

東蒲 TungPo

胡李名靜體育館 Kitty Woo Stadium

場地使用守則

House Rules for Stadium

1. 如租用時間過後，請結束進行中的節目，按時交還及離開場地。超時 15 分鐘，作 1 小時計算，並須於租用當日繳付費用。

No activity shall continue at the end of the session booked. Users should leave the venue on time. An additional hour will be charged after 15 minutes of overtime, and the payment should be made on the same day of borrowing.

2. 除經場館批准外，不可在場館內進行租用用途以外之節目，或更改活動性質。

No other form or nature of activities should be conducted other than the stated purpose of the booking unless approved by the venue.

3. 不得轉租或轉讓已確認的預訂，或調動已確認的訂租日期或時間。所有已支付的場租及按金均不設退換。

No sublease or transfer of a confirmed booking to another dates and times should be conducted. All paid rental fees and deposits are non-refundable.

4. 所有租用團體 / 機構必須於租用七天前繳付全款。如租用者未能於指定日期內繳付全數費用，而未有預先通知或提供合理解釋，將視作放棄申請租用論，所有已支付的場租及按金均不設退換，而不作另行通知。

The full payment should be settled seven days before using the venue. The venue reservation will be treated as invalid if the applicant fails to pay all the service charge within the specified date without notice or a reasonable explanation and all paid fees and deposits are non-refundable without further notice.

5. 倘若借用者超時使用場地或臨時借用額外器材，借用者必須於使用場地當天內繳付該費用。

The venue will charge the applicant for any overtime usage and extra equipment rental, the applicant should pay the fee before you leave the Stadium.

6. 租用人有責任確保節目當天的入場人次 (包括工作人員)不多於本場館批准的人數，否則場館職員有權禁止任何超額人士進入本館。

Hirer is responsible to ensure that the number of attendance (including staff) must not exceed the limit approved from the venue. Otherwise, the Tung Po is authorized to reject any persons entering Stadium from exceeding the limit.

7. 場館使用者必須穿著清潔不脫色膠底運動鞋。(租用者亦可按需要另租"覆蓋表演場地地墊"以配合節目性質)
All users must wear clean non-marking rubber-outsole sports shoes in Stadium. (Users may rent the cover mat for different proposes of event.)
8. 除經場館批准外，不可在場內攝影、錄影、拍攝電影、電視片或舉行茶會及記者招待會。
No photo-taking or video recording, filming. Making of TV films, team reception or press conference is allowed unless approved by the venue.
9. 請小心使用場地各設施，如有損壞，租用人須負責賠償。
All equipment provided should be used with care or otherwise the hirer will be held responsible for the compensation of the damaged equipment.
10. 場館內嚴禁吸煙。
No smoking is allowed.
11. 除經場館批准外，嚴禁於場館內飲食，如有違規，場館會向租用人收取額外清潔費。
No eating and drinking are allowed unless approved by the venue, The venue will charge additional cleaning fees to the hirer for any violation.
12. 使用者必須保持場館及場館內設施清潔及衛生。
Users should keep Stadium and other facilities clean and sanitary.
13. 使用者不可於場館內進行一切影響他人的活動。
Users are not allowed to disturb other users.
14. 租用者若使用任何種類的音像製成品，必須自行向原創人或有關音像版權持有人申請版權許可證或使用權。
The hirer shall obtain copyright permit or permission of use from its composer, author or licensing representative for the broadcast or use of music and / or song or its product.
15. 租用者須按照香港法例及政府部門的指引，取得所需牌照及許可證並履行相關的批核條款(例如抽獎許可、捐款許可、電影檢查等)。有關的牌照及許可證須於租用期前最少七天向本中心呈交。
The hirer shall obtain all required licenses and/or permits according to the laws and guidelines of The Hong Kong Government (such as lottery permit, donation permit, film censorship, etc.). The relevant licenses and permits must be provided to the venue seven days before the rental period.

