

1. 空間使用詳情 General Information

- 1.1. 所有場地的最低使用時間為每次兩小時，其後可按每小時計算，使用時段超過 15 分鐘若不足一小時亦作 1 小時計算。

The minimum booking period is 2 hours, and thereafter counts on an hourly basis, usage over 15 minutes and less than 1 hour is charged as an hour.

- 1.2. 費用已包括基本照明、空調、及基本可借用之器材。請於遞交空間使用申請表時填妥器材租借列表。

Essential lighting, air conditioning, and essential equipment are included. Please fill in the equipment rental list when submitting the event application.

- 1.3. 如註冊慈善團體或友好團體欲享特別優惠，需提供證明該機構為根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅的慈善機構或信託團體的有效認可信件；及公司註冊證書或社團註冊證明書。

Registered charities and eligible institutions should submit a copy of the Certificate of registration on the list of approved charitable institutions or trusts of a public character; and a Certificate of business registration or Certificate of incorporation under the Companies Ordinance Cap. 622 in order to enjoy special discount rate.

2. 空間使用守則 Rules & Regulations

- 2.1. 使用者不可把空間分租或轉讓予其他團體或人士。

The venue cannot be sublet or used by any other party.

- 2.2. 本公司範圍內，一律禁止吸煙及嚴禁任何形式的賭博行為。

Smoking or gambling is prohibited in the company area.

- 2.3. 使用者的一切活動與本會無關，本會不會承擔任何責任。

The Pokfulam Farm will not accept any responsibility for the activity/ event held by the user(s) during the usage.

- 2.4. 牧場只提供空間及設施，使用者須自行負責活動的安全及承擔其參加者的安全責任。於本公司空間內因舉辦的活動所引致的人身傷亡或財物損失，本公司概不負責。

User(s) must ensure that the venue and the participants are safe during the usage period. User(s) shall indemnify all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the Pokfulam Farm premises and or facilities by the User(s).

- 2.5. 空間用途須與申請表內列明之使用目的相符，活動內容必須遵守香港法律，並不得違反香港明愛及牧場的宗旨。

The purpose of space usage throughout the period shall comply with what is listed on the application by the User(s). The event shall abide by the laws of Hong Kong and does not violate the motto of The Caritas Hong Kong and The Pokfulam Farm.

- 2.6. 使用者不得直接或間接使用牧場的名義作宣傳，令公眾人士誤信活動與本公司有關。

The User(s) shall not, directly or indirectly, use the Pokfulam Farm to promote the acquired event to mislead the public on the responsibility the User(s) bears.

