



香港遊樂場協會  
HONG KONG PLAYGROUND ASSOCIATION  
場館服務(麥花臣場館)  
Stadium Services (MacPherson Stadium)  
申請表格  
Booking Form



**A. 租用人資料**  
**PARTICULARS OF HIRER**

- 租用人姓名(先生/女士\*) 申請人職務  
Name of hirer (Mr./Ms.\*) Position held
- 租用人聯絡電話 辦事處 手提電話  
Contact no. of hirer. (office) (mobile)
- 所代表團體(所有文件包括發票、收據及票務支票抬頭等均以此申請團體名稱發出)  
Organization represented  
(All documents such as Invoice, Receipt and Cheque etc will be addressed in this name)
- 團體地址  
Address of organization
- 商業登記証號碼 / 社團註冊號碼 / 慈善機構或信託團體\*<sup>®</sup> 檔案號碼(請呈交副本)  
No of Business Registration Cert / Cert of Registration of a Society/ IR No. of tax exemption under section 88(please submit a copy)\*
- 主要聯絡人姓名及電話 電郵地址  
Name(s) of contact person and telephone No. E-mail
- 通訊地址  
Correspondence address

**B. 節目資料**  
**PARTICULARS OF EVENT**

- 節目名稱  
Name of event
- 節目目的  
Aim of event
- 節目內容#  
Description of event
- 租用日期 預計參加人數  
Date(s) of booking Anticipated no. of Participants
- 公眾查詢聯絡方法(須最少填一項) Contact Information for public (Fill in at least one item from below)  
電話 電郵地址 面書  
Tel No. E-mail Facebook
- 比賽隊伍/表演藝人/講者\* 姓名(如非香港永久居民,請提供有效工作簽證)  
Name(s) of team(s)/artist(s)/performer(s)/ speaker(s)\* participating (Please provide valid working visa if the performers are not Hong Kong permanent resident)
- 節目類別\* 體育 / 歌唱 / 跳舞 / 講座 / 聚會 / 其它(請註明)  
Nature and purpose of event\* Sports / Singing / Dance / Conference / Assembly / Other (Please specify: \_\_\_\_\_)
- 節目流程 日期及時間 (時間必須連續) 費用(此欄由本會填寫)^  
Event schedule Date & Time (must be in continuous booking time) Charge (Official use only)^  
可另頁書寫(Please submit additional sheet(s) when necessary)
- 佈置場地 Set Up
- 綵排 Rehearsal
- 表演 Performance
- 拆除 Dismantling
- 其他 Others

# 詳細節目內容、流程、節目場地平面圖及比賽隊伍/表演藝人/講者姓名等資料須於節目日前30天提交。如有需要,會要求租用人提供合資格人士簽發的證書。Detail event rundown and floor plan should be submitted 30 days before the first date of booking. If required, the hirer will be asked to provide a certificate issued by a competent person.

\* 請將不適用者刪去 Delete where inapplicable





^ 詳見後頁之“場地租用價目表” please refer to “Rental price list of Stadium” at the end of the form

@ 重覆租用人不須再次提交社團註冊、慈善機構或信託團體文件。Copies of certificate of Registration of a Society/ IR No. of tax exemption under section 88 is not required for repeat hirers

## C. 座位安排及門票價目 TICKET PRICE SCALE AND SEATING ARRANGEMENT

1. 活動會否有門票(出售/免費門票)?  有 yes  沒有 no  
Does the event(s) have ticket(For sale/free of charge) ? (請跳至 D 部份) (Please jump to Section D)
2. 是否已完全明白「根據票房總收益計算的收費」?(詳見 J 項第 2-4 點) Do you fully understand “Charges based on the Total Box Office sales”? (please see item 2-4 in Section J)  是 yes (如有疑問請於遞交申請前向職員查詢) (Please contact our staff for assistance before submitting this Form)
3. 會否使用電腦售票網? (請選擇)  會 yes (請跳至 3a 部份) (Please jump to Section 3a)  不會 no (請留意及跟從 3b 部份) (Please follow up Section 3b instruction)  
Will the ticket sold through any internet ticket agent? (Please select) (必須預先繳交每場港幣\$10,000 設置按金) (@HK\$10,000 setup deposit per performance will be charged)

3a 請選擇票務系統供稱商 Please select ticketing agency

購票通 Cityline	AEGTICS	KKTIX	Klook	其他 Others
				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

請先向場館及相關票務系統供應商了解收費及相關要求

Please contact stadium and ticketing agency for the fee details and the related requirement

- 3b 門票設計須交予本會批核後方能列印，並送到場館蓋章，約一至兩個工作天取回 (請參閱「自行印製票務安排」)  
Ticket layout has to be approved by the Association before printing. Please sent it to Stadium for chopping and will be ready to take away in 1-2 working days. (Please refer to ‘Self Printing Ticketing Arrangement’)

4. 門票價目分配 (可另頁書寫)

Ticket price scale (Please submit additional sheet(s) when necessary)

門票價目分配 Ticket Price Scale	票價 A Price A \$	票價 B Price B \$	票價 C Price C \$	票價 D Price D \$
演出日期及數量 Performance Date & Capacity				
門票總值 Total Ticket Income				

\* 免費贈券不可超過售出座位總數的 10%

Complimentary tickets cannot exceed 10% of the total number of seats per performance.

