



## 舞蹈空間租用申請表格

### FLSH SPACE APPLICATION FORM FOR VENUE HIRE

#### 請注意 FOR YOUR ATTENTION

- 1) “本公司”指代風臨山海現代舞公司及風臨山海舞蹈製作有限公司。
  - 2) 申請人可以以個人或所屬團體名義租用場地。
  - 3) 提交本表格前，請先詳閱附件之「舞蹈空間租借條例」及「舞蹈空間使用守則」。
  - 4) 本表格僅用作申請租用舞蹈空間之用，本公司保留接納或拒絕任何租用申請或場地使用之權利。
  - 5) 如申請獲接納，申請人於本表格內提交的資料將會列於租用合約內。
  - 6) 每份表格僅可就同類型活動進行申請。如需就多項類型活動進行申請，請另表填寫。
  - 7) 請用中文或英文填寫本申請表。
  - 8) 查詢：(852) 3614-0934 (電話) /3611-5764 (傳真) /info@hkflsh.com (電郵)
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- 1) “HKDance/FLSH” is the substitution of HONGKONG DANCE-FLSH and HONGKONGDANCE-FLSH LIMITED.
  - 2) Individuals and organisations are eligible to apply.
  - 3) Please read through “TERMS AND CONDITIONS FOR STUDIO HIRE” and “VENUE RULES AND REGULATIONS” prescribed by HKDance/FLSH before submitting this form (see appendixes).
  - 4) This form is for collection of applications only. HKDance/FLSH reserves all rights to accept and reject any rental application and usage.
  - 5) If the application is accepted, the information submitted by means of this form will be listed in the studio hire agreement.
  - 6) Each application form is for ONE type of activity only. Please apply multiple forms for different types of activity.
  - 7) Please complete this form in either Chinese or English.
  - 8) Enquiries: (852) 3614-0934 (TEL) /3611-5764 (FAX) /info@hkflsh.com (E-mail)

**第一部分：申請人資料****PART 1: PARTICULARS OF APPLICANT**

申請人姓名/機構名稱 NAME OF APPLICANT/ORGANISATION		
申請類別 TYPE OF APPLICATION		<input type="checkbox"/> 個人 Individual
		<input type="checkbox"/> 獨立藝術團體 Independent arts group
		<input type="checkbox"/> 商業/政府機構 Commercial/government organisation
		<input type="checkbox"/> 註冊慈善或非牟利機構 Charitable or non-profit-making organisation
		<input type="checkbox"/> 全日制學校 Whole-day school
場地使用負責人 PERSON-IN-CHARGE		
TALENT+ Club 會員 A TALENT+ Club Member		<input type="checkbox"/> 是 YES <input type="checkbox"/> 不是 NO
聯絡電話 TELEPHONE		
電郵 E-MAIL		
註冊機構填寫 FOR REGISTERED ORGANISATIONS ONLY	商業登記證號碼 BUSINESS REGISTRATION NO.	
	聯絡地址 CORRESPONDENCE ADDRESS	

**第二部分：活動詳情****PART 2: PARTICULARS OF ACTIVITY**

活動名稱 NAME OF ACTIVITY		
活動類別 TYPE OF ACTIVITY		<input type="checkbox"/> 排練 Rehearsal
		<input type="checkbox"/> 工作坊 Workshop
		<input type="checkbox"/> 拍攝或節目錄影 Shooting or video recording
		<input type="checkbox"/> 其他： Others:
備注 (如需擺放額外設備等要求) REMARKS (e.g. additional devices or installation to be placed)		