- 2.7. 使用者不得在使用空間以外(包括本牧場及其外圍)張貼或展示旗幟、橫額、直幡及海報等物品。
No advertising material (including but not limited to flag, banner, or poster) may be placed in any area outside the used space (including Pokfulam Farm or its exterior premises).
- 2.8. 如需要在牆上或地下黏貼任何物品，必須使用 3M 無痕膠帶。除非獲得牧場同意，否則不可隨意不得移動牧場設施。
3M non-marking tape is the only acceptable adhesive for any decorations on walls or floors. Without prior confirmation with the Pokfulam Farm, no venue and facilities shall be re-arranged for use.
- 2.9. 如需於活動進行期間進行高空拍攝或航拍攝影，拍攝器材必須由持有航拍證書人士操作，並須於申請場地使用時連同該航拍證書副本一同遞交。如拍攝期間損毀古蹟或建築之任何部分，牧場保留所有追討賠償損失及法律追究權利。
The User(s) shall hire licensed aerial photographer(s) for any aerial photography services for their event(s). A copy of the license should be submitted along with application form. The Farm reserves all the right to claim damages or apply for other legal remedies should there be any damages or losses caused by related aerial photography services.
- 2.10. 未經申請，使用者及其活動參加者不得在室內空間飲食。
Food and drinks are not allowed in in-door space without prior application by the User(s).
- 2.11. 使用者須保持空間清潔，清理妥當才把空間交還。使用期間，所有設施如有損毀、破壞或遺失，使用團體須賠償損失。
The User(s) must ensure that all clearing-up is properly carried out after the event and that the venue is left in a tidy condition to the satisfaction of the Pokfulam Farm. The Pokfulam Farm reserves the right to charge the User(s) for any damage or loss which may occur during the hiring period of the venues and facilities. All costs of the repair or replacement of the hired venue and equipment will be borne totally by the User(s).
- 2.12. 使用戶外空間期間如因天氣（如雷暴警告、紅色暴雨警告、三號強風信號），或其他不可預計的情況下引致使用空間關閉，使用者可更改使用日期，新使用日期需於原定使用日子起計六個月內。
If the booking has been cancelled due to inclement weather conditions (Thunderstorm Warning Signal, Red or Black Rainstorm Warning Signal, or Typhoon Signal Number 3 and above is in force) or other unforeseen situations, the User(s) may reschedule the booking to an alternative date within six months of the original booking date.
- 2.13. 更改使用空間的申請須以書面或電郵提交，並須在使用日子十個工作天前通知本公司，本公司會以書面或電郵確認該申請。
Application for rescheduling events must be submitted by email or carbon copy at least ten days before the event. The User(s) would be notified of the application result by receiving an email or carbon copy.
- 2.14. 如使用者違反空間使用守則，薄鳧林牧場保留一切權力，可在使用空間期間終止其活動，而已繳交的所有費用則不會退還。
The Farm reserves the right to annul any function during the hire period if The Farm Regulations of Hire are breached. In such a circumstance, no refund will be made.
- 2.15. 薄鳧林牧場會根據香港特別行政區政府之最新防疫要求，包括但並不只於《預防及控制疾病條例》條款。預訂一經確認，所有制定之安排將對使用方即時有效及有所約束。
The Pokfulam Farm will adopt measures in line with the Government's anti-pandemic policies, including those under but not limited to the Prevention and Control of Disease Regulation. These measures will

become valid and binding once you have confirmed your booking(s).

3. 惡劣天氣及其他不可預計情況 Severe Weather or Other Unexpected Situations

- 3.1. 使用空間如因惡劣天氣或其他不可預計的情況下不能使用，使用者可以根據以下條件，在空間使用情況許可下更改使用日期：

If the booking has been cancelled due to inclement weather conditions or other unforeseen situations, the User(s) may reschedule the booking under the following conditions:

- 3.2. 當黑色暴雨警告或八號或以上颱風警告訊號在使用時間兩小時前／或當天下午 4 時仍然生效；

If Typhoon Signal Number 8 and above or Black Rainstorm Warning Signal is still in force 2 hours at or before the hiring period; or if Typhoon Signal Number 8 and above or Black Rainstorm Warning Signal is still in force at 4:00 pm on the date of booking.

- 3.3. 當八號或以上颱風警告訊號在使用期間懸掛引致使用空間關閉。使用空間將於八號或以上風球懸掛後三十分鐘內關閉，使用者在該情況下可更改未使用的使用時段。任何未使用的使用時段均以完整小時計算；假設未使用的使用時段是兩小時五十九分鐘，使用者只有兩小時的使用時段在限期內獲安排使用。

If Typhoon Signal Number 8 and above is hoisted during the hiring period, the hired venue(s) will be closed within 30 minutes. In such circumstances, the reallocation of the unused hiring period is counted by an integral hour. For example, if the unused hiring period is 2 hours and 59 minutes, the User(s) should only be able to re-schedule 2 hours of unused hiring session;

- 3.4. 使用空間將於八號或以上風球卸下兩小時內重開；如八號或以上風球於使用時間兩小時或之前卸下，而使用空間亦已重開，若使用者仍決定取消活動，將不會獲安排更改使用日期或退回繳款；

The hired venue(s) will be re-opened within 2 hours after Typhoon Signal Number 8 or above is lowered or cancelled. If Typhoon Signal Number 8 or above is lowered or cancelled 2 hours at or before the hiring period and the User(s) cancels the booking on his/her own accord, neither reallocation nor refund of the booking will be granted in such case;