\* 內銷門票不可超過售出座位總數的 60% (已包括 10% 免費贈券)

Consignment Tickets cannot exceed 60% of the total number of seats per performance. (Including 10% Complimentary tickets)

5. 門票銷售日期

Ticket sale commencement date \_\_\_\_\_

## D. 節目性質

### NATURE OF THE EVENT

1. 節目會否進行籌款及抽獎?  
Are there any fund raising or lottery activity?  會 yes (詳情請向職員查詢)(Please contact our staff for details)  不會 No
2. 節目會否使用遊戲機或舉辦有賭博成分之遊戲?  
Are there any amusement machine or gambling game?  會 yes (請提交民政事務局發出的「有獎娛樂遊戲牌照」副本 Please submit the Amusements With Prizes License issued from the Secretary for Home Affairs)  不會 No
3. 節目會否有食物或飲品派發或出售? (本會或會收取總銷售額的 10%)\*  
Are there any food or beverage for sale or to distribute? (The Association will charge 10% on the total gross sales)\*  會 yes (請提交有關食品/飲品的名稱、數量、售價、派發或出售方法等予本會批核 Please submit the food/drink type, quantity, price, mean of distribution/sales etc. for the the Association approval) 節目完成後 5 個工作天內呈交售賣明細報告。如未能如期呈交,會方會徵收每場節目不少於\$3000 元或不少於每場節目票務收入的 5%  不會 No
4. 節目會否有酒精飲品派發或出售? (本會或會收取總銷售額的 10%)\*  
Are there any alcoholic drinks for sale or to distribute? (The Association will charge 10% on the total gross sales)\*  會 yes (有可能需要提交香港警務處發出的「臨時酒牌」副本 Please submit the Temporary Liquor License issued from the Hong Kong Police)  不會 No
5. 節目會否有商品或紀念品派發或出售?(本會或會收取總銷售額的 10%)\*  
Are there any commodities or souvenirs sales for the event? (The Association will charge 10% on the total gross sales)\*  會 yes (請提交有關物品的類別、樣式、數量、售價、派發或出售方法等予本會批核 Please submit the item type, design, quantity, price, mean of distribution/sales etc. for the Association approval)  不會 No
6. 節目會否展示非租用團體的商標如(贊助商商標)或任何廣告(如海報/橫額)?(場館將會作出收費,詳見 I 項)  
Are there any non-booking organization brand(s) (e.g. sponsors brand) or any advertisements displayed in the event (e.g. banners/posters)? (stadium will charge on the captioned, please refer to section I)  會 yes (請提交廣告的設計、大小、商標數量、展示位置及方法等予本會批核 Please submit the advertisement design, size, no. of brand(s), location and mean of display etc. for the Association approval)  不會 No
7. 節目會否播放或演奏歌曲、錄像等涉及版權或其他香港知識產權條例事宜?(相關機構例如 CASH, HKRIA, PP(SEA)L 等)  
Are there live music, Audio or video playback etc. that is/are copyright related or intellectual property related will be used/played in the event? (related authorities such as CASH, HKRIA, PP(SEA)L etc.)  會 yes (請提交有關授權文件予本會批核或可由本會協助購買 CASH 版權 Please submit the related authorized document for the Association approval or acquire CASH copyright permit through the Association) (詳情請向職員查詢)(Please contact our staff for details)  不會 No (請提交保證信 Please fill the declare form provided by the Association)  不適用 Not applicable
8. 節目會否放映影片?  
Are there any film/movie to show?  會 yes (請向電影、報刊及物品管理辦事處申請豁免證明書 Please apply certificate exemption from "Office for Film, newspaper & Article Administration.  不會 No
9. 節目會否使用煙火物料或激光等效果?  
Are there any firework or laser display?  會 yes (請提交創意香港或食物環境衛生署發出有關牌照許可證明文件予本會批核 Please submit the related authorized permit document from Create Hong Kong or Food and Environmental Hygiene Department for the Association approval)  不會 No

\* 如節目完結後 5 個工作天內未能呈交明細銷售報告,本會會徵收港幣 3,000 元或不少於每場節目票務總收益的 5%,以較高者為準。If the sales report is not submitted within 5 working days after the event, the association will charge HK\$3,000 or 5% of the gross box office revenue as a commission, whichever is higher.

## E. 公眾安全及管理

### **CROWD SAFETY AND MANAGEMENT**

1. \*是否得悉需要安排急救服務？(200 人以上節目必須安排急救服務)  
Will the First Aid Service be arranged?  
(Compulsory for more than 200 attendances)  是 yes (人數 Pax: \_\_\_\_\_)  
(如有疑問請向職員查詢)  
Please contact our staff for details)
2. \*會否於閘口安排職員處理查詢？  
Will any staff for enquiry be arranged at the entrance?  會 yes (人數 Pax: \_\_\_\_\_)  不會 No\*  
(到場時間 arrival time : \_\_\_\_\_)
3. \*會否安排保安？  
Will the security guard be arranged?  會 yes (人數 Pax: \_\_\_\_\_)  不會 No\*  
(到場時間 arrival time : \_\_\_\_\_)
4. 場內會否有派發打氣棒、場刊、飲品食物、放紙炮、飲用有酒精飲品，  
進食、有寵物等安排？(本會或會收取清潔費，詳見 G1c 項)  
Any pong-pong stick, leaflet, food or drinks distribution; confetti;  
alcoholic drinks, meal, pets in the event? (The Association may charge an  
additional cleaning fee, please refer to section G1c)  會 yes  
(詳情請向職員查詢)(Please  不會 No  
contact our staff for details)
- (所有外來佈置(如地氈、橫額、花牌、發泡膠板、卡板、裝飾等)，  
租用人必須自行清離場館，不得丟棄於大廈垃圾房。)  
(All bring-in setup (such as floor mat, banner, Flower Stand, foam board,  
cart board, decorations etc.) must be disposed by hirer out of the  
building)
5. \* 同意必須自行購買以下所有(或部份)與節目相關的保險：  
Please accept to purchase the insurances which are related to the event  同意及將會購買  
by yourself : agree

