

Appendix I

HKFYG Building: Details of Hire

Hire Time

- Peak hours : Mondays to Fridays from 5pm to 10pm
Saturdays, Sundays and Public Holidays from 9am to 10pm
- Non-peak hours : Mondays to Fridays from 9am to 5pm

Application Procedures and Payment Method

1. Applicant(s) is required to check the availability of venue(s) by phone before submitting the booking form. Telephone reservations will not be accepted. Booking forms can be obtained either from the website of The Hong Kong Federation of Youth Groups (www.hkfyg.org.hk/chi/hkfyg_building/form1.pdf); by fax or by email upon telephone requests.
2. Applicant(s) should return the completed form to the Booking Office at: Building Management Unit, 21/F, The Hong Kong Federation of Youth Groups Building, 21 Pak Fuk Road, North Point, Hong Kong (hereafter "The Booking Office") either by fax, by email, by post or in person. Please also enclose a copy of the following document(s):
 - A. Business Registration Certificate / Society Registration Certificate; and/or
 - B. Charitable Institutions and Trust Registration Certificate issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.

It is the responsibility of applicant(s) to ensure that the application form and relevant document(s) have reached the Booking Office.

3. Notice of Payment will be issued to successful hirer(s) and payment should be settled within 10 working days after the Notice of Payment has been issued; otherwise, the booking will be cancelled automatically. The hirer(s) can either settle the payment by cheque or by transferring amount to our designated HSBC Bank account.
 - A. For payment by bank transaction, bank receipt and the Notice of Payment should be sent by fax (Fax Number: 3755-7155) to the Booking Office as confirmation.
 - B. For payment by cheque, a crossed cheque made payable to "The Hong Kong Federation of Youth Groups-HKFYG Building" should be presented to the Booking Office, while post-dated cheques or cash will not be accepted. Payment by cheque can only be accepted if the booking is made 10 working days before the date of function.
4. The hirer(s) may re-schedule or receive a refund only if the booking has been cancelled due to bad weather conditions, such as black rainstorm signal or if typhoon signal number 8 and above are hoisted; or due to other unforeseen situations which prevent the use of the hired venue(s) or facilities.
5. Cancellation of booking will only be accepted in writing, and must reach the Booking Office at least 10 days before the date of the function, otherwise no refund for such a cancellation of booking will be made. The proportion of refund will be made in accordance with the following:

| Notice of Cancellation Received | Ratio of Refund |
|---------------------------------|-----------------|
| Less than 10 days | 0% |
| 10 to 29 days | 25% |
| 30 to 59 days | 50% |
| 60 days and above | 80% |
6. The Federation reserves the rights to annul any function at any time during the period of hire if the HKFYG Building Regulations of Hire are breached. In such a circumstance, no refund will be made.