16. 租用者須確保在活動前已自付獲得與該活動相關的所有知識產權，並確保該等知識產權在整個租用期間內一直有效並持續存在。租用者不得侵犯任何第三方的知識產權
The hirer shall obtain written permission from the copyright owner for displaying, using or/and public performing to the related works or products, and ensure the permission is valid throughout the rental period.
17. 租用者若安排海外表演者，樂師及技術人員，必須向人民入境事務署申請有關簽證。
Any organization that arranges performances including overseas artists, musicians, or technicians is required to apply for working visas from the Immigration Authority.
18. 所有擬在租用場地派發及展示的宣傳品或刊物，內容僅限於與獲覆實訂租活動的目的和性質相符的資料，並必須事先獲得場館同意，並按照場館許可的地點和派發方式分發。
Contents of the publicity materials or printed matters to be distributed and displayed at the hiring facilities are restricted to information that matches the objectives and nature of the confirmed function only. Prior approval of the venue should be sought and the materials or printed matters concerned are to be distributed in approved locations and in a manner as specified by the venue.
19. 除經中心批准外，使用者嚴禁於場館內進行任何形式的銷售或買賣，有關申請程序及分賬事宜請與場館職員聯絡。
Users are not allowed to carry out any forms of selling or purchasing in Stadium unless approved by the venue. Please contact us for the application and profit sharing details.
20. 租用人必須自行評估租務期間為表演者/參加者/其他在場人士構成的一切風險。一切意外、受傷、財物遺失等，場館概不負責。
The venue will accept no claims whatsoever in connection with any accidents, injuries, loss of valuables incurred directly or indirectly arising out in hirer rental period to the performers/ participants/any persons in Stadium.
21. 場館將不會為在場地內進行的活動、或於場地內擺設或展示的物品可能出現的破壞或損失負上責任，租用者必須確保所有裝置的安全性及穩固程度並自行為活動購買保險。
The venue will not be responsible for any possible damage or loss or the relevant compensations to the activities, or exhibits or displays in the Venue. Hirer should ensure the safety of activities or exhibits or displays in the hiring venue and purchase the insurance for the event.
22. 場館不會預先安排舞台裝置，故租用人需在租用期內自行裝拆設備，並須預留足夠時間掛上舞台布幕及裝設舞台燈光。因應其他設施及技術要求需要，請向技術監督查詢。
Prior to booking date, please confirm with Technical Manager for the availability of the equipment, since the equipment availability does vary slightly according to equipment conditions and maintenance. All required equipment will be set-up during the booking sessions; please allow adequate time for equipment set-up before performance or rehearsal.

23. 若自攜「燈光及電力設備」到場館使用，必須參考機電工程署之電力規例工作守則的要求，如關於電力安全有任何問題，請聯絡場館。詳情請參考以下網址：

https://www.emsd.gov.hk/tc/electricity_safety/index.html

All brought-in “Electrical and Stage Lighting and Audio Equipment” to be used in Kitty Woo Stadium, shall meet the requirements of “Code of Practice for Electricity (Wiring) Regulations”. Please contact the venue management for any electrical safety concern.

Website reference: http://www.emsd.gov.hk/emsd/eng/welcome/em_safety.shtml

24. 租用者如擬在活動舉行期間奏唱國歌，須遵守《國歌條例》（文件 A405）的規定指引，並須於租用日期前一個月將相關安排通知場地管理部門，詳情請瀏覽：<https://www.elegislation.gov.hk/hk/A405>。有關國歌的標準曲譜及官方錄音請見政制及內地事務局網頁：

https://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm

Hirer are required to observe and comply with the National Anthem Ordinance (Instrument A405) should the events involve the playing and singing of the national anthem. Hirer is also requested to inform the Venue Management Team of any playing and singing of national anthem in the events at least one month ahead of the first date of hiring. For details, please visit: <https://www.elegislation.gov.hk/hk/A405>. The standard score and the official recording of the national anthem can be found on the website of Constitutional and Mainland Affairs Bureau:

https://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm

25. 根據《國旗及國徽條例》（文件 A401）及《區旗及區徽條例》（文件 A602），租用者如欲於租用期間展示或使用 國旗、國徽、區旗及區徽或其圖案，必須按相關條例規定的規格製造及展示，並須事先以書面方式向副行政署長提出申請（電郵：flags&emblems@cso.gov.hk；傳真：2804 6552），詳情請瀏覽：

<https://www.elegislation.gov.hk/hk/capA401>（《國旗及國徽條例》）

<https://www.elegislation.gov.hk/hk/capA602>（《區旗及區徽條例》）

In accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), hirer who would like to display and use the national and regional flags or emblems during their booking periods should ensure that their designs are in compliance with the specifications set out in the respective Ordinances and make prior written applications to the Deputy Director of Administration (Email: flags&emblems@cso.gov.hk or Fax: 2804-6552). For details, please see the National Flag and National Emblem Ordinance.

<https://www.elegislation.gov.hk/hk/capA401> (National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602> (Regional Flag and Regional Emblem Ordinance)

26. 租用者須確保其本人、其僱員、代理人及在租用期間獲准進入租用場地的任何人士遵守《中華人民共和國香港特別行政區維護國家安全法》和香港特別行政區有關維護國家安全的其他法律，不得從事違反上述法律的行為和活動。

Hirer shall ensure the observance by themselves, their servants and agents and by all other persons admitted to any facilities hired by him of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Region in relation to the safeguarding of national security, and shall not engage in any act or activity which are not in compliance with the said legislation.