保障範圍 Insurance Coverage		投保額(不少於) Premium (No Less Than)
A) 公眾責任保險 Public Liability Insurance (PL)	第三者責任，受保人包括本會與其承辦商 Legal liability to the third parties in the event, coverage include HKPA and contractors	\$20,000,000
B) 工程保險 Contractor All Risk Insurance (CAR)	節目建設及清拆，受保人包括承包商及其分包商 For the time of set-up and dismantling, coverage include contractors and all subcontractors	\$20,000,000
C) 勞工保險 Employees Compensation Insurance (EI)	場內工作之受僱人士 All employment in the event irrespective of the length of employment contract	根據《僱員補償條例》的規定 According to the Employees Compensation Ordinance
D) 團體意外保險 Group Accident Insurance (GPA)	節目時於場內而不能由上述保險保障的人士 For anyone attending the event but not covered by the above insurance	\$100,000 per person
E) 50 人以下體育訓練或練習(團體/公司內部訓練)只需為參加者購買勞工/團體意外保險(團體意外保險保單金額需每人十萬或以上) Rental of sports training / Practice with less than 50 attendances (internal training) would need to purchase Labour /Group Accident Insurance for the attendances only. (\$100,000 premium or above per person)		

(請在節目/使用日 30 天前把保單副本交到場館 Please hand in the copy of the Insurance record to the Stadium 30 days before the start day of the event)

\*本會有權於收到節目流程及內容後硬性要求租用人提供相關安排，租用人不得異議。

The Association reserves the right to request to hirer to compulsorily provide the corresponding arrangement after receiving the event content and rundown

## F. 拍攝 / 錄影

### **PHOTO TAKING / VIDEO RECORDING**

- 節目期間會否進行拍攝或錄影？(本會或會作出  
收費，詳見 H 項) Will there be any photo taking or  會 yes  
video recording? (The Association may charge on  不會 no  
the captioned, please refer to section H) (職員將稍後聯絡並作詳細了解  
(未經本會同意，不得進行拍攝或錄影  
Photo-taking or video recording is  
prohibited without prior permission)

## G. 服務及器材租用 CHARGES FOR SERVICE AND EQUIPMENT

項目 Item	細則 Description	日期 Date	時間 Time	數量 Quantity	費用 (此欄由本會填寫) Charge (filled by office)
<b>1. 工作人員 Personnel</b>					
a)	帶位 Ushering	對號座位 \$4,000 (工作逾 4 小時，每小時\$1,000) \$4,000 per performance of marked seating \$1,000 each additional hour for over 4 hours work			
		自由座位 \$2,500 (工作逾 4 小時，每小時\$625) \$2,500 per performance of free seating \$625 each additional hour for over 4 hours work			
b)	額外工人 Additional workman	每小時 \$150 /人(最少連續受僱 4 小時) \$150 per workman per hour (Minimum 4 hours per hire)			
c)	額外清潔費 Extra Cleaning Fee	每場\$1,000(例如打氣棒、螢光棒、手指燈、場刊等) \$1,000 per performance (such as pong pong stick, glow stick, finger light, brochure etc.) 每場\$6,000(例如紙碎、場內飲用有酒精飲品、進食、寵物展等) \$6,000 per performance (such as confetti, alcoholic drinks, eating, pet show etc.)			
<b>2. 器材設備 Equipment</b>					
a)	額外電源 Extra electricity	i) 32A 插掣 \$1,000/日 \$1,000 Socket 32A per day			
		ii) 63A 插掣 \$1,400/日 \$1,400 Socket 63A per day			
b)	搭建舞台 Ceremony stage	i) 特大型台面積 (7.5m 深 x 12.5m 長 x 0.9m/1.2m 高) 每次收費\$18,000 (共 60 塊) Stage size: 7.5m(D) x 12.5m(W) x 0.9m/1.2m(H) \$18,000 per provision (60pcs)			
		ii) 大型台面積(6.25m 深 x 12.5m 長 x 0.9m/1.2m 高) 每次收費\$15,000 (共 50 塊) Stage size: 6.25m(D) x 12.5m(W) x 0.9m/1.2m (H) \$15,000 per provision (50pcs)			
		iii) 中型台面積(5m 深 x 10m 長 x 0.9m/1.2m 高) 每次收費\$13,000 (共 32 塊) Stage size: 5m(D) x 10m(W) x 0.9m/1.2m (H) \$13,000 per provision (32pcs)			
		iv) 另加舞台 \$500/塊 extra stage \$500 per piece			
c)	舞台氈絨毛地氈 Stage cover mat	每次\$4,500 \$4,500 per each			
d)	基本舞台燈光 Basic stage light (不包括操作員) (Without operator)	每日\$3,500 \$3,500 per day			
e)	射燈(共 2 支) Spotlight (不包括操作員) (Without operator)	每日每支 \$1,600 \$1,600 per day for 1 spotlight			
f)	音響系統 (包括操作員) Audio System (With operator)	基本音響設備 每小時\$1,200 (包括 4 支咪及音樂播放設備) PA System: \$1,200 per hour (including 4 mic & playback)			
		組合式音響 每節\$12,000 (包舞台喇叭、混音台、4 支無線咪、4 支有線咪) Line Array System : \$12,000 per session (including Line Array, Mixing Console, 4 wireless mic and 4 cable mic)			

