

東華三院東蒲 一般場地設施借用服務費用  
TWGHs TungPo Service Charge for Facilities Reservation  
(提前一年接受申請)

場地設施借用 Reservation of Facilities 借用時間： 上午10時至晚上10時 (星期一至日) Reservation Hours: 10:00am - 10:00pm (Mon - Sun)	服務費用 (包括水、電、空調及排污費和管理費用，不包括器材) Service Charge (including electricity, water & sewage charges, air conditioning and management fee, excluded equipment)	標準收費 Standard	非牟利機構或慈善團體 (85折) Non-Profit Organization / Charitable Institution (15% off)
創新科技工作間 Innovation and Technology Workshop Area	每節 4 小時 Per Session	HK\$3,200	HK\$2,720
	之後每小時 Hour after Per Session	HK\$800	HK\$680
	每日 12 小時 Per Day (10:00am - 10:00pm)	HK\$7,500	HK\$6,375
六合聖室文化及創意產業館 Luk Hop Sing Shut Cultural & Creative Industrial Hub	每節 4 小時 Per Session	HK\$1,840	HK\$1,564
	之後每小時 Hour after Per Session	HK\$460	HK\$391
	每日 12 小時 Per Day (10:00am - 10:00pm)	HK\$4,600	HK\$3,910
多用途活動室 1A Activity Room 1A	每節 4 小時 Per Session	HK\$1,200	HK\$1,020
	之後每小時 Hour after Per Session	HK\$300	HK\$255
	每日 12 小時 Per Day (10:00am - 10:00pm)	HK\$3,000	HK\$2,550
多用途活動室 1B Activity Room 1B	每節 4 小時 Per Session	HK\$2,200	HK\$1,870
	之後每小時 Hour after Per Session	HK\$550	HK\$467
	每日 12 小時 Per Day (10:00am - 10:00pm)	HK\$5,500	HK\$4,675
多用途活動室 2 Activity Room 2	每節 4 小時 Per Session	HK\$2,000	HK\$1,700
	之後每小時 Hour after Per Session	HK\$500	HK\$425
	每日 12 小時 Per Day (10:00am - 10:00pm)	HK\$5,000	HK\$4,250
東華三院 150 周年庚子年董事局展覽大堂 TWGHs 150th Anniversary Board of Directors 2020/2021 Exhibition Foyer	每節 4 小時 Per Session	HK\$4,000	HK\$3,400
	之後每小時 Hour after Per Session	HK\$1,000	HK\$850
	每日 12 小時 Per Day (10:00am - 10:00pm)	HK\$10,500	HK\$8,925
	LED Wall 背景使用 LED Wall Background Use	HK\$6,000	
	LED Wall 多用途使用 #3 LED Wall Multi-purpose Use #3	HK\$15,000	
樂隊練習室 Band Room	每小時 Per Hour	HK\$140	HK\$119
多功能錄音室1 Music Studio 1	每小時 Per Hour	HK\$140	HK\$119
舞蹈室 #1 Dance Studio #1	繁忙時段 (每小時) Busy Hour (Per Hour)	HK\$660	HK\$561
	非繁忙時段 (每小時) Non-Busy Hour (Per Hour)	HK\$480	HK\$408
點滴是愛綠色生活館 A Drop of Love Green Lab	每小時 Per Hour	HK\$540	HK\$459
莫榮海烹飪教室 Joe's Cooking Studio	烹飪模式 每小時 Cooking Mode Per Hour	HK\$1,600	HK\$1,360
	烹飪模式 場地清潔費 #4 Cooking Mode Venue Cleaning Fee #4	HK\$800	
	聚會模式 每小時 Gathering Mode Per Hour	HK\$1,400	HK\$1,190
	人寵共樂模式 每小時 Pet-friendly Mode Per Hour	HK\$1,400	HK\$1,190
	聚會模式 / 人寵共樂模式 場地清潔費 #4 Gathering / Pet-friendly Mode Venue Cleaning Fee #4	HK\$500	
張志民郭潤好綜合運動訓練館 #2 Cheung Che Man Kwok Yuen Ho Integrated Sports Hall #2	每小時 Per Hour	HK\$800	HK\$680
	每日 12 小時 Per Day (10:00am - 10:00pm)	HK\$7,500	HK\$6,375