Appendix II

HKFYG Building Regulations of Hire

1. The Booking Office of the Building Management Unit of The Hong Kong Federation of Youth Groups (“hereafter the Booking Office”) will respond to the hirer(s) within 3 working days after the booking form has been received.
2. The Booking Office reserves the right to reject any application and no explanation is necessary.
3. The rates shown are accurate at the time of printing, with the hirer’s(s’) responsibility to check the latest rates with the Booking Office.
4. Cancellation of booking will only be accepted in writing, and must reach the Booking Office at least 10 days before the date of the event.
5. The hirer(s) should ensure that their activities in the premises of The Hong Kong Federation of Youth Groups Building (hereafter “The HKFYG Building”) are as stated in the application form and comply with all legal requirements.
6. The hirer(s) should exercise all necessary and appropriate measures to ensure the stated capacity of the venue is duly observed.
7. The minimum hiring period is 2 hours. The hirer(s) must ensure that the use of the hired venue is confined to the hire period.
8. The hirer(s) should never publicise, promote, campaign, or advertise their function(s) by bearing the name of The Hong Kong Federation of Youth Groups (hereafter “the Federation”) or The HKFYG Building; nor hinting any relations or connections with the Federation or The HKFYG Building apart from the address of the hired venue(s).
9. The hirer(s) should be able to present the confirmation of payment on the date of booking.
10. Without prior written approval from the Booking Office, the hirer(s) should not use nor enter any areas other than the venue(s) the hirer(s) have booked, including but not limited to corridor(s), staircase(s), hall(s). If the hirer(s) use or enter any areas other than the venue(s) the hirer(s) have booked without prior written approval from the Booking Office, the hirer(s) are liable for all possible loss and damage.
11. The hirer(s) should only use the provided or rented equipment and facilities in the booked venue(s) and are responsible for reinstating the equipment and facilities to its original condition immediately after use. The hirer(s) should use such equipment and facilities in a careful and proper manner, while no alterations, modifications, attachments and/or additions to the facilities and equipment are allowed.
12. The hirer(s) are liable for any loss or damage of the provided or rented equipment and facilities made by representatives, employees, agents or invitees of the hirer(s). The hirer(s) should reimburse the Federation the total cost in relation to repairing or replacing the loss and damage of the provided or rented equipment and facilities.
13. The hirer(s) should include sufficient time for setting up and dismantling work at the booked venue(s) and all cleaning and removal of brought-in materials must be completed within the hiring period. The Booking Office and all management staff will not accept delivery of goods and equipment on behalf of the hirer(s) and all the aforementioned items can only be delivered to the booked venue(s) and received by the hirer(s) during the hiring period.
14. The hirer(s) should not post materials on areas which may cause damages or stains to building fabrics including floor, wall, ceiling etc. The hirer(s) should reimburse the Federation of the total cost in relation to repairing or eliminating damages and stains caused by the hirer(s).
15. Any smoke, flame or explosion or device or substance causing smoke, flame or explosion to create effects; party cannon, confetti cannon and confetti shooter alike are prohibited for use in all rented venues and common areas of The HKFYG Building.
16. The hirer(s) should remove their own property including decorative, promotional and packing materials from The HKFYG Building before departure. If any property or materials belonging to the hirer(s) is found in any area(s) of The HKFYG Building, the Booking Office may remove or

store the same in such manner as they consider necessary, and on demand, the hirer(s) should reimburse the Federation of the total cost incurred by such removal and storage.

17. Without prior approval of the Booking Office, sales activities including sales of goods/souvenirs/articles/programmes/services etc. and cash transaction of any kind are strictly prohibited in all meeting venues of The HKFYG Building.
18. The hirer(s) should bear the liability of having placed appropriate insurance to cover all eventualities during the use of the booked venue(s) including third parties liabilities etc.
19. Neither the Federation nor its employees will be liable for any claim of loss and/or damage due to malfunction and/or deficiency of the hired audio visual equipment and/or audio and video recording services howsoever caused. The hirer(s) may receive a refund only limited to the exact hire charge(s) of the unavailed equipment and/or services.
20. Complimentary parking cannot be made available for hirers(s), his/her/their representatives, employees, agents or invitees.
21. If the booking has been cancelled due to inclement weather conditions or other unforeseen situations, the hirer(s) may reschedule the booking or receive a refund not exceeding the exact hire charge(s) of the booking in accordance with the following conditions:-
 - 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 6:30 p.m. of the date of booking;
 - If Typhoon Signal Number 8 and above is hoisted during the hiring period. The hired venue(s) will be closed within 30 minutes when Typhoon Signal Number 8 and above is hoisted; in such circumstances, 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 hirer should only be able to re-schedule 2 hours of unused hiring session. The hired venue(s) will be re-opened within two 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 hirer cancels the booking on his/her own accord, neither reallocation nor refund of the booking will be granted in such case.
 - If Black Rainstorm Warning Signal is issued during the normal 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 hirer can continue to use the hired venue. If Black Rainstorm Warning Signal is issued before the normal opening hours of the hired 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 hirer cancels the booking on his/her own accord, neither reallocation nor refund of the booking will be granted;
 - The unused hiring period can only be reallocated in the coming 6 months from the original date of the booking; subject to the availability of the hired venue. The hirer must send a written application to the Booking Office within 30 calendar days, inclusive of the date of the original booking for reallocation of the unused hiring period; otherwise the unused hiring period will be forfeited without further notice. No alteration can be made once reallocation of the unused hiring period has been confirmed;
 - If reallocation of the unused hiring period is infeasible, refund of the paid hire charge will be arranged. The hirer must send a written application to the Booking Office within 30 calendar days, inclusive of the date of the original booking for refund of the unused hiring period;
 - The Booking Office reserves the right to cancel a booking due to unforeseen circumstances. The hirer will receive a full refund of the paid hire charge. Neither the Federation nor its employees shall be liable for any losses incurred owing to the cancellation of booking.
22. Food and/or beverages can only be served at Meeting Room 801 and the Multi-function Halls on 8/F and 25/F of The HKFYG Building. Catering Surcharges will be applied if food and beverages are served at these areas. No cooking and washing facilities are available and all food to be served must be brought in ready-prepared, and all brought-in catering materials and waste (containers, glassware and tableware, left-over food, beverage etc.) must be removed from the hired venue(s) by the hirer(s) or the hired caterer before departure. Flame cooking,