2. 器材設備 Equipment			日期 Date	時間 Time	數量 Quantity	費用 (此欄由本會填寫) Charge (filled by office)
g)	樂器 Musical Instrument	全套 5 件 (電結他擴音器 x 2, 鼓 x1, 低音結他擴音器 x1, 數碼鋼琴 x1) \$5,000/日 電結他擴音器 \$1,100/件(每日) 鼓 \$1,600/日 低音結他擴音器 \$1,100/日 數碼鋼琴 \$1,100/日 Full Set (E. Guitar Amp x 2, Drum x 1, Bass amp x 1, Stage Vintage Piano x 1) \$5,000/day Electric Guitar Amp \$1,100/each per day Drum \$1,600/day Bass Amp \$1,100/day Stage Vintage Piano \$1,100/day				
h)	椅 Additional arena seating	每張\$12 \$12 per seat				
i)	考試枱椅 1 套 Examination Table & Chair	每套\$72 \$72 per set				
j)	覆蓋表演場地地膠 (同時租用舞台可獲豁免收取此費用) Floor mat (PVC) for cover to arena area (Charge will be waived while stage rental is applied)	地膠面積 每次收費\$9,500 \$9,500 per set				
k)	懸掛背幕 Hanging Backdrop / Curtain	i) 掛節目橫額 \$3,300 (次) Event Backdrop \$3,300 per each ii) 掛(黑/紅)背幕 \$3,900 (次) (闊 18 米) Black / Red Curtain \$3,900 per time (18m width)				
l)	LED 屏幕 2 個 2 LED Screen (2.5m(H) x 5m(W))	i) 只作計分系統顯示 每節\$800 Scoreboard \$800 per session ii) 顯示即時影像、影片 每節\$4,000 (註：沒有聲音) Show Live feed, Video \$4,000/per session (No audio provided) *如畫面有商業成份，收費另議 *charge to be revised by the Association for commercial content)				
m)	投影機及銀幕 (3.4m(W) x 2.5m(H)) Projector & Fast-fold Screen	1 部每節 \$2,000 2 部每節 \$4,000 \$2,000 per session for 1 projector \$4,000 per session for 2 projectors				
3. 體育設施 Sports Facilities						
a)	排球場地膠 Volleyball Mat	每次\$10,800 (包括比賽地蓆、一套標準排球架及網，需要一日時間設置) \$10,800 per provision (including official mat and stands & nets , need 1 day to setup)				
b)	乒乓球枱 Table Tennis Table	每張\$1,000 (包括乒乓球網及計分牌) \$1,000 per piece (including net & scoreboard)				
c)	羽毛球場地膠 Badminton Mat	每次\$5,000 (包括比賽地蓆、一套羽毛球架及網) \$5,000 per provision (including official mat and stands & nets)				
4. 其他 Others						
a)	較剪式電動升降台 Scissor Lift	每節\$2,200 (連操作員 1 名) \$2,200 per session (1 technician included)				
b)	貴賓室(包投影機及銀幕) VIP Room (Including projector and screen)	每節\$1,500 \$1,500 per session				
c)	光纖寬頻上網 1G Fiber Broadband Service 1G	每日\$2,800 \$2,800 per day				

## H. 特許權費用 CHARGES OF RIGHTS

項目 Item	細則 Description	日期 Date	場次 Performance	費用 (此欄由本會填寫) Charge (filled by office)
1. 直播 Live Broadcasting				
a) 商業用途 Commercial	a) 免費電視 Free Television 每場收費\$30,000 \$30,000 per performance			
	b) 收費電視 Pay Television 每場收費\$20,000 \$20,000 per performance			
	c) 其他媒體 Other Mass Media 每場收費\$10,000 \$10,000 per performance			
b) 非商業用途 Non-profit making	每場收費\$10,000 \$10,000 per performance (所有媒體劃一收費) (same rate for all kinds of media)			
2. 在表演場內錄影 / 錄音錄影 Audio-visual / visual recordings in the arena				
a) 作公開播放或發售用途 For public release or sale	每場收費\$11,000 \$11,000 per performance			
b) 只作宣傳 / 推廣用途 For advertising purpose only	每場收費\$5,500 \$5,500 per performance			

