



場地預留申請表格 Application Form for Venue Reservation

填寫本表格前請先細閱「場地預留條款細則」。

Please read through the Terms and Conditions for Venue Reservation before completing this form.

請在有*號地方圈出合適選項。

Please circle the suitable option at the items with *.

申請人姓名 Name of Applicant	:	* 團體 / 機構 / 個人 Group / Organization / Individual		
申請人香港身份證號碼 HKID Number of Applicant	:	聯絡電話 Contact Number		:
通訊地址 Corresponding Address	:			
電郵地址 E-mail Address	:			
預留場地 Venue Reserved	:			
預留日期 Date(s) of Reservation	:			
預留時間 Reservation Time	:	*上午/下午	至 To	*上午/下午
# 最少預留 2 小時 Minimum reservation: 2 hours	:			
活動性質 Nature of Event	:	預計參加人數 Number of Participants		:
活動是否涉及商品銷售？如有，請說明。 Any sale of merchandise during the event? If yes, please specify the merchandise items at below.				

付款方式 Payment method	:	* 現金 / 信用卡 / 支票 Cash / Credit Card / Cheque	* 租金總計 : _____
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如本人預留場地之申請獲批核，本人清楚明白及同意遵守「場地預留條款細則」之內容，並願意簽名作實。

I agree to observe all terms and conditions of venue reservation after my application has been approved. I fully understand and sign to accept the Terms and Conditions for Venue Reservation.

申請人簽署 Signature of Applicant	:	申請日期 Date of Application	:
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Result of Application	:	* Successful / Unsuccessful			
Total hours of reservation	:	_____	Total Amount	:	HK\$ _____
Receipt Number	:	_____	Remarks	:	_____
Signature of Maria College authorized person	:	_____	Date	:	_____



TERMS AND CONDITIONS FOR VENUE RESERVATION

In applying to reserve our venue(s), you are required to observe all the terms and conditions of venue reservation of Rudolf Steiner Education Foundation Hong Kong, hereafter referred to as "RSEFHK", as follows:

- 1 The applicant is required to submit an application form and clarify the details of the user, nature and purpose of the reservation, information on both the organizer(s) and participant(s), etc. for RSEFHK approval. RSEFHK reserves the right to decline any application for reservation.
- 2 All paid charges are non-refundable, non-transferable and non-deferrable.
- 3 In any case, after notification of acceptance by RSEFHK, full payment should be paid within 7 working days upon receipt of the confirmation letter. Otherwise, the reservation will be automatically cancelled.
- 4 No re-schedule reservation will be considered if any of the date(s) reserved is not taken up by the applicant.
- 5 **The applicant bears all the liability of having placed appropriate insurance to cover all eventualities during the use of the venue(s) including third parties liabilities.**
- 6 Requests of venue reservation the purpose of conducting religious ceremonies or activities must receive approval from RSEFHK
- 7 The applicant and participant(s) are not allowed to promote or otherwise propagate their beliefs and activities, such as posters, slogans, etc. within RSEFHK premises without prior approval of RSEFHK.
- 8 The applicant should appoint an appropriate person on site with whom RSEFHK staff shall liaise in case of emergency.
- 9 The reservation of venue is restricted to the venue(s) allocated. The venue(s) and contents are to be left in their original condition, secured, and with the lights and air-conditioning switched off when leaving.
- 10 The user is entitled to access the venue(s) only during the agreed time. RSEFHK will, in its normal practice, have other reservation before or after the scheduled reservation. Should special arrangements for early or late access be necessary, agreement must be made with RSEFHK in advance.
- 11 The venue(s) must be returned to RSEFHK punctually at the scheduled ending time. The reservation charges will be automatically extended for another hourly session for any overdue reservation exceeding 15 minutes.
- 12 The use of venue is confined to the venue(s) agreed upon confirmation. RSEFHK can only entertain subsequent requests for additional venue(s) if the venues are available. Additional charges will be applied in such cases.
- 13 No profit-making activity of any kinds are allowed in the reserved venue(s) or within RSEFHK premises without prior written permission of RSEFHK.
- 14 Photo-taking or video-recording for commercial purposes should not be made on any events held within RSEFHK premises without obtaining prior approval from RSEFHK.
- 15 No food and beverage can be served or consumed in the venue(s).
- 16 The applicants and participants should follow the venue regulations for users such as no smoking, keep everything clean and tidy, etc. and they are responsible to pay for repairs to the venue(s) or the contents or equipment if damage occurs during the reserved period.
- 17 The applicants and participants shall not loiter around in RSEFHK premises or make use of other venue(s) they have not reserved. Public areas such as lobby are available for regular use.
- 18 Some storage space is available for hire on request. The applicants shall not hold RSEFHK or its officers responsible for any damage or loss that may be incurred to items kept inside the storage space and are responsible for their own insurance of any equipment stored in RSEFHK premises.
- 19 Audio-Visual equipment is available for hire on request. Additional charges will be applied in such cases.
- 20 In case of Typhoon Signal No. 8 or Black Rainstorm Signal being hoisted, applicants can choose to:
 - 20.1 hold as scheduled:
If Typhoon Signal No. 8 or Black Rainstorm Signal is hoisted, RSEFHK will not be responsible for any damages or losses during the reserved period.
 - 20.2 reschedule the reservation:
If the date to be rescheduled is unavailable for any reasons, the paid charges will be reserved for future use. No refund will be granted.
 - 20.3 cancel the reservation:
The paid charges will not be refunded. If the applicant needs to make another reservation, please fill in a new application form and full payment will be charged for the new reservation.
- 21 RSEFHK reserves the right to terminate any reservation should, in RSEFHK opinion, there be any breach of RSEFHK regulations or should the venue(s) be needed for such programmes deemed by the management.
- 22 RSEFHK may adjust the charges or venue location at any time should, in RSEFHK opinion, circumstances merit.
- 23 RSEFHK reserves the right to revise the above terms and conditions from time to time.