



## Hong Kong Scout Centennial Building Terms and Regulations for booking Function Room (Scout Unit)

### A. Booking Procedure & Notice

- (1) Function room operating hours : 9am – 10pm, Monday to Sunday (not available for booking on designated holidays)
- (2) Users can reserve function room through (<https://booking.scout.org.hk>). The result will be advised within 3 working days after receipt of application
- (3) If different room setting is required, the user should submit an updated layout plan to Estate Branch at least 7 days before the date of event. The Association has final decision to the room setting.
- (4) Function room charge will be based on type of organizations (Scout units, non-profit organizations, and other organizations). If scout member reserves the venue for personal use, not for scouting activities, function room charge should be refer to the rate for other organizations.
- (5) Users shall not use its name/ position to reserve and/or book the venue(s) for other Scout Unit and organization.

### B. Payment

- (1) 50% of total charges as deposit should be settled within 14 days of the date approving the booking. Balance payment shall be settled at least 30 days before the date of event. Otherwise, the booking will be cancelled and the deposit and/or the balance so paid will not be refunded without notice.
- (2) When booking is approved within 31 days from the date of the event, all charges should be settled in full within 2 working days of the date approving the booking.
- (3) Cancellation of booking should be made in writing and the amount of refund and / or penalty is subject to the notification timing as follows:

| <b>Timing of Notification of Cancellation</b><br>(Count from the 1 <sup>st</sup> day of event) | <b>Refund amount</b>                |
|--|-------------------------------------|
| More than 60 days  | Deposit and balance (if any)        |
| 31 to 60 days  | 50% of Deposit and balance (if any) |
| Less than 31 days  | Not applicable                      |

Remarks: For training course organized by Region or District, if the booking is cancelled within 31 to 60 days before the 1st day of event due to insufficient applicants, consideration will be given to waive penalty upon application by Scout Unit with sufficient documentary proof.

- (4) In case of inclement weather (i.e. typhoon signal no.8 or above is hoisted or black

rainstorm warning is issued) leading to closure of the Building, please refer to Inclement Weather Arrangement Guideline for details.

- (5) The Association holds the right to cancel the booking after approval and the amount paid will be refunded in full to the user. The Association has no obligation to pay the user for any indemnity arising from such cancellation.
- (6) The Association reserves the right to stop any event at any time if the Terms and Regulations herein are breached by the user or its participants, and no refund will be made under such circumstances.

### **C. Venue Regulations**

- (1) The user shall not sub-let nor re-assign the function room and facilities to others.
- (2) Nature of the event must be legal and consistent with that approved.
- (3) The user shall be responsible for the reinstatement costs of any damage to premises, furniture or facilities.
- (4) The number of participants shall not exceed the room capacity as stated.
- (5) No posting of publicity material is allowed without prior permission. Any unauthorized posting will be removed.
- (6) The Association is not responsible for any personal injury or loss of property of the user. The user shall indemnify the Association for any loss or damage caused by the activities being held.
- (7) The user is not allowed to use the function room address and phone number of the Association as correspondence address, contact information, registration or enquiry purposes.
- (8) The Association reserves the right to enter the function room to check the activities being conducted and holds the right to stop any event not of the approved nature and / or charge the user additional charges as appropriate. The unused booking will be cancelled and no refund will be made under such circumstances.

### **D. Food & Beverage Regulations**

- (1) Taking food & beverage is only allowed at the venue(s) as approved. Apart from 7/F covered playground, no food & beverage is allowed in Special Functional Room. Users who reserved Hall 301, refreshment can be set on 3/F or 4/F lobby. Users can arrange catering service, including Poon Choi in Room 502, 503 and 7/F covered playground subject to the approval of Estate Branch. Cleaning Fee for Food and Beverage should be paid by users if catering service is arranged on 5/F.
- (2) If the user will take food & beverage prepared by themselves and / or caterer, the user shall raise when submitting the booking application (including the name of caterer as appropriate). If heating / further processing of food & beverage in the Building is required, the user shall provide the operation details in the relevant field in 'Food & Beverage' section when submitting the booking application via EBMS system for application to Estate Branch for approval.
- (3) Alcoholic drink is strictly prohibited. If use or treatment of alcoholic drink is

inherent to the event held (e.g. cocktail class, toast in a ceremony, etc) or entailed by some other special reasons, such shall be stated clearly with details such as the need, reason and arrangement for application to Estate Branch for approval.

- (4) The venue booking period shall cover the time required for setting up / preparation of food & beverage.
- (5) Retrospective application for food & beverage arrangement after approval of booking will not be considered.
- (6) Cleaning and clearance shall be finished within the venue booking period. Before returning the venue(s) to the Association, litter shall be put into designated rubbish bins and / or bags with all belongings removed. If the venue and facilities are made dirty by the user and entail cleaning by the Association, the Association will impose additional charges to the user to cover the cleaning costs as appropriate.
- (7) The Association reserves the right to stop the food & beverage activities if any of the above regulations is violated.

**Hong Kong Scout Centennial Building**

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