## I. 廣告收費 CHARGES OF ADVERTISEMENT

租用期內，在節目橫額上展示廣告或商號 (展示數目、位置及面積最後由本會決定，租用人不得異議) Display of on-site advertisement or brand in the arena during the period of hire (Quantity of display / exposure, location and size are decided by the Association)		日期 Date	場次 Performance	數量 Quantity	費用 (此欄由本會填寫) Charge (filled by office)
1. 商號數量 Quantity of brand / logo					
a) 場內作電視廣播 / 錄影 / 錄音 / 錄音錄影 With television broadcasting / audio-visual / recording in the arena	i) 每場收費\$8,000(包括最多 2 個贊助人或 2 個牌子名稱) \$8,000 per performance for not more than 2 sponsors or brand names,				
	ii) 每多 1 個贊助或 1 個牌子名稱，每場收附加費\$2,500 \$2,500 per performance for each additional sponsors or brand name				
b) 不在場內作電視廣播 / 錄影 / 錄音 / 錄音錄影 Without television broadcasting / audio-visual / recording in the arena	i) 每場收費\$2,000(包括最多 2 個贊助人或 2 個牌子名稱) \$2,000 per performance for not more than 2 sponsors or brand names				
	ii) 每多 1 個贊助或 1 個牌子名稱，每日收附加費\$1,000 \$1,000 per session for each additional sponsors or brand name				
2. 廣告或商標位置 Location of Advertisement or brand / logo					
場內欄杆 Railing in the Arena	每條 \$500-\$650 \$500-\$650 per railing 請參閱「場館背幕及橫額注意事項」) (Please refer to 'Details of the Backdrop and Banner')				
其他廣告或商標展示位置收費另議 (Charges for displaying advertisement or brand/logo in other locations are negotiable)		-	-	-	-

## J. 注意事項 (另請詳見租用條款完整版或向職員查詢)

### **IMPORTANT NOTE** (please refers to the full version of Rules and Regulation or contact our staff for details)

1. 租用人先致電 3188 4137 查詢租用日期, 接受一年前預訂 (此查詢並不視作正式租用)。租用人經遞表申請後, 如獲接納訂場, 租用人將會獲書面通知並須繳交訂金; 有關租用申請須在繳付訂金後方為落實。獲覆實訂租後, 租用場地的時間、日期等資料將不接受任何形式的更改或轉讓。  
Please call our Stadium office at 3188 4137 for vacancy checking, reservation is accepted 1 year in advance (the call is not a formal booking or reservation). Hirer should submit a booking form to Stadium. If the application is accepted, an official letter will be mailed to the applicant and deposit is required as a confirmation of booking. i.e. The booking is not yet confirmed until the deposit is made. No amendment of booking date, time nor whatsoever will be accepted after confirmation.
2. 「根據票房總收益計算的收費」是指如每場門票總收益之 15% 較場地租金當中之 \$30,000 (或最少 \$30,000) 為高, 則以每場門票總收益之 15% 取代之。每場取代之收費最高為 \$55,000。(如: 該場門票總收益之 15% 達 \$55,000, 則需繳付額外差額 \$55,000 - \$30,000, 即 \$25,000)  
“Charges based on the Total Box Office sale” refers the 15% of Total Box Office Income per performance will replace \$30,000 of the venue rental cost (or minimum \$30,000) if the 15% of Total Box Office Income is higher. The maximum charge on such replacement for each performance is \$55,000. (e.g.: if the 15% of Total Box Office Income of one performance is \$55,000, an additional cost of \$55,000 - \$30,000, i.e. \$25,000 will be charged)
3. 申請租場時所計算的場地租金將包括上述第 2 點: 即門票部份或全數售罄後可能需繳付之額外差額一同計算及收取。如節目完結後其實際門票銷售並非全數售罄, 場館將會按差額退還; 但實收租金將不低於其租用者類別之場地租金金額。如透過電腦購票網售票, 則不用在申請租場時預繳可能需繳付之額外差額。門票總收益是以電腦購票網的銷售紀錄為準。有關差額(如有)將於該節目之門票收入中扣除。  
The venue rental cost at booking period will include the additional cost as listed in item 2: The 15% of Total Box Office Income as rental charge is based on part of or full sold tickets sales. In case the actual tickets sales is not fully sold, Stadium will return the difference to Hirer; but the Rental Charge will not be less than the Rental Charge according to the Nature of Hirer. If using internet ticketing agent, the said additional cost will NOT include at the booking period, the Total Box Office Income will be based on internet ticketing agent sales report, and the additional charge (if any) will be deducted from the ticket income of the event.
4. 如使用電腦購票網, 租用人須與場館/門票銷售公司另行簽署合約, 如有需要可預先向職員索取合約細則。  
Hirer has to sign agreement with Stadium/Ticketing agent for using internet ticketing agent. Please contact for our staff for the agreement details.
5. 因應疫情關係, 場館有權要求主辦單位額外租用最少一小時租務, 以便入場時進行防疫措施及人流管制等。  
In response to the epidemic situation, the stadium has the right to request the presenter to rent for at least one additional hour of rental to facilitate epidemic prevention measures and crowd control when entering the stadium.
6. 租用人可於同一月份內最多租用 2 天“50 人以下內部體育訓練/練習”的場地, 第 3 天起本會只接受付款後預留場地, 並有權在不少於 14 天的通知期內調動租訂期, 將安排往後仍未外租的檔期作替補(期限為受影響租用日期起計的一個月內)。如未能作出安排, 將透過退款機制選擇退款。  
Hirer can apply maximum 2 days of rental type “internal sports training or practicing with less than 50 attendants” within one month. The Association accept the 3<sup>rd</sup> date (or after) as a paid reservation only and reserve the right to amend the reservation to any date(s) after the reservation date within one month with 14 days prior notification. If such arrangement is failed, payment made will be refund to the Hirer.
7. 租用人必須為節目主辦單位、香港遊樂場協會(本會)及其承包商購買相關保險, 並於節目舉行一個月前提交有效保單副本。如未能於指定時間內提供所有資料或付款, 本會將取消相關租用, 已繳費用概不退還。  
Hirer must purchase Insurance for the event organization, Hong Kong Playground Association (The Association) and subcontractor, the copy of the insurance record must be given to the Stadium 1 month before in advance to the event date. Should the hirer fail to provide information upon the request, the Association reserves the right to cancel the application without prior notice and no refund will be made.
8. 如有逾期繳款(訂金、租金餘數或任何收費), 本會有權取消有關申請以不作另行通知。  
The Association reserves the right to cancel the application that is in any kinds of overdue of payment (deposit, balance payment or any charges) without prior notice.
9. 本會只接受現金, 銀行本票或支票付款。  
The Association accepts payment in cash, cashier's cheque or cheque only.
10. 如因天氣問題(八號風球或以上/黑雨)、緊急維修或任何原因以致場館需要關閉, 本會將安排往後仍未外租的檔期作替補(期限為受影響租用日起計的一年內)。  
In case of unstable weather(storm signal 8 or above / rainstorm signal black), emergency maintenance or any kinds of urgent reasons that caused Stadium closure, a replacement of booking date will be arranged for the vacancy within 1 year from the rental day.
11. 倘若節目內容、租用人或入場人士違反任何租用條款(如未能按時提供故需牌照/准許證、未有遵守版權條例的規定等), 本會有權即時停止所有節目進行, 已繳費用概不退還。  
The Association reserves the right to terminate any ongoing events whenever the Hirer violates the Rental Regulations. Any fees paid will not be refunded.
12. 在一般情況下, 已繳款項概不退還。  
In general circumstance, no refund will be available.