額外服務及器材收費  
Charges for Additional Service and Equipment

項目 Item	內容 Content	費用 Fee (HK\$) #5
1	小型舞台 Stage (只限東華三院 150 周年庚子年董事局展覽大堂) (For TWGHs 150th Anniversary Board of Directors 2020/2021 Exhibition Foyer only) 舞台面積：10米（闊）x 2米（深）x 0.4米（高） Stage Size: 10m(W) x 2m(D) x 0.4m(H)	\$7,200 /次 (包裝拆) per provision (Include installation & removal)
2	現場樂隊收音 (包括樂隊助理) Live Band Mic up (With roadie) (包括：鼓用咪套裝、1個低音結他D.I.盒及訊號線、1個木結他D.I.盒及訊號線、1支電結他放大器收音咪、2個鍵盤D.I.盒及訊號線) (Including drum mic kit, Bass D.I. w/Jack cable x1, Acoustic guitar D.I. w/Jack cable x1, Dynamic mic for Electric guitar amp x1, Keyboard D.I. w/Jack cable x2)	\$6,000 /次 per provision
3	高櫈 High Chair	\$150 /張 per unit
4	高枱 High Table	\$300 /張 per unit
5	露營枱櫈套裝 Outdoor Camping Set (包括：戶外摺疊枱 x 3張、摺疊櫈 x 12張、帳篷 x 2個、波希米亞地毯 x 4張、原木櫈 x 3張 及 餐具3 套) (Include: Folded Table x 3, Folded Chair x 12, Tent x 2, Boho-style Mats x4, Wooden Chair and Tableware x 3 )	\$2,000 /套 per set
6	市集攤位架 Booth Rack	\$200 /個 per unit
7	帳篷 Marquee	\$200 /個 per unit
8	畫架 (畫框高度可延伸至75cm) Easel (Can extend to 75cm high)	\$20 /個 per unit
9	畫架 (畫框高度可延伸至110cm) Easel (Can extend to 110cm high)	\$30 /個 per unit
10	H型展示架 H-shaped Stand	\$60 /個 per unit
11	7字指示架 7-shaped Stand	\$80 /個 per unit
12	木製圍欄 Wooden Fence	\$150 /個 per unit
13	無線咪連接器 Wireless Microphones and receiver	\$200 /套 per set
14	75吋智能電視 75 inch Smart Television Display	\$600 /部 per unit

15	30米線轆 30m Cable Reel	\$50 /個 per unit
16	枱 Desk	\$20 /張 per unit
17	櫈 Chair	\$20 /張 per unit
18	瑜珈墊 Yoga Mat	\$30 /張 per unit
19	電容式麥克風 Condenser Microphone	\$250 /支 per unit

- ✧ 借用者需填妥「一般場地設施借用申請表」，本中心會發出發票以確認接受申請，請依照發票上的資料付款。  
Applicant should complete the "General Facility Application Form" for the venue reservation. TungPo will issue an invoice to confirm the reservation. Applicant should follow the invoice instructions for payment.
- ✧ 所有借用團體 / 機構必須於借用14天前繳付費用。如借用日期與申請獲批准日期距離不足14 天，借用者須於接獲批准借用申請結果後7 天內繳付費用；如借用日期與申請獲批准日期距離不足7 天，借用者須於接獲批准借用申請結果後3 天內繳付費用。如借用者未能於指定日期內繳付費用，而無通知或合理解釋，本中心會視作放棄申請借用論。  
The payment should be settled 14 days before using the venue. If the first date of using the venue is less than 14 days from the date when the application is approved. The applicant should pay the full payment within 3 days after receiving the venue confirmation notice, if the first date of using the venue is less than 7 days from the date when the application is approved. The venue reservation will be treated as invalid if the applicant fails to pay the service charge within the specified date without notice or a reasonable explanation.
- ✧ 東蒲保留修改此申請借用場地及器材物資費用或須知任何內容的權利，無須另行通知。  
TungPo reserves the right to amend the above service charges and conditions without prior notice.
- ✧ 東蒲有權就任何申請作出最後決定。  
TungPo reserves the right to make the final decision on any application.
- ✧ 如本條款及細則的中英文版本有任何不一致，須以中文版本為準。  
If there is any inconsistency between the English and Chinese versions of these Terms and Conditions, the Chinese version shall prevail.

#### 備註:

每節 = 4小時（不足 4 小時亦作 4 小時計）

1 session = 4 hours (Any booking less than 4 hours will be counted as 4 hours)

#1 繁忙時段: 平日6pm – 10pm及週末全日；非繁忙時段: 平日10am – 6pm

#1 Busy Hours: Weekdays 6pm – 10pm and weekend whole day ; Non-Busy Hours: Weekdays 10am – 6pm

#2 場地必須有認可的專業運動教練陪同下才可使用

#2 The facility can only be used with the accompaniment of an approved professional sport coach

#3 LED Wall 多用途使用: 東蒲安排操作員，按使用者要求進行圖片/影片轉換

#3 LED Wall Multi-purpose Use: TungPo arranges the operator to perform image/video conversions as requested by the user

#4 凡使用場地達3小時或以上，可獲豁免場地清潔費用。場地清潔費不包括廚房電器及廚具，如使用者曾使用任何廚房電器或廚具，須於使用後自行作基本清潔。

#4 Venue cleaning fees will be waived for bookings of 3 hours or more. The venue cleaning fee does not include kitchen appliances and utensils. Users are required to perform basic cleaning after use.

#5 如在活動當日臨時新增服務或器材租用，東蒲將加收該項服務或器材原價的20%作為行政費用。

#5 For any on-the-day additions of services or equipment rental, TungPo will charge an additional 20% of the original price as an administrative fee.