

APPLICATION FORM
FOR USING CARITAS CAINE ROAD COMMUNITY HALL

(Please complete and submit this Application Form to Caritas Local Service Coordination Office, Room 406, Caritas House, No. 2-8, Caine Road, Hong Kong.)

Name of Applicant : _____ H.K. I/D No. : _____

Contact Tel : _____ Mobile : _____ Fax : _____

Organization : _____ Email Address: _____

Address of Organization : _____

Nature of the Event : _____ Title of the Event : _____

| | | | Service Fee for Community Hall | Service & Equipment included | |
|--|------|----|--------------------------------|--------------------------------------|---|
| Date | Time | | Estimated Participants | Each session of 4 hours: \$7,500 | Stage Light P.A System Screen Multimedia Projector Microphone Air-conditioning |
| | From | To | | | |
| ① | | | | 1 st Session: 08:00-12:00 | Other Charges on order basis |
| ② | | | | 2 nd Session: 13:00-17:00 | |
| ③ | | | | 3 rd Session: 18:00-22:00 | |
| Total charges: \$ | | | | | Follow Spot Lights, Piano, Rearrangement of Seats, etc |
| Remarks: A concessionary rate at \$5,300 per session will be offered to those who apply for using the hall during the non-peak hours (i.e. from 8 am to 5 pm) on Monday to Friday, exclusive of public holidays. | | | | | |

Remarks: Applicant is bound to the Terms & Conditions overleaf upon signing this form.

Date

Signature of Applicant

For official use only

Application is not approved.

Application has been approved in principle. Applicant should settle the full payment no later than (Date) _____ by a crossed-cheque payable to “Caritas – Hong Kong”. If we do not receive the payment before the aforesaid deadline, we will cancel this application without any further notice. Cancellation of the booking will be handled in a manner as stipulated in the Terms & Conditions overleaf.

Date

Manager, Local Service Coordination

Terms & Conditions for using the Caritas Caine Road Community Hall

I. Application Procedures

- 1) Applications should be submitted at least 3 months but not more than 6 months in advance of the date of booking. Any submission falling outside the aforesaid time-range will be considered on a special case basis.
- 2) Application Forms are available at our office or can be downloaded from the website www.caritas.org.hk. Please fill out the form and return it together with supporting documents (Ref: i-ii). Submission of the forms and documents can be made by post or in person to Caritas Local Service Coordination Office, Room 406, Caritas House, No. 2-8 Caine Road, Hong Kong.
 - i. A copy of certificate of business registration
 - ii. A copy of the program rundown
- 3) The applicant will be notified of our confirmation of the reservation within 45 days upon receipt of the completed form and the aforesaid documents.
- 4) Applicant should settle the full payment before the aforesaid deadline by a crossed-cheque payable to “Caritas - Hong Kong”. Otherwise, the booking will be cancelled without any further notice.
- 5) A receipt will be issued to the applicant upon honour of the cheque.
- 6) In case of cancellation of the booking by the applicant after approval of Caritas – Hong Kong (hereinafter named “Caritas”), all the payment made will be forfeited.
- 7) For any inquiries about booking, please contact us at 3589 2223 (Tel) or email to house_mgt_cr@caritas.org.hk.

II. The Service Fee for Community Hall

- 1) Please refer to the table listed in the first page of this application form for the service fee.
- 2) The applicant must return the Community Hall on time as stipulated in the application form. No extension for using the hall will be allowed unless the application for extension is approved by Caritas **one hour before the stipulated time** and a full payment is made on the spot in cash for the extra time. The minimum service charge for extension is \$2,300 and the calculation is on hourly basis.

III. Other Rules and Regulations

Usage of Venue & Facilities

- 1) Applicants may be allowed to carry out the preparation work inside the Community Hall not earlier than 30 minutes before commencement of the event subject to prior approval of the Centre.
- 2) The Community Hall may accommodate up to 500 people.
- 3) Eating or drinking is not permitted in the Community Hall unless Caritas Catering Service is employed as the caterer.
- 4) Smoking, fueling a fire, sprinkling powder on the floor or carrying flammable substances, security restricted items or dangerous goods are strictly prohibited in Caritas premises.