27. 在懸掛 8 號或以上風球或黑色暴雨警告生效期間，中心所有出租場地一般均會關閉，但會視乎當時情況考慮當日的活動是否取消或延期舉行。當天文台宣佈即將懸掛 8 號或以上風球時或黑色暴雨警告將生效時，租用者可與場館的當值人員商討有關即將舉行或正在進行的活動的安排。

When Typhoon Signal No. 8 or above is hoisted or Black Rainstorm Warning is in force, all hiring facilities of the Centre will be closed. Cancellation or postponement of the activity will be decided taking into account of the particular circumstances at the time.

Hirer should contact the Duty Officer of the Centre with regard to the arrangement of activities which are about to start or in progress when the Hong Kong Observatory announces that Typhoon Signal No. 8 or above will soon be hoisted or that the Black Rainstorm Warning will be issued.

28. 申請人或團體必須遵守所有香港法律，包括但不限於相關的出入境條例、勞工法例（包括勞工處發出的「僱用兒童藝員指南」）及其他所有適用於香港的法律條文；不得在任何公眾地方/本場館內對他人及/或交通造成滋擾或阻礙；不得造成噪音滋擾，以及不得作出及展示色情、不雅淫褻、意識不良、令人反感或令人厭惡的表演/行為/刊物/影像。相關法律條文主要載列於《簡易程序治罪條例》(第 228 章)、《噪音管制條例》(第 400 章)、《淫褻及不雅物品管制條例》(第 390 章)及《禁止層壓式計劃條例》(第 617 章)等。

The Applicant and the performers shall observe the Hong Kong Law and the related rules for the use of the Tung Po venue, applicable immigration and labour legislation (including the Guide to the Employment of Child Entertainers issued by the Labour Department) and other applicable legal regulations of Hong Kong, including but not limited to not being allowed to cause annoyances, disturbances or obstructions to others and/or traffic, noise annoyances, and to carry out obscene, indecent, repulsive or offensive performances / publication / behaviors. Related legal provisions are mainly listed in Section 4A of the Summary Offences Ordinance (Cap.228), Noise Control Ordinance (Cap.400), Control of Obscene and Indecent Articles Ordinance (Cap.390) and Pyramid Schemes Prohibition Ordinance (Cap.617).

29. 任何人士如違反上述守則或不聽從場館職員之勸告，場館職員有權即時要求違反守則者離開，一切已繳款項概不退還。

Venue may ask persons who do not obey the above regulations to leave Stadium immediately and fee paid will not be refunded.

30. 所有租用會以官方網站上的場地使用守則為準。

All bookings will be subject to the latest House Rules on the official website of TungPo.

31. 場館有權更改上述各項規則而毋須作出事前通知。

Tung Po reserves the right to amend the above regulations without prior notice.

租用人聲明 Declaration from the Hirer :

本機構明白及同意東蒲收集及保存機構資料的目的及用途：

We understand and agree Tung Po to collect and use our data in following purposes and ways:

1. 處理租用場地申請、安排節目細節流程及安排租金及其他費用繳交事宜；
Handle the hiring application, assist the rundown of the event and carry out the payment of rental and charges procedure;
2. 在一般情況下或發生緊急事故時聯絡申請人；
Communication in the normal course and in case of emergencies;
3. 作統計及研究用途，但所得的統計數字或研究結果不會以識辨各有關的資料；
For statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them;
4. 作法例規定、授權或准許的其他合法用途；
Any other legitimate purposes as may be required, authorized or permitted by law;
5. 東蒲可能會使用本機構資料，以電郵、郵件及電話等方式向我們提供有關推廣場館設施及優惠的相關資訊；以及
Tung Po may use our data (such as telephone number, email address and/or correspondence address) for marketing the services and promotional events through various communication means such as direct-mail, email, telephone, printed matter, newsletter, brochure and leaflets; and
6. 東蒲會在節目期間拍攝照片/錄像或錄音作紀錄/推廣之用。
Tung Po may take photographs, videos or sound in the event for our recording and marketing purpose.

本機構知悉，如不願意東蒲繼續使用本機構的資料作上述推廣用途，可隨時向場館作書面提出。

I know that, at any time, I can choose to opt-out from your side using my data for marketing by informing you by mail or fax.

致：東華三院 東蒲 總經理 To: TWGHs TungPo Chief Manager

我/我們* 現申請租用上文所述的場館，並同意遵守東蒲定的租用條款(完整版)。 我/我們* 亦會確保所有用場人士明白及遵守上述之場地使用守則及場館職員指示。

I,/We*, do hereby apply for the hire of the unit(s) of the Tung Po as specified above and agree to follow and abide by the TERMS AND CONDITIONS OF HIRE((full version). I,/We*will also ensure that all users are fully aware the Rules and Regulation as above and the instruction given by Stadium staff.

日期

Date

租用者簽署

Signature of Hirer