

思源文娛中心場地租用表格

Booking of Si Yuan Amenities Centre

(注意: 預約租用思源文娛中心場地必須於七天前填妥並轉寄此表格予聯合書院學生輔導處)

(Note: Booking of Si Yuan Amenities Centre must be made at least 7 days in advance by completing this form and forwarding it to the Dean of Students' Office, United College)

致 思源文娛中心

傳真

電話

To: Si Yuan Amenities Centre

(Fax: 2603 5412

Tel: 3943 1947/2603 7486)

由

日期

From: _____

Date: _____

A. 租用詳情 Booking Details (填寫租用表格前, 請先詳閱附頁之借用條款及細則)

(Please read the terms and conditions in the appendix before filling out this form)

1. 租用日期

Date of use: _____

2. 時間 由

至

Time: From _____ To _____

3. 出席人數

人

Total number of guests: _____ pax _____

4. 活動對象: 中文大學教職員 CUHK Staff

Participants: 中文大學本科生/研究生 CUHK Undergraduates/Postgraduates Students

中文大學校友 CUHK Alumni 畢業年份 Year of Graduation : _____

書院 College : _____ 學系 Major : _____

校外人士 Other Guests _____ (請註明 Please specify)

5. 活動性質

Nature of Function: _____

6. 如有任何特別要求, 請註明

Special requirements, if any: _____

租用單位/聯絡人

Booking made by: _____

電話/手提電話

Telephone / Mobile: _____ / _____

部門/中大職員/校友/其他

Department / CU Staff / Alumni / Others: _____

簽署

Signature: _____

備註

Remark: _____

辦公室專用

Official Use Only

經手人

日期

Accepted by: _____

Date: _____

條款及細則 Terms and Conditions

1. 租用會員或校內單位須於活動四天前繳付港幣 HK\$1,000 作為按金。如需取消或更改租用詳情，如活動日期、人數或食物等，必須最少於活動日期四天前的下午 6:00 前通知思源文娛中心，否則所繳付之按金將被全數沒收。
2. 思源文娛中心同期之推廣優惠將不適用宴會及派對。
3. 租用會員或單位如欲邀請第三方於本中心內提供娛樂或表演(如樂隊、小丑演出等)，或於本中心內作任何裝飾佈置，需先得本中心批准。本中心將不會為第三方的活動承擔任何責任，客人亦需確保第三方不可對本中心作任何損毀，並且不得進行任何違法、危險及對他人造成滋擾的活動(如放紙花燄)，否則須繳付罰款。館內設施如有任何損毀，會員亦須繳付罰款，罰款金額由聯合書院決定。
4. 租用會員或單位不得於本中心內進行任何違法或不利於國家安全的行為或活動。如有涉嫌違規，中心有權即時終止活動並收取全部費用，會員將會被禁止日後使用本中心的設施，個案亦會交由執法部門跟進。
5. 當香港天文台於活動開始前六小時內發出黑色暴雨警告、8 號風球信號或以上、或思源文娛中心職員報告其他惡劣天氣情況 (3 號風球信號或香港天文台將改掛更高信號和紅色暴雨警告)，以及在“不可抗力”的原因影響下需更改租用日期或取消，得與本中心重議檔期，延期以一次為限，如因此無法再訂借用日期，相關已繳費用本中心無息退還。

“不可抗力”的情況包括我們儘管已謹慎從事仍不能預見或避免的事件。原因包括火災，水災，爆炸，風暴或其他天氣破壞，闖入，刑事毀壞，暴亂或民間紛爭，工業行動，自然或核災難，惡劣天氣條件，戰爭或戰爭威脅，實際或威脅的恐怖活動，流行病和我們不能控制的所有類似的情況。
6. 由於場地有限，本中心將不會提供場地供租用者存放物品之用。活動進行期間，客人亦須時刻保持中心內通道暢無阻(如消防安全門)，不得干擾或阻塞任何消防器材及緊急通道。
7. 聯合書院保留是否批准會員或校內單位租用申請之最終決定權。

Terms and Conditions

1. Members or internal units of the University applying for the booking should pay a HK\$1,000 deposit 4 days before the date of use. If the applicant would like to cancel or make changes to the booking, such as the date of use, the number of guests, ordered food etc., the applicant must inform Si Yuan Amenities Centre before 6 pm 4 days prior to the date of use, or you risk losing your deposit.
2. Promotional offers by Si Yuan Amenities Centre are not applicable for banquets and parties.
3. The hirer should obtain the Centre's prior permission for inviting a third party (such as a band or clowns) to provide entertainment or performance at the Centre and/or placing decorations in the Centre. The Centre is not liable for activities provided by the third party. The hirer should make sure that the third party causes no physical damage to the Centre and conduct no illegal or dangerous activities, nor nuisance to others (such as by using party poppers); otherwise, the hirer will be fined. A fine will also be issued for any damage to the facilities in the Centre, and the amount to that fine will be decided by United College.
4. Any act or activity that is illegal or prejudicial to national security is prohibited in the Centre. In case of any suspected violation, the Center reserves the right to terminate the activity immediately and collect all fees. The member will be prohibited from using the facilities of this Center in the future and the case will be handed to the law enforcement agencies for follow-up.
5. If the Hong Kong Observatory issues the Black Rainstorm Warning Signal, the Storm Warning Signal No. 8 or higher, or if there is any adverse weather condition reported by staff of Si Yuan Amenities Centre when Strong Wind Signal No. 3 or Red Rainstorm Warning Signal is in place, or that the Hong Kong Observatory announces that a higher signal will soon be issued; or a 'force majeure' leads to the amendment or cancellation of the booking, the hirer should contact the Centre for rescheduling or cancellation. Rescheduling under this circumstance is allowed once only. If the function cannot be rescheduled, the Centre will refund all submitted fee and deposit without interest.

Circumstances amounting to 'force majeure' includes any event we cannot, even with all due care, foresee or avoid, such events include fire, flood, explosion, storm or other damages caused by weather, break-in, criminal damage, riot or civil strife, industrial action, natural or nuclear disaster, adverse weather condition, war or threat of war, actual or threatened terrorist activity, epidemic and other similar situations beyond our control.

6. Due to limited space, no storage space will be provided for the hirer. During the function, hirers should keep the aisles in the Centre clear at all times (such as the emergency exits). Hirers should not interfere with or block any fire-fighting equipment or any emergency exit.
7. The United College reserves the right to the final decision on the approval of applications.

(辦公室專用)

(Official Use Only)

B. 租用詳情確認 Confirmed Booking Details

1. 套餐選擇 Meal Set Selection

2. 保證最低消費額 Minimum charge

3. 保證最少出席人數 Minimum number of presence

4. 確認已收取訂金 Deposit received

現金 Cash 支票 Cheque

經手人

日期

Handled by: _____

Date: _____