- 3.5. 如黑色暴雨警告於使用空間開放時間之內發出，除基於安全考慮而必須關閉使用空間外，使用者可於使用時段內繼續使用所使用空間。如黑色暴雨警告於上午 9 時或之前發出，使用空間將黑色暴雨警告取消後兩小時內重開。如黑色暴雨警告於使用時間兩小時或之前取消；而使用空間亦已重開，若使用者仍決定取消活動，將不會獲安排更改使用日期或退回繳款；

If Black Rainstorm Warning Signal is issued during the regular opening hours of the hired venue(s), unless safety consideration warrants for impending closure of the hired venue(s), the hired venue(s) will remain open and the User(s) can continue to use the hired venue. If Black Rainstorm Warning Signal is issued before the regular opening hours of the hire venue(s), the hired venue(s) will be closed and re-opened within 2 hours after the Black Rainstorm Warning Signal is cancelled. Nevertheless, when Black Rainstorm Warning Signal is cancelled 2 hours at or before the hiring period, and the User(s) cancels the booking on his/her own accord, neither reallocation nor refund of the booking will be granted;

- 3.6. 任何未使用的使用時段必須於原來使用日期起計六個月內使用。使用者須於原來使用日期起計 30 天內以書面向薄鳧林牧場提出申請，逾期無效。更改使用日期一經作實不能再次更改；

The unused hiring period can only be reallocated in the coming six months from the original date of the booking; subject to the availability of the hired venue. The User(s) must send a written application to The Farm within 30 calendar days, inclusive of the date of the original booking, for reallocation of the remaining hiring period; otherwise, the unused hiring period will be forfeited without further notice. No alteration can

be made once the reallocation of the unused hiring period has been confirmed;

- 3.7. 使用空間如因其他不可預計的情況下不能使用，使用者將獲發還已繳款項。至於因空間不能使用而導致之任何損失，薄鳧林牧場恕不負責。

If the reallocation of the unused hiring period is infeasible, a refund of the paid hire charge will be arranged. The Pokfulam Farm will not be responsible for all losses arising from the result.

4. 申請手續 Application Procedures

- 4.1. 使用者在提交申請前先向本公司查詢使用情況。本公司不接受電話預訂空間，申請表格可透過電郵索取。

Applicant(s) must check the venue availability by phone before submitting the booking form. Telephone reservations will not be accepted. The booking form can be obtained by email upon telephone request.

- 4.2. 需以電郵或郵寄方式遞交填妥之申請表。在遞交申請表時，請夾附以下文件：

Applicant(s) should return the completed form via email with a copy of the following document(s) enclosed:

- 商業登記或社團註冊；或／及
Business Registration Certificate/ Society Registration Certificate; and/or
- 由稅務局根據《稅務條例》第 88 條認可屬公共性質的慈善機構或信託團體之證明
(如適用)

Charitable Institutions and Trust Registration Certificate issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance (if applicable)

- 4.3. 使用者有責任確保申請表及相關文件已送達牧場。牧場於收妥有關文件後七個工作天內回覆。本公司對所有空間使用申請均保留最終決定權。亦毋須就拒絕申請作出解釋。

It is the responsibility of the applicant(s) to ensure the application form and relevant document(s) have reached The Farm. After receiving the application form, The Farm will review the application based on the nature and content of the activities and will reply by email within seven working days. The Farm reserves the right for final approval on venue booking and rejects any application, and no explanation is necessary.

- 4.4. 本公司會在接納申請後發出繳費通知書，使用者需在十個工作天內繳交全部費用，並夾附一張港幣\$10,000 之支票作保證金以作實申請。逾期繳款者，視作自動取消申請使用空間。使用空間期間若有設施損毀，或因超時所產生的額外費用，將由保證金扣抵。若使用期間未有產生任何費用，活動完結後七個工作天內，本公司會將支票寄還使用者。

Debit note will be issued to the successful User(s). The User(s) shall settle payment in full and submit a \$10,000 cheque as caution money within ten working days. The cheque would only be deposited as compensation for any damage or loss which occurs during the hiring period of the venues and facilities or overrun of events. The cheque shall return to the User(s) within seven working days if no additional fee is incurred.