## K. 場地使用守則 (詳見租用條款完整版或向職員查詢)

### **GENERAL RULES & REGULATION OF STADIUM** (please refers to the full version or contact our staff for details)

1. 使用場館前, 請先攜同訂場紙前往辦事處辦理用場手續。  
Please produce your booking receipt at the reception before your enter Stadium.
2. 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。  
No activity shall continue at the end of the session booked. Users should leave the venue on time.
3. 除經本會批准外, 不可在場館內進行租用用途以外之節目。  
No other form of activities should be conducted other than the stated purpose of the booking unless approved by the Association.
4. 租用人有責任確保節目當天的入場人次(包括工作人員)不多於本會批准的人數, 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 Association. Otherwise the Stadium is authorized to reject any persons entering Stadium from exceeding the limit.
5. 主場館使用者必須穿著鞋底不脫色之運動鞋, 獲場館批准除外。(租用者亦可按需要另租“覆蓋表演場地地膠”以配合節目性質)  
All users must wear non-marking sport shoes in Stadium, excluded with the approval of the Association. (Users may rent the cover mat for different proposes of event.)



6. 除經本會批准外，不可在場內攝影或錄影。  
No photo-taking or video recording is allowed unless approved by the Association.
7. 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.
8. 場館內嚴禁吸煙。  
No smoking is allowed.
9. 除經本會批准外，嚴禁於場館內飲食。  
No eating and drinking is allowed unless approved by the Association.
10. 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.
11. 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.
12. 除經本會批准外，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 Association. Please contact us for the application and profit sharing details.
13. 使用者須同時遵守場館守則及張貼於場館內之告示。  
Users must follow the Rules and Regulations of Stadium and the notices posted in Stadium.
14. 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，本場館概不負責。  
Stadium 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 the Stadium.
15. 任何人士如違反上述守則或不聽從場館職員之勸告，場館職員有權要求違反守則者離開，一切已繳款項概不退還。  
Stadium staff may ask persons who do not obey the above regulations to leave Stadium and fee paid will not be refunded.
16. 本會有權更改租用條款而毋須作出事前通知。  
The Association reserves the right to amend Terms and Conditions of Hire without prior notice.

租用人聲明 Declaration from the Hirer :

本機構明白及同意香港遊樂場協會收集及保存機構資料的目的及用途：

We understand and agree Hong Kong Playground Association (HKPA) to collect and use our data in following purposes and ways:

- i) 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.
- ii) 香港遊樂場協會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。  
HKPA 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.
- iii) 有需要時香港遊樂場協會會在節目期間拍攝照片/錄像或錄音作紀錄之用，並在電子/印刷/影音媒體作宣傳之用及配合麥花臣場館目的與電視台/電台/電影公司/出版社共同製作的項目上不受限制地使用。If necessary, HKPA may take photographs, videos or sound in the event for our recording purpose. Those data may also be used in worldwide web, print matters and media in marketing purpose and transferred to and used by other parties such as TV and radio broadcasts, films production companies and publishers for producing related materials.

本機構知悉，如不願意香港遊樂場協會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：場館經理 To: Stadium Manager

我/我們\* 現申請租用上文所述的場館，並同意遵守香港遊樂場協會所定的租用條款(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 Stadium 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

租用人簽署  
Signature of Hirer

團體印鑑  
Organization Chop

致：租用人 To: Hirer

香港遊樂場協會已接納你的訂租申請，現回覆你可如期租用場地。有關租金須根據本會列明的租用條款繳付。

Your application has been accepted by the Hong Kong Playground Association and the booking you applied for is hereby confirmed. Payment for the Confirmed Booking shall be made in accordance with the TERMS AND CONDITIONS OF HIRE.

