



COMMON ROOM ENQUIRY FORM

申請人資料 APPLICANT INFORMATION

請於填妥申請表格後寄回 中環鴨巴甸街 35 號元創方 S614 室,註明申請會議室 或電郵至 tenants@pmq.org.hk
(Please fill in the form and send to S614, Block A, PMQ, 35 Aberdeen Street, Central or submit to tenants@pmq.org.hk for further arrangement)

業主立案法團名稱
Name of Owners' Corporation: _____
(請提供註冊文件副本以茲證明)
(Please provide documentary proof when submit the application)

業主立案法團法定代表
人姓名
Name of Legal Representative of Owners' Corporation: _____
聯絡人姓名
(如與前述不同)
Name of Contact Person
(If different from former) _____

聯絡電話
Phone No.: _____
手提電話
Mobile No. _____

電郵地址
Email: _____
申請日期
Date of Submission _____

業主立案法團法定代表簽署 (附法團蓋章)
Signature of Legal Representative of Owners' Corporation _____
(with Seal of Owners' Corporation):

借用會議室用途 PURPOSE OF USAGE

只限業主立案法團會議 ONLY for Owners' Corporation Meeting

借用會議室日期 (只限每晚六時半至十時半) REQUEST SCHEDULE OF USAGE (ONLY BETWEEN 6:30PM TO 10:30PM)

會議日期 Meeting Date: _____

開始時間 Start Time: _____ 結束時間 End Time: _____

會議參加人數(以二十人為上限) Number of Participants (Max: 20): _____

FOR OFFICE USE ONLY

Application Received Date: _____ File no.: _____

Application *Accepted / Rejected: _____
(*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，如有更改，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. 會議室只作業主立案法團會議用途並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. 有興趣借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，禁止轉讓和轉借會議室。
The booking is subject to a first-come-first serve basis, and transfer & sublet the use of common room is prohibited.
6. 會議室借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，標誌或旗幟於會議室外及室內。
All articles must be placed in the common room as designated and it shall not block the shop front window of the common room. No object, sign or banner is allowed to hang inside and outside of the common room.
8. 會議室內申請人只可使用可移動的物品及器材，在許可使用會議室期間，禁止破壞牆面漆及建築物牆面。
Licensee can only use moveable articles and equipment 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. 在許可借用會議室期間，申請人需負責會議室的秩序管理，安全和公共責任。
Licensee is responsible for the order 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元創方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. 在借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 common room; otherwise, the licensee is liable to indemnify PMQ for all the reinstatement costs involved.



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12. 如在許可借用會議室前兩小時，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。如八號或以上熱帶氣旋警告信號在借用會議室期間發出，該次會議室借用必須立即終止。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。因上述風雨關係影响而未使用會議室的預交費用會進行退款。
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. If Typhoon Warning Signal No. 8 or above is issued after the start of the booking, the usage 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. Advance payment for the un-use of common room due to the above mentioned weather condition will be refund.
13. 所有會議室申請均按個別情況而定，其他型式的使用將不獲批准。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 and other form of usage is prohibited. 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，元創方有權在借用會議室日期前提前終止借用該會議室之申請。
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.