

香港童軍總會

香港童軍百周年紀念大樓場地借用條款及使用守則

惡劣天氣指引

如天氣惡劣即香港天文台發出八號或以上熱帶氣旋警告信號或黑色暴雨警告信號，場地借用安排如下：

天氣情況	八號或以上熱帶氣旋警告信號	黑色暴雨警告信號
警告信號於上午 5 時前取消	所有場地借用服務維持正常	
八號熱帶氣旋預警發出*	如預警於： <ol style="list-style-type: none"> (1) 使用期間發出，借用者可選擇繼續使用場地直至警告生效 (2) 上午 9 時前發出，上午時段之場地借用將會取消 (3) 下午 1 時前發出，下午時段之場地借用將會取消 (4) 下午 6 時前發出，晚上時段之場地借用將會取消 	/
警告信號在使用期間發出	借用者必須即時停止使用場地及離開本中心	借用者可繼續使用場地直至借用時段完結
警告信號發出至取消後 3 小時內*	全部場地借用取消	全部場地借用取消 (正在使用場地除外)
警告信號取消 3 小時後	所有場地借用服務維持正常	

* 場地申請人可就未使用之時段申請改期或退款。改期或退款以每小時為計算單位，不足 1 小時的未使用時段將不獲安排改期或退款。改期或退款之申請須於原借用日期起計 14 天內提出。若選擇改期，新的借用日期必須安排在原借用日期起計的 6 個月內使用。申請人須支付因改期及／或改動場地所引致之額外費用，惟多餘之差額將不獲發還。

Scout Association of Hong Kong

Terms and Regulations for booking Function Room at Hong Kong Scout Centennial Building

Inclement Weather Arrangement Guideline

In case of inclement weather i.e. **Tropical Cyclone Warning Signal No.8 or above** OR **Black Rainstorm Warning** is issued, function room booking arrangements are as follows:

Weather Condition	Tropical Cyclone Warning Signal No.8 or above	Black Rainstorm Warning
The Signal / Warning is cancelled before 5am	Function room booking services will be continued as usual	
Pre-No.8 special announcement is issued*	If such a special announcement is issued: (1) during event, users can opt to use the function room until the Signal is issued (2) before 9am, morning session booking will be cancelled (3) before 1pm, afternoon session booking will be cancelled (4) before 6pm, evening session booking will be cancelled	/
The Signal / Warning is issued during event	Users shall stop using the function room and leave the Building immediately	Users can use the function room until the end of booking period
The Signal / Warning is issued until 3 hours after the Signal/Warning has been cancelled*	All function room booking will be cancelled	All function room booking will be cancelled (except those in use)
After the Signal / Warning has been cancelled for 3 hours	Function room booking services will be resumed as normal	

* Applicant can apply for rescheduling or refund for the unused period which will be calculated in hourly basis. Any unused period less than one hour will not be included. Application for rescheduling or refund shall be made within 14 days from the original event date.

For rescheduling, the rescheduled event shall take place within 6 months from the original event date. Applicant will be required to pay additional charges arising from the change in event date and/or venue. Residual amount, if any, will not be refunded.