



Vana Music & Arts 童言藝術中心

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12/F, Capital Commercial Building, 26 Leighton Road, Causeway Bay

銅鑼灣禮頓道26號凱基商業大廈12樓

租用細則及條款 Terms and Conditions of Rental

一、申請資格

租用者用作合法活動均可租用

二、申請、收費方法及優惠

- 1 請填妥申請表格及繳交所有相關租用費用
- 2 如要更改租用日期，租用者須於租用日期前最少兩個工作天通知本中心，但未必能安排租用者所更改的日期。租用者必須在一個月內(由該租用日期起計)使用場地，否則一律當作自動取消租用，所交租金將不獲發還
- 3 在租用時間內沒有使用場地及未能按上述要求提交更改租用日期申請，一律當作自動取消租用，所交租金將不獲發還
- 4 如租用者在同一申請表格內租用總時數達至五小時或以上，可獲一次性九五折優惠；如達至十小時或以上，可獲一次性九折優惠，此優惠不可與其他優惠項目同時使用
- 5 本中心不設退款服務

三、惡劣天氣安排

- 1 如遇八號颱風訊號或以上或黑色暴雨警告懸掛，所有場地暫停開放
 - 1.1 八號颱風訊號或黑色暴雨警告於上午六時仍然懸掛，上午十時至下午二時之租用取消
 - 1.2 八號颱風訊號或黑色暴雨警告於上午十時仍然懸掛，下午二時至下午六時之租用取消
 - 1.3 八號颱風訊號或黑色暴雨警告於下午二時仍然懸掛，下午六時至晚上九時之租用取消
- 2 如上述「惡劣天氣警告」於開始使用後發出，家長或監護人可於使用期間帶同小朋友離開(如適用)
- 3 當天文台懸掛一號或三號颱風訊號、黃色或紅色暴雨警告時，所有場地繼續開放
- 4 如上述「颱風訊號或暴雨警告」發出後，家長或監護人應按天氣情況決定是否讓小朋友繼續使用，但一切應以小朋友之安全為重(如適用)
- 5 因天氣關係取消場地租用，中心將與受影響的租用者另行安排租用日期，租用者必須在三個月內使用場地(由受影響當日起計)，否則一律當作自動取消租用，所交租金將不獲發還

四、場地使用守則

- 1 租用批准後，場地不得作其他用途或轉予其他租用者
- 2 本中心範圍內設有閉路錄影監察系統，所得影像僅作保安之用
- 3 童言藝術中心不負責租用者及賓客在本會中心可能發生的損傷或財物損失。使用場地者之私人財物如有遺失、損壞，本中心概不負責，租用者就有關之活動購買適當的保險及負責活動參加者之安全
- 4 租用者如有上呼吸道感染、傷風或感冒徵狀，請自備口罩
- 5 租用期內，場地設備如有任何損毀及失竊，租用者/家長/監護人須照價賠償
- 6 租用者必須準時使用，遲到的租用者並不獲補回額外時間，使用時間將會於原定時間結束
- 7 必須保持場地清潔，及確保使用場地後室內物品按原位擺設。廢物須用膠袋裝好，放於指定位置
- 8 為保持場地衛生整潔，租用場地內不准飲食、吸煙、不可進行任何非法及不道德活動。若發現有上述情況，本中心有權立即終止租用該場地及不會退回已付之場租。此外，亦會考慮日後不再租借場地予有關租用者
- 9 本中心有權決定租借本中心場地與否，如租用者違反租用守則，本中心立即取消其租用資格，而所交費用將不予退還

五、童言藝術中心保留修改租用細則及條件之一切權利，而不須作事前通知



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A Eligibility Criteria

The activities proposed must not be in conflict with the law

B Procedures for application/payment of charges/discounts

- 1 Please complete the application form and submit all rental charges
- 2 The change of booking date after confirmation must be done 2 days before the date of rental. The renter must use the venue within one month (from that lease date), otherwise it shall be deemed as a cancellation of booking, any paid charge will be forfeited
- 3 Failure to turn up without notification and submit a change of rental date as above requested shall be deemed as a cancellation of booking, any paid charge will be forfeited
- 4 The renter can enjoy a one-off 5% discount when a total rental time of five hours or more in one lump sum in the same application form; or enjoy a one-off 10% discount when a total rental time of ten hours or more in one lump sum. This offer cannot be used in conjunction with other promotional items
- 5 Refund service is not available

C Severe Weather Arrangement

- 1 All units shall be closed when typhoon Signal No. 8 or above / black rain storm warning signal is hoisted
- 1.1 Booking of 10:00am-2:00pm will be cancelled if typhoon No.8 or above or black rain storm warning signal is still hoisted at 6:00am
- 1.2 Booking of 2:00pm-6:00pm will be cancelled if typhoon No.8 or above or black rain storm warning signal is still hoisted at 10:00am
- 1.3 Booking of 6:00pm-9:00pm will be cancelled if typhoon No.8 or above or black rain storm warning signal is still hoisted at 2:00pm
- 2 If the above "Severe Weather Warning" is hoisted whilst within booking section. Parents/Guardians may come to the Centre and pick up students during the time (If applicable)
- 3 All venue will operate as scheduled if Typhoon Signal No. 1 or 3 / Amber or Red Rainstorm Warning is issued
- 4 If the above "Typhoon Signal or Rainstorm Warning" is hoisted, parents are advised to take their children to venue in light of the weather conditions (If applicable)
- 5 Cancellation of the rental due to weather conditions, the centre will rearrange the booking with the affected renters. The renter must use the venue within three months (from the affected date). If not, it shall be deemed as a cancellation of booking, any paid charge will be forfeited

D Regulations & Conditions to use our Venue

- 1 After the booking is approved, the venue may not be used for other purposes or transferred to other renters
- 2 A round-the-clock surveillance system has been installed in the Centre. The system is used for security purposes only.
- 3 Vana Music & Arts shall not be responsible for any damage or loss of properties of the renters or any of his members and shall not be liable for any damage or loss he may sustain arising out of any breakdown of the services provided in the unit on hire. Hirer should insure their event / activity on their responsibility and be responsible for the safety of the participants
- 4 In case the student has signs and symptoms of an upper respiratory infection, common cold or flu, the renter should wear a face mask
- 5 The renter shall pay to the Centre the cost of reinstating or replacing any property damaged, destroyed or stolen during the period of hire
- 6 The renter must use the venue on time. Late renters will not be allowed to make extra time. The use time will end as scheduled
- 7 The renter shall maintain good order and discipline during the period of hire and keep place clean after use. The venue must be kept clean and the interior items should be placed in order after the course. Waste must be packed in plastic bags and placed in designated locations
- 8 No drink & food & smoking will be permitted whilst illegal and immoral activities will be prohibited. If any of the above circumstances are found, the Centre reserves the right to immediately terminate the booking of the venue and will not refund any fee paid. And, the Centre will also consider deciding whether or not to lease the venue to the renter again
- 9 The Centre reserves the right not to grant the use of accommodation and / or equipment to any applicant. In the event of breach of any the term or condition herein by the hirer, the booking shall be cancelled immediately and will not refund any charge

E The Centre retains the right to change or amend the aforesaid Terms & Conditions at our absolute discretion