gas or high-voltage electrical appliance and gas bottles for cooking are prohibited within The HKFYG Building at all times. The Booking Office is only responsible for general cleaning of the hired venue(s), but can arrange waste disposal service for the hirer(s) at an additional charge.

23. The HKFYG Building has two entrances, one is situated at 21 Pak Fuk Road and the other is situated next to the MTR Quarry Bay Station (Exit C - Model Lane). The Model Lane Entrance is open from 7am to 11pm daily. The Pak Fuk Road Entrance is open from 8:00am to 7:30pm from Mondays to Saturdays. The hirer(s), his/her/their representatives, employees, agents or invitees should use the Model Lane Entrance to access the Building on Sundays, Public Holidays or after 7:30pm from Mondays to Saturdays when the Pak Fuk Road Entrance is closed. Wheelchair users and persons with disabilities please use the Barrier-free Access located on the ground floor of the Building (Model Lane Entrance).
24. Please contact the Booking Office at Tel: 3755-7098 or 3755-7099 for further information.

Appendix III

HKFYG Building Rates of Hire

| Floor | Function Room | Max. Capacity | Area (sq. ft.) | Charitable Organizations | | Others | |
|------------------|---|---------------|----------------|--------------------------|----------|-------------|----------|
| | | | | Hourly Rate | | Hourly Rate | |
| | | | | Peak | Non-Peak | Peak | Non-peak |
| 7/F – Room 701 | HKFYG Theatre | 92★ | 915 | \$400 | \$350 | \$580 | \$500 |
| 8/F – Room 801 | HKFYG Meeting Room | 72★ | 710 | \$350 | \$265 | \$520 | \$400 |
| 8/F | HKFYG Multi-function Hall II (Hired with Auditorium only) | 100★ | 1,400 | \$350 | \$270 | \$525 | \$415 |
| 9/F | HKFYG Auditorium | 434★ | 4,230 | \$1,500 | \$1,150 | \$2,100 | \$1,700 |
| 10/F | HKFYG Meeting Room | | | | | | |
| | Room 1001-1003 | 200★ | 2,430 | \$1,000 | \$800 | \$1,450 | \$1,250 |
| | Room 1001 | 50★ | 580 | \$300 | \$235 | \$400 | \$350 |
| | Room 1002 | 75★ | 870 | \$400 | \$315 | \$575 | \$485 |
| | Room 1003 | 75★ | 870 | \$400 | \$315 | \$575 | \$485 |
| 19/F | Meeting Rooms | | | | | | |
| | Room 1902 | 16◇ | 365 | \$220 | \$175 | \$330 | \$260 |
| | Room 1903 | 12◇ | 270 | \$185 | \$145 | \$265 | \$210 |
| | Room 1904 | 25★ | 405 | \$220 | \$175 | \$330 | \$260 |
| | Room 1905 | 25★ | 365 | \$220 | \$175 | \$330 | \$260 |
| 24/F – Room 2401 | HKFYG Board Room | 30◇ | 1,020 | \$450 | \$350 | \$575 | \$450 |
| 25/F | HKFYG Multi-function Hall I | 150★ | 2,430 | \$1,050 | \$825 | \$1,500 | \$1,285 |

