P'ARTISTE

BOOKING FORM

PARTICULARS OF HIRER

1. Name of Hirer: _____ Title: _____
2. Contact of Hirer: _____ (Office) _____(Mobile)
3. Email: _____
4. Business Name: _____
5. Business Address: _____
6. No. of Business Registration Cert / Cert of Registration of a Society /
   IR No. of tax exemption under section 88 (please submit a copy): _____

PARTICULARS OF EVENT

1. Name of event: _____
2. Preferred Venue(s): ☐ Main Hall ☐ Deshore (Exhibition Hall)
3. Description of event: _____
4. Date(s) of booking (DD/MM/YYYY): _____
5. Estimated no. of Participants (per day): _____
6. Event Schedule Date & Time (must be in continuous booking time)
   - Set Up _____
   - Rehearsal _____
   - Performance _____
   - Dismantling _____
   - Others _____

TICKET PRICE

1. Does the event have ticket? ○ Yes ○ No (Leave this part empty)
2. Is ticket sold through online platform? ○ Yes (Please jump to section 2a) ○ Physical ticket (Please refer to section 2b)
   2a. Name of the online ticketing platform: _____ (@HK$5,000 setup deposit per performance will be charged)
   2b. Ticket layout must be approved by the venue before printing. Please sent it to venue for chopping and will be ready to take away in 1-2 working days.
3. Ticket Price: ○ Yes (Please jump to section 3a) ○ Free of charge (Please jump to section 4)
   3a. Please list out all the price and capacity of ticket: _____
4. Ticket sale commencement date: _____

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CROWD SAFETY AND MANAGEMENT

*Please accept to purchase the insurances which are related to the event by yourself : ○ Agree

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

Insurance Coverage		Premium (No Less Than)
A) Public Liability Insurance (PL)	**Legal liability to the third parties in the event, coverage include HKPA and contractors**	**$10,000,000**
B) Contractor All Risk Insurance (CAR)	**For the time of set-up and dismantling, coverage include contractors and all subcontractors**	**$10,000,000**
C) Employees Compensation Insurance (EI)	**All employment in the event irrespective of the length of employment contract**	**According to the Employees Compensation Ordinance**
D) Group Accident Insurance (GPA)	**For anyone attending the event but not covered by the above insurance**	**$100,000 per person**

EXTRA FACILITES & SERVICES

Item	Description & Charge		Quantity (Please fill in the date if rental period is more than one day)
32 Amp 3 Phase Power Supply	Per day	$1,200	
63 Amp 3 Phase Power Supply	Per day	$1,760	
Additional Technicians	Per hour, Minimum 6 hours per hire	$400	
DHZ670 Haze Machine	Per day	$200	
LED Screen 6m (W) × 2.5m (H)	Per performance, Excluding operators	$3,000	
	Per performance, Including operators	$7,000	
1000M Fiber Broadband	Per day	$1,900	
Additional arena chairs	Per seat	$6	
Extra Cleaning Fee (Confetti, floral arrangement、eating & drinks)	Per performance	$1,000	

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AGREEMENT

SPECIAL CONSIDERATION

1. The Hong Kong Playground Association (the Association) reserves the right to cancel the application that is in any kinds of overdue of payment (deposit, balance p ayment or any charges) without prior notice.
2. The Association reserves the right to terminate any ongoing events whenever the Hirer violates the Rental Regulations. Any fees paid will not be refunded.
3. In general circumstance, no refund will be available.

GENERAL RULES & REGULATION

1. During the rental period, the hirer and all participants must comply with and shall not contravene the Hong Kong National Security Law and all relevant laws, regulations, interpretations, and implementation rules. They shall not engage in or carry out any act or activity that endangers national security. The hirer shall also ensure that all participants during the rental period do not engage in any act that violates or may potentially violate the Hong Kong National Security Law.
2. Please produce your booking receipt at the reception before your enter venue.
3. No activity shall continue at the end of the session booked. Users should leave the venue on time.
4. No other form of activities should be con ducted other than the stated purpose of the booking unless approved by the Association.
5. Hirer is responsible to ensure that the number of attendance (including staff) must not exceed the limit approved from the Association. Otherwise the venue is authorized to reject any persons entering venue from exceeding the limit.
6. No photo taking or video recording is allowed unless approved by the Association.
7. All equipment provided should be used with care or otherwise the hirer will be held responsible for the compensation of the damaged equipment.
8. No smoking is allowed.
9. No eating and drinking is allowed unless approved by the Association.
10. Users should keep venue and other facilities clean and sanitary.
11. Users are not allowed to disturb other users.
12. Users are not allowed to carry out any forms of selling or purchasing in venue unless approved by the Association.
13. Users must follow the Rules and Regulations of venue and the notices posted in venue.
14. 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/par ticipants/any persons in the venue.
15. Venue staff may ask persons who do not obey the above regulations to leave venue and fee paid will not be refunded.
16. The Association reserves the righ t to amend Terms and Conditions of Hire without prior notice.

DECLARATION FROM THE HIRER

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

1. Handle the hiring application, assist the rundown of the event and carry out the payment of rental and charges procedure.
2. 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.
3. 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.

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.

To: Venue Manager

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

Date	Signature of Hirer	Organization of Chop

To: Hirer

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

Date	Venue Manager