- 5) No pets are allowed to enter the Community Hall & the Centre unless prior approval is obtained from the Centre.
- 6) The power supply or the existing electrical equipment may not be used without prior approval of the Centre.
- 7) The gangway and fire exit must be kept clear from obstruction at all the times and no decoration shall be placed there.
- 8) Do not post or hang posters, slogans, banners or portraits on the chairs, wall or facilities of the venue. All decoration attached to the wall must be approved by the Centre in writing beforehand and shall be removed before expiration of the usage period.
- 9) Applicant will be liable for any loss/damage of/to Caritas' facilities arising from the use of Community Hall.
- 10) All the belongings of the applicant must not be left behind upon return of the Community Hall. Caritas will not be held responsible for any loss/damage of/to personal belongings.

Venue Activities

- 11) Right of use of the Community Hall is non-transferable in any manner.
- 12) The applicant must be stationed at the Community Hall during the event and is responsible for liaising with Caritas representative throughout the event.
- 13) Any kinds of trading, business or illegal activities are strictly prohibited in the Community Hall.
- 14) The applicant shall maintain good order and discipline during the activity. Chanting of slogans or activities that may disturb public order are prohibited.
- 15) The applicant or any persons participating the applicant's activities in the Community Hall are not allowed to park any vehicles at the Cathedral Compound. If pick-up/drop-off or loading/unloading is required, the applicant must get Caritas's prior approval.
- 16) If, at the discretion of Caritas staff, the event has any adverse impact on Caritas before, during or after the usage period or there is any breach of the terms and conditions, Caritas may suspend the usage of the Community Hall without prior notice. All the subsequent bookings relating to the applicant in question will be cancelled at the same time. Under this circumstance, all the payments made will be forfeited.
- 17) The applicant must not amend the nature or content of the event without prior approval of Caritas after submission of the rundown or program of the event.

Typhoon or Adverse Weather Arrangement

- 18) In case Typhoon Signal No.8 or above is hoisted or Black Rainstorm Warning is in force within two hours before the commencement of the usage time, the booking will be cancelled and the charges paid will be refunded. However, if Typhoon Signal No.8 or above is issued or Black Rainstorm Warning is in force during the usage period, the event may carry on and no refund of the service fee will be made.

General

- 19) Each application is considered as an individual case. As such, previous approval may not imply an approval for the next application even by the same applicant on the same basis.
- 20) The activities carried out by the applicant must not violate the regulations pertaining to the Public Entertainment Premises set by the Government of Hong Kong Special Administrative Region.
- 21) If necessary, the applicant should have obtained the required licence or approval from the related Government Department(s) for the event/activity to be held in the Community Hall. In case the applicant fails in obtaining the required licence or approval from the related Government Department(s), Caritas will not be liable and will not refund any service fee paid.

(revised on 30/7/2020)

- 22) The applicants shall be responsible for their own insurance to cover all eventualities during the use of the booked venue including any property or third parties liabilities etc. Caritas reserves all rights if any claims occur. Meanwhile, Caritas is not responsible for any injuries to or deaths of the applicants or any of its related persons and any damages or losses that may be incurred to their property while using the booked venue.
- 23) The applicants should only publicize, promote, or advertise their functions after their application is officially approved. The Centre's address can only be mentioned as an address where the event is taking place; all publicities should not bear the name of Caritas or the Centre; nor hint any relations or connections with Caritas or the Centre. Violation may lead to termination of venue booking and no refund of the service fee will be made.
- 24) The priority of using the venue is given to Catholic Organizations, Schools, and Parishes, etc. Caritas reserves the rights to reject any applicants and organizations and is under no obligation for further explanation.
- 25) Notwithstanding that amendment to the terms & conditions fails to be delivered to the applicant on time, the updated version available at Caritas Local Service Coordination Office will overrule the previous one in case of any dispute.

I, _____ (Applicant), representing _____ (Organization), hereby agree to accept all the terms and conditions listed above upon using the Caritas Caine Road Community Hall on (Date) _____ from (Time) _____ to _____.

Date : _____

Agreed and confirmed by : _____
(With Company Chop)

Address: Caritas Local Service Coordination Office, Room 406, Caritas House, No. 2-8 Caine Road, Hong Kong
Tel No: (852)3589 2223 Fax No: (852)2537 1586
E-mail Address: house_mgt_cr@caritas.org.hk

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