日期  
Date

場館經理  
Stadium Manager

香港遊樂場協會  
HONG KONG PLAYGROUND ASSOCIATION  
麥花臣場館

MacPherson Stadium

場地租用價目表 Rental Price List

租用類別 Nature of Hire	租務時間 Renting time	場租 (未包括音響、燈光及舞台費用) Venue Hire Charge (Not including audio, lighting & stage costs etc)
A. 主節目時段(觀眾入場) Main Performance (audience in)	A1. 上午 9 時至晚上 11 時 9:00a.m.-11:00p.m.	非牟利機構/慈善機構 (需持 R88 文件證明)、香港奧林匹克委員會成員 Non-profit making/charity organization (with proof of registered charity status, R88), sport federation & Olympic Committee of Hong Kong, China  ^*每節(4 小時) \$14,000 ^*\$14,000 per session(4 hours)
	A2. 超時演出 Overrun 晚上 11 時 00 分後 After 11:00p.m.	商業或其他機構 Commercial or other organizations  ^*每節(4 小時) \$18,800 ^*\$18,800 per session(4 hours)
B. 排練時段 Rehearsal	B. 上午 9 時至晚上 11 時 9:00a.m.-11:00p.m.	首 30 分鐘\$5,000，之後每 15 分鐘\$3,000 The first 30 minutes \$5,000, \$3,000 per 15 minutes after
C. 裝拆或佈置時段 Setup / Dismantle	C1. 拆卸或佈置場地/延長使用時間 上午 9 時至凌晨 12 時 Setup & decoration 9:00a.m.-0:00a.m.	每節(4 小時) \$6,000 \$6,000 per session(4 hours)
	C2. 通宵裝拆或佈置 (職員將駐場) 由凌晨 12 時至翌日上午 7 時 Overnight works of setup & decoration (staff would station at arena) 12:00midnight-7:00a.m.	每小時 \$3,000 (不足 1 小時亦作 1 小時計 ) \$3,000 per hours (less than 1 hours for 1 hours also count)
	C3. 通宵物資佔用場地(不作任何工程) 由晚上 11 時至翌日早上 9 時 Overnight Occupancy of arena (without any work) 11:00p.m. – 9:00am	10 小時佔用 \$3,000 (不足 10 小時亦作 10 小時計 ) \$3,000 for 10 hours (minimum for 10 hours)  (租用時間超過 12 小時可獲豁免收取此費用)(Charge will be waived for more than 12 hours rental period)
D. 200 人以下體育比賽 (只限團體/公司內部比賽，不設售票及使用人數在 200 人以下；擬租用日期 1 個月前才接受預訂) Sports competition less than 200 attendances (limited to internal competition without ticket sales <b>AND</b> less than 200 attendances; applications are accepted one month in advance)	D. 上午 9 時至晚上 11 時 9:00a.m.-11:00p.m.	所有機構 all kinds of organizations  每節(4 小時) \$8,800 \$8,800 per session

租用類別 Nature of Hire	租務時間 Renting time	場租 (未包括音響、燈光及舞台費用) Venue Hire Charge (Not including audio , lighting & stage costs etc)
E. 50 人以下體育訓練或練習 (只限團體/公司內部訓練，不設售票及使用人數 在 50 人以下；擬租用日期 1 個月前才接受預訂) Organizing sports training / Practice (limited to internal training without ticket sales <b>AND</b> less than 50 attendances; applications are accepted one month in advance)	E. 上午 9 時至晚上 11 時 9:00a.m.-11:00p.m.	非牟利機構/慈善機構 (需持 R88 文件證明)、業餘體育團體、香港奧林匹克委員會成員 Non-profit making/charity/amateur sports organization (with proof of registered charity status, R88) , sport federation & Olympic Committee of Hong Kong, China  每小時 \$1,650 (無租用時限) \$1,650 per hours (no limit to rental hour)  商業或其他機構 Commercial or other organizations  每小時 \$2,300(最少 2 小時) \$2,300 per hours (minimum for 2 hours)

### 平日優惠價 Weekday Combo

平日 1 天優惠組合價 ^每日\$54,000 適用於星期一至四 (公眾假期除外)	Weekday Combo ^\$54,000/day Available Monday to Thursday only (except public holiday)
<ul style="list-style-type: none"> <li>➢ 場租時間: 早上 9 時正至晚上 11 時正</li> <li>➢ 大舞台(6.25 米(深) x 12.5 米(闊) x 0.9/1.2 米(高))</li> <li>➢ 基本音響設施</li> <li>➢ 地面座位 500 張</li> <li>➢ 地膠</li> <li>➢ 基本舞台燈光(不包操作員)</li> <li>➢ 掛(黑/紅)背幕</li> <li>➢ 射燈 2 支(不包操作員)</li> <li>➢ 額外電源: 63A 插掣 1 個, 32A 插掣 1 個</li> </ul> <p>⇒ 凡使用此優惠，可以半價租用其他器材設備 (部份服務/設備如舞台絨毛地毯除外，詳情請向職員查詢)</p>	<ul style="list-style-type: none"> <li>➢ Renting Time: 9am-11pm</li> <li>➢ Stage (6.25m(D) x 12.5m(W) x 0.9/1.2m(H))</li> <li>➢ Basic PA System (including 4 mics &amp; playback)</li> <li>➢ Additional 500 floor seats</li> <li>➢ Floor mat</li> <li>➢ Basic Stage Light (Without operator)</li> <li>➢ Hanging Black/Red Curtain</li> <li>➢ Two Spot Light (Without operator)</li> <li>➢ Extra Electricity: One Socket 63A &amp; 32A</li> </ul> <p>⇒ 50% discount is available for renting other equipment (Some services/equipment e.g. Stage cover mat are excluded, please contact our staff for details)</p>