Remarks

The minimum hiring period is 2 hours

1. ★ capacity is based on theatre setting
 ◇ capacity is based on meeting setting
 - a. A flat rate of \$100 per hour for meeting rooms on 19/F applies to all NGO tenants of The HKFYG Building.
 - b. Hiring the HKFYG function room(s) for 4 consecutive hours and above will enjoy a further discount of 5% on the total charge
 - c. Hire charges include:
 - HKFYG Auditorium – 3 tables/10 chairs, 3 wired or wireless microphones, 1 podium
 - HKFYG Theatre – 2 tables/4 chairs, 2 wireless microphones, 1 podium
 - HKFYG Multi-function Hall I (25/F) – For conference: 2 tables/150 chairs (theatre); or 40 tables/120 chairs (classroom), 2 wireless microphones, 1 podium;
For banquet: 10 round tables (66" dia.)/100 chairs; or 6 round tables (72" dia.)/72 chairs, 2 wireless microphones, 1 podium
 - HKFYG Multi-function Hall II (8/F) – 10 tables/50 chairs, 2 wireless microphones
 - HKFYG Meeting Room 801 – 2 tables/72 chairs (theatre); or 23 tables/46 chairs (classroom), 2 wireless microphones, 1 podium
 - HKFYG Meeting Room 1001 – 2 tables/50 chairs (theatre); or 14 tables/28 chairs (classroom), 2 wireless microphones, 1 podium
 - HKFYG Meeting Room 1002 or 1003 – 2 tables/75 chairs (theatre); or 24 tables/48 chairs (classroom), 2 wireless microphones, 1 podium
 - Meeting Rooms 1902-1905 – 1902, 1903 - tables and chairs as stated;
1904, 1905 – 1 table and 25 tablet chairs

Notes: Table size for Multi-function Hall I (25/F): 2 ft (W) x 6 ft (L) x 30 inches (H)
 Table size for other meeting venues (except Rooms 1902-1905): 2 ft (W) x 5 ft (L) x 30 inches (H)
2. It is required to hire the in-house technician when AV facilities in the Auditorium are used. The service period starts from 30 minutes prior the hiring period and ends 30 minutes after the hiring period.

Appendix IV

HKFYG Building Facility & Service Charges

| | Hourly Rate (HK\$) | Half day (4-7 hours) | Full day (8 hours & above) |
|--|--|-------------------------|-------------------------------|
| Technical support (One Technician) | \$100 | \$300 | \$600 |
| Audio Recording (min. 2 consecutive hours) (for Auditorium only) | \$80 | \$240 | \$400 |
| Video Recording (min. 2 consecutive hours) (for Auditorium only) | \$100 | \$300 | \$500 |
| 10,000 lumens LCD Projector/Electronic Screen for Auditorium | \$150 | \$400 | \$700 |
| LCD Projector/Electronic Screen | \$100 | \$300 | \$600 |
| LCD Projector/Screen (Meeting Rooms 1902-1905) | \$100 | \$300 | \$600 |
| Wired or wireless microphone (with or without stand) | \$30 | \$100 | \$200 |
| Computer Notebook | \$100 | \$300 | \$600 |
| Spotlight (for Auditorium, Multi-function Hall I) | \$300 per use | | |
| DVD Player (for Auditorium, Board Room and Multi-function Halls I and II) | \$200 per use | | |
| 63" Plasma Display (for Multi-function Hall II only) | \$200 per use | | |
| 43" Smart LED Television with Stand | \$300 per use | | |
| Wireless Belt-pack Microphone | \$200 per use | | |
| White Board with 2 Pens | \$60 per use | | |
| Flip Chart with 2 Pens and 20 Pieces of Paper | \$60 per use | | |
| Laser Pointer | \$30 per piece | | |
| Acrylic / Wooden Podium | \$200 per use | | |
| Additional Table | \$20 per table | | |
| Additional Chair | \$10 per chair | | |
| 1 Coffee Table and 2 Armchairs | \$300 per set | | |
| Armchair | \$150 per chair/\$250 per 2 chairs | | |
| Bar Table | \$100 per table | | |
| Bar Chair | \$80 per chair | | |
| Coffee Table | \$50 per table | | |
| White Round Table Cloth (for banquet) | \$50 per piece | | |
| Table Skirting | \$50 per piece | | |
| Chair Cover | \$30 per piece | | |
| Artificial Floral Arrangement | \$30 per piece | | |
| Water Dispenser & 2 Bottles of 5-Gallon Distilled Water | \$150 per use | | |
| Additional Bottle of 5-Gallon Distilled Water | \$50 per bottle | | |
| Obligatory Catering Surcharge | \$400 per function | | |
| Catering Waste Disposal Fee | \$300 (MFHII on 8/F) / \$200 (MFHI on 25/F; Room 801) | | |
| Live Broadcast Service (From Auditorium to MFHII on 8/F, Room 801, Theatre and Rooms 1001 to 1003) | \$300 per use | | |
| Broadband Internet Service | \$100 per Computer Notebook | | |

The above items are in limited stock and provided on a first-come-first-served basis.

(Jul 2019)