



COMMON ROOM (S302) ENQUIRY FORM

申請人資料 APPLICANT INFORMATION

請於填妥申請表格後電郵至 licensees@pmq.org.hk

(Please complete the form and submit to licensees@pmq.org.hk for further arrangement)

工作室單位

Studio Unit No.: _____

工作室名稱

Trading Name: _____

聯絡電話

Phone No. _____

電郵地址

Email: _____

聯絡人姓名

Name of Contact Person _____

手提電話

Mobile No. _____

申請日期

Date of Submission _____

租用會議室用途 PURPOSE OF USAGE

會議 Meeting

工作坊 Workshop

其他 (請註明) Others (Please specify) : _____

租用會議室日期 REQUEST SCHEDULE OF USAGE

租用日期

Meeting Date: _____

開始時間

Start Time: _____

結束時間

End Time: _____

參加人數

Number of Participants: _____

FOR OFFICE USE ONLY

Application

Received Date: _____

File no.

Application

*Accepted/Rejected: _____

結束時間

End Time: _____

(*Please delete inappropriate)

(Date: _____)



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章則 RULES & REGULATIONS

1. 會議室收費為每小時一百元正，有更改，恕不另行通知。
The use of common room is charged at a nominal license fee of \$100 per hour, and is subject to change without prior notice.
2. 會議室只提供兩張桌子及二十張椅子。
The use of common room is restricted for Owners' Corporation Meeting only and comes with 2 tables and 20 chairs only.
3. 會議室費用應在發單日後十日或以內繳付。
All payment should be settled within 10 days of the invoice date.
4. 有興趣租用會議室人士最早可在會議日期前三十日提出申請。
Interest parties can submit their application maximum 30days before the proposed meeting date
5. 會議室申請以先到先得為原則，禁止轉讓和轉租會議室。
The booking is subject to a first-come-first serve basis, and transfer & sublet the use of common room is prohibited.
6. 會議室租用不足一小時亦作一小時計算。
Used of common room for part of an hour is charged as an hour.
7. 所有物品必須放置在會議室內，不得阻擋會議室前窗或懸掛任何物件於會議室外。
All articles must be placed in the common room as designated and it shall not block the shop front window of the common room and hang outside the common room.
8. 會議室內申請人必須使用可移動的物品，在許可使用會議室期間，禁止破壞牆面漆及建築物牆面。
Licensee is required to use moveable articles during the use of common room while painting and works that will damage the wall paint, plastering or wall surface of the building are prohibited.
9. 在許可使用會議室期間，申請人需負責會議室的管理，安全和公共責任。
Licensee is responsible for the management, security and public liability during the use of common room.
10. 元創方及元創方設施管理處對申請人因服務和設施的不便，干擾，而遭受或招致利潤或商譽損失和損害均一概不會負責。此包括但不限於盜竊，更改會議室使用日期，地點或會議室大小，水、雨水或海水湧入或溢入會議室，火災或煙霧滲入會議室或任何在 **PMQ** 建築物內的公共服務中斷的損失，損害或費用。
PMQ and the Facility Management Office shall not be liable to the Licensee for any cost, claim, loss, damage or expense including loss and damage for inconvenience, disturbance, loss of profit or goodwill, interruption of services and facilities suffered or incurred by the Licensee or by any other person including but limited to theft, change of period, location or size of common room, overflow of water or influx of rain or sea water into the common room, escape of fumes fire or smoke or any other substance or thing from anywhere or any part of the building or interruption or loss of supply of any utilities or services.
11. 在使用會議室完畢後申請人有責任回復會議室原來設置；否則，元創方有權向申請人索取所有涉及的修復成本。
Licensee is responsible to make good and reinstate the common room as required to its original condition when ceases using the area; otherwise, the licensee is liable to indemnify PMQ for all the reinstatement costs involved.



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12. 如在許可使用會議室前兩小時之內，天文台發出八號或以上熱帶氣旋警告信號預警或黑色暴雨警告，該會議室申請會被取消。受影響的申請可在三個月內再次改期申請，該改期申請要視乎情況而定並由元創方確認，元創方將不會對受影響的申請進行退款。如八號或以上熱帶氣旋警告信號在使用會議室期間發出，該次會議室租用必須立即終止。如黑色暴雨警告在許可使用會議室開始後發出，使用會議室人士應留在場內直至天氣情況許可下安全地離開。
If Typhoon Warning Signal No. 8 or above or Black Rainstorm Warning Signal is in force within two hours prior to any booked session, that particular session will be cancelled. The affected booking can be rescheduled within three months after the original date, subject to availability and confirmation by the PMQ, and no refund will be made by PMQ. If Typhoon Warning Signal No. 8 or above is issued after the start of the booking, the event must be terminated immediately. If Black Rainstorm Warning Signal is issued after the start of a booking, you are advised to stay at the venue until it is safe to leave.
13. 所有會議室申請均按個別情況而定。任何型式的使用需得到元創方之批准，元創方有權就所有會議室申請作最終決定。
The common room is allocated to licensee on a case by case basis. PMQ has the right to make final decision on the allocation of common room, the usable size of the common room, the mode and method of putting up the decoration and the approval of use of common room.
14. 如會議室有需要作任何維護或操作相關工作，元創方有權在租用會議室日期前提前終止使用該會議室之申請。
PMQ has the right to terminate the use of common room before the end of the mentioned period if the common room is required for maintenance or operation related needs.