

Venue Booking Application Form

Address : 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon

Tel : 2588 2488

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(Part I) Organisation Information and Details of Event (Event should be related to redevelopment and building rehabilitation / maintenance purpose)

Organisation Name: _____

Address: _____

Name of Applicant: _____ Applicant's HKID (First 3-digit): _____

Applicant's Position: _____ Tel. No.: _____

Email Address: _____ No of participants: _____

Nature and Details of Event: Redevelopment Building rehabilitation / maintenance purpose

Have you applied the rehabilitation scheme for your building? Yes (ref.: _____) No

(Part II) Booking Information

		Seats	Fee Schedule	Date / Time	Total Fee
<input type="checkbox"/>	Small Meeting Room	6	\$100 / 2 hours	Date: _____	<i>waived until further notice</i>
<input type="checkbox"/>	Medium Meeting Room	8-12	\$100 / 2hours	Time: _____	
<input type="checkbox"/>	Big Meeting Room	30	\$300 / 3 hours	Remarks: _____	
<input type="checkbox"/>	Multi-purpose Room	100	\$300 / 3 hours	_____	

Terms and Conditions

- The venue can only be used for the designated functions as stated in the application form and is not transferable. The applicant must be present during the booked session;
- The applicant should ensure proper use of the venue. The applicant / organisation shall be liable for any damage or loss incurred;
- No commercial or political activities are allowed. All users must follow the Terms and Conditions and Users' Regulations which are available at the URRC website and obtainable from the URRC reception. The Centre Manager and delegate reserve the right to terminate the booking or expel users in the venue without notice or warning and compensation if users are not complying with the Terms and Conditions or URRC Users' Regulations;
- No eating or drinking (except water) is allowed, unless prior approval is sought from the Centre Manager and delegate;
- The users should not make noise or cause a nuisance to others;
- Applicant shall return the venue on time and keep the area clean and tidy;
- The URA provides venue only and has no connection with event or service provided. The URA is not liable to any damage or loss incurred as a result of activities in the venue;
- The URA reserves the right to reject / cancel the booking. Should there be any cancellation of confirmed booking, the URA is not liable to any loss incurred;
- The URA reserves the right to reject their future application(s) if the applicant does not comply with the regulations as stipulated above.
- The URA reserves the right to interpret and amend the Terms and Conditions of venue application and Users' Regulations at any stage without prior notification to the applicants.

I fully understand and agree to abide by the Terms and Condition of Venue Booking Application.

I hereby confirm that the above application is related to redevelopment or building rehabilitation/maintenance purpose.

Authorised Signature with Chop: _____ Date: _____

The information collected from this form will be used for purposes related to this application only. In accordance with the Personal Data (Privacy) Ordinance, the applicants have the right to access, amend, and ask for a copy of their personal data contained in this form. If anyone has any questions about this entry form, please contact URRC at 2588 2488.