms and Conditions for Venue Usage

24. HKPC and its employees shall not be liable for any loss due to any breakdown or malfunction of equipment and facilities, failure of supply of electricity, leakage of water, fire, typhoon, rainstorm, government restriction, acts of God or any circumstance beyond the control of HKPC which may cause the use of venue interrupted or cancelled. HKPC disclaims against all claim, loss, damage and liability, which hirer may sustain or incur, directly, or otherwise.
25. In so far as permitted by law, HKPC shall not be liable to hirer for any loss of business, revenue, income, profit, opportunity or goodwill, and/or any other indirect or consequential losses, damages, costs or expenses of any kind whatsoever arising out of or in connection with any withdrawal or cancellation of confirmed booking or termination of venue usage, and in any event, HKPC's aggregate and maximum liability in contract, tort or otherwise with respect to any claim for loss and damage brought by hirer and/or any third party arising out of or in connection with such withdrawal, cancellation or termination shall be limited to the amount of the venue fee paid by hirer.

Reserved Rights

26. HKPC reserves the right, at its sole discretion, to accept or reject any application for booking of venue.
27. HKPC reserves the right, at its sole discretion, to cancel any confirmed booking if the venue is, in the opinion of HKPC, unsuitable to host events, for instances, carrying out refurbishment, maintenance and repair works. In such circumstances, HKPC will use its reasonable endeavor to locate and offer alternative venue for hirer. If this is not acceptable to hirer, HKPC will refund the venue fee paid by hirer without compensation and this is the sole and exclusive remedy to hirer.
28. HKPC reserves the right to terminate or stop the use of venue and facilities by hirer and/or its staff, guests, participants and licensees if they fail to abide by these terms and conditions, or change the use, contents and nature of the event other than that originally stated in the confirmed booking.
29. HKPC reserves the right to amend or change the above terms and conditions from time to time.
30. In the event of any dispute or difference arising as to the interpretation of the above terms and conditions or any matters contained therein, the decision of HKPC thereon shall be final and conclusive.