### 備註 Remarks:

1. ^ 「根據票房總收益計算的收費」是指如每場門票總收益之 15%較場地租金當中之\$30,000(或最少\$30,000)為高，則以每場門票總收益之 15%取代之。每場取代之收費最高為\$55,000。(如：該場門票總收益之 15% 達\$55,000，則需繳付額外差額\$55,000 - \$30,000，即\$25,000)
- ^ “Charges based on the Total Box Office sale” refers the 15% of Total Box Office Income per performance will replace \$30,000 of the venue rental cost (or minimum \$30,000) if the 15% of Total Box Office Income is higher. The maximum charge on such replacement for each performance is \$55,000. (e.g.: if the 15% of Total Box Office Income of one performance is \$55,000，an additional cost of \$55,000 - \$30,000，i.e. \$25,000 will be charged)
2. \*每節=4 小時 (不足 4 小時亦作 4 小時計)  
\*4 Hours = 1 session (Any booking less than 4 hours will be counted as 4 hours)

香港遊樂場協會  
HONG KONG PLAYGROUND ASSOCIATION  
場館服務  
Stadium Services  
佈置場地規則  
Regulation of Venue Decoration

- (1) 全場嚴禁使用雙面膠紙，如不慎使用，要負責清理乾淨方可離去。全場只可使用縐紋膠紙 / 萬用膠貼等。  
No double-sided adhesive tape is allowed to use on anywhere of the venue. If found in used, the hirer is requested to clean up the area before leaving. Only adhesive rubber or general adhesive tape is allowed for sticking proposes.
- (2) 所有牆壁禁貼標誌，欄杆可掛橫額 / 標誌，需要事前向場館申請。  
No logo or trademark is allowed on walls. Please contact our staff for displaying banner / logo / trademark in the venue (e.g. railings).
- (3) 如需張貼物品於白板上，請用萬用膠(Blu-Tack 寶貼)。  
Please use adhesive rubber (e.g. Blu-tack) for white board
- (4) 地下如需要用間線，可使用有色電線膠布或 3M 有色膠布，其他膠紙嚴禁使用。  
For line marking on floor, please use wire tape or 3M color tape only.
- (5) 如搬運重型物件，需要事前於場地內鋪好夾板在地面上，方可進行(自行負責)。搬運物資時，祇可使用載貨升降機，多謝合作。  
When moving bulky / heavy items, please pave floor board / covering on the path; please use service lift for bulky transport.
- (6) 凡有商業廣告需要張掛 / 電視錄影 / 錄音 / 館內飲食等等，請於申請場地時向場館申請，否則一律禁止進行。  
For commercial advertisement display, in-house F&B, video or audio recording, please notice us in the application form. Otherwise all said activities will be strictly prohibited.
- (7) 有關使用後的物件，如海報、橫額要清理後，方可離去。  
All decoration (e.g. poster, banner) must be cleaned up to the designated area before leaving.
- (8) 場內嚴禁不合規格 / 脫色之波鞋進場參與節目，一經場館職員發現，有權請該參加者退出節目場地(已租用覆蓋表演場地地膠之團體除外。)  
No shoes that may cause damage to the arena floor is allowed in the Stadium, or the persons will be requested to leave the arena (excluded for the event with the PVC floor mat covering service).
- (9) 根據租用條款 18(C) 列明，倘在租用期間，租用人租用的或由本會供應的器材或物件遭遺失、損壞、破壞、竊去或移走，租用人須在接到通知後，需照原價另加百分之二十賠償，或繳付重新安裝、更換器材或物件的全部或任何部份的費用，以較高款額為準。  
Accordance with the Stadium Rental Regulation (Cap.18(C)), any losses, damages, destruction, stealing or withdrawal of equipments or facilities which are owned by the Association give rise to a claim of either paying original price plus twenty percentage of the equipments or facilities, or cost incurred by reinstalling or changing all or any parts. (Take the greater amount)
- (10) 場內嚴禁點燃有火種之物品。  
No inflammable or tinder item is allowed in the Stadium.
- (11) 如需要提供電源，請向本館技術工作員查詢，嚴禁擅自取用牆邊插蘇。  
For power supply, please contact our staff and should not use the wall socket without permission.
- (12) 由於限制條例要視乎租用團體之節目性質或比賽活動性質，故此本會將保留一切增加或刪改之權利。  
The above regulations are subject to change without prior notice.

租用人簽署 Signature of Hirer: \_\_\_\_\_

姓名 Name: \_\_\_\_\_

職銜 Title: \_\_\_\_\_

日期 Date: \_\_\_\_\_