申請人/團體請以劃線支票繳費，抬頭「**薄鳧林牧場有限公司**」及於支票背頁列出申請人或機構名稱、空間使用之時間與日期，郵寄致 **香港薄扶林薄扶林道 141 號 a** 或親臨本會繳付 (因郵寄所造成的一切延誤及損失，本會恕不負責)，期票或現金恕不接納。

The User(s) shall settle the payment by cheque. A crossed cheque payable to “The Pokfulam Farm Company Limited” shall be posted to address: **141A, Pokfulam Road, Pokfulam, Hong Kong (Attn: The Pokfulam Farm - Venue Usage)**. The Pokfulam Farm will not be responsible for the delay or loss arising from the postage). Post-dated cheques or cash will not be accepted.

5. 額外收費項目 Extra Chargeable Items

項目 Item	費用 Fee
空間內進食(簡單茶點)之額外清潔費用 包括外廊及戶外指定範圍 Additional charge for cleaning (including Verandah and designated out-door area)	\$550 / 2 小時 hours
空間支援人員 (禮賓人員/車流管理) Extra manpower (event helper/ traffic management)	\$100 / 小時(每名) hour (per helper)

6. 器材租借列表 Furniture & Facility Rental

器材 Furniture	費用 (每次) Fee (per time)	最多可供數目 Maximum provision
白色膠椅 White Chair	免費 Free	80
摺檯 Foldable Table (1200 x 600mm)	免費 Free	10
木椅 Wooden Stool	免費 Free	15
摺椅 Foldable Chair	免費 Free	20
圓凳 Rattan Stool	免費 Free	20

小型流動音響系統 PA system	\$ 500 / 活動 event	1
混音器連喇叭 Mixer with speakers	\$ 3,000 / 活動 event	1
無線咪/有線咪 Microphone	\$ 80 / 枝 pc / 活動 event	4
咪架 Microphone Stand	\$ 80 / 枝 pc / 活動 event	4
投影器連投影屏 Projector with Tripod Projector Screen	\$ 150 / 活動 event	1
帳篷 Marquee – 3m x 3m	\$ 80 / 個 pc / 活動 event	6

所需器材 (免費) Required Equipment (Free)	<input type="checkbox"/> 木枱 Wooden Table <input type="checkbox"/> 摺枱 Foldable Table: _____ <input type="checkbox"/> 木椅 Wooden Stool: _____ <input type="checkbox"/> 摺椅 Foldable Chair: _____ <input type="checkbox"/> 圓椅 Rattan Stool: _____ <input type="checkbox"/> 白色膠椅 White Chair: _____
額外收費器材 Additional Charged Equipment	<input type="checkbox"/> 音響 PA system <input type="checkbox"/> 混音器連喇叭 Mixer with speakers <input type="checkbox"/> 咪高峰 (有線: _____ 無線: _____) Microphone: (Wired: _____ Wireless: _____) <input type="checkbox"/> 咪高峰架 Microphone Stand: ____ <input type="checkbox"/> 投影器連投影屏幕 Projector with Tripod Projector Screen <input type="checkbox"/> 帳蓬 Marquee: _____

本人 / 團體 / 機構已閱讀及同意薄鳧林牧場的空間使用的守則及須知，並同意接受其約束。薄鳧林牧場保留隨時修改守則及須知之權利而無須另行通知。如有任何爭議，薄鳧林牧場保留對空間使用條款的解釋權及最終決定權。

I/ The organisation/ The legal entity acknowledge and accept the terms and conditions above. The Pokfulam Farm reserves the right to make changes without prior notice. The Pokfulam Farm's decision shall be final for any dispute arising from the agreement.

申請人姓名 Name of Applicant : _____

申請日期 Date of Application : _____

申請人簽署/印鑑 Signature/ Chop of the Applicant : _____