**第三部分：租用詳情**  
**PART 3: BOOKING DETAILS**

申請場地 STUDIO OPTION	<input type="checkbox"/> 一號舞蹈空間 STUDIO 1	
	<input type="checkbox"/> 二號舞蹈空間 STUDIO 2	
租用日期 BOOKING DATE (DD/MM/YY)	租用時間 BOOKING HOUR	估計參加人數 ESTIMATED NO. OF PARTICIPANTS
申請人簽署/印鑑： Signature / Company Chop:		<b>電郵 E-MAIL</b> <a href="mailto:info@hkflsh.com">info@hkflsh.com</a>  <b>傳真 FAX</b> 3611-5764  <b>地址 ADDRESS</b> 香港九龍新蒲崗大有街 3 號 萬迪廣場 15B 15B, Maxgrand Plaza, San Po Kong, Kowloon, HKSAR
日期 Date:		
請將填妥之本表格經由電郵、傳真或親身遞交至本公司。我們將儘快處理閣下之申請。  Please submit the completed form in person or by e-mail or fax. The application will be processed as soon as possible.		
<b>有關個人資料（私隱）條例</b> <b>Notices Regarding the Personal Data (Privacy) Ordinance</b>		
本公司將使用表格上的資料僅作下列用途：		
(1) 處理本公司收取之場地租用申請事宜；并可就場地申請、手續及其它相關事宜聯絡申請人。 (2) 表格上的個人資料均由申請人自願提供。但如申請人提供的資料不足，本公司可能會延遲、不接納或不處理相關申請。 (3) 根據法律規定，申請人可向本公司要求查閱及更正其個人資料。		
The personal information provided by means of this form is collected by HKDance/FLSH for the following purposes:		
(1) Processing of venue hire applications; make necessary contacts with applicants regarding the application, procedures, and any other related matters. (2) The provision of personal information by means of this form is voluntary. However, if insufficient information is provided, the application maybe be delayed or not be considered or processed. (3) Applicant will have a right to request access to or the correction of his/her personal information as stated in this form in accordance with the laws.		

## 舞蹈空間租借條例

1. 租用人/團體接獲本公司通知接納申請後，須於指定日期前繳付全額訂金及簽回租用合約。如未能如期繳清費用，其申請將被作廢。
2. 租用人/團體如需更改租借協議上之活動內容，須先徵得本公司同意。
3. 如因惡劣天氣問題、政府管制等不可抗力及不可預測因素而無法使用已租用之場地，租用人/團體可申請更改至其它可行的租用時間或申請退還全部已繳交之租用款項。
4. 如租用人/團體因故取消租用，本公司將依下列規定辦理：
  - 1) 於租用日 14 日之前書面知會本公司取消租用，本公司將退回全部已繳租用費用並收取行政費港幣 100 元。
  - 2) 於租用日 7 日之前書面知會本公司取消租用，本公司將退回 50% 的已繳租用費用並收取行政費港幣 100 元。
  - 3) 如書面知會本公司取消租用的日期距離租用日不足 7 日，本公司將不予任何退款或賠償。
5. 租用人/團體如需在舞蹈空間內擺放及使用任何額外裝置、設置或設備，均須提前徵得本公司同意。搬運及擺放物件時亦必須作出相應保護措施。
6. 所有由租用人/團體及其相關人士對場地內之設施、設備、裝潢及原有物件所造成之塗污、損壞或損失，概由該租用人/團體向本公司支付一切相關維修、更換及安裝費用。
7. 租用人/團體須於租用時間結束前對場地作出還原及清理。如於租用時間結束後仍有物件遺留，本公司有權作廢棄物處理，並可追收任何因此衍生之清潔及搬運費。
8. 本公司有權對任何逾時使用場地的情況向租用人/團體收取至少一小時之額外租用費用。
9. 租用人/團體須保證遵守本公司制定之《場地設施使用守則》（附件二）及確保於本公司範圍內進行的活動合乎香港法律及政府規例。
10. 租用人/團體須為舉辦的活動領取法例訂明所需的牌照、許可證或其它相關證件。
11. 本公司建議租用人/團體為舉辦的活動及參加者購買相關保險。如發生意外、傷亡或有財物損失，本公司概不負責。
12. 若活動主要參與者為未成年人士，租用人/團體須確保場內有足夠之成年人能維持秩序及安全。
13. 租用人/團體不得製作、發布、展示或派發任何與活動有關並含有失實、偏頗、誤導或欺騙性質內容的宣傳資料。事先未經本公司書面許可，租用人不得在任何宣傳資料中以明示或默示的方式提述本公司。如租用人/團體違反或不遵守本條文，以致引起任何索償、要求、訴訟或法律程序，須對本公司作出彌償，並須一直為有關彌償負上全責。
14. 事先未經本公司批准，租用人/團體不得在使用租訂設施期間安排任何公眾以觀眾身份進入所租用之場地。
15. 如獲本公司特別減免租用費用，租用人/團體需在所有相關宣傳品，包括但不限於網頁、海報、傳單、廣告及場刊中以文字或標志鳴謝「風臨山海舞蹈製作」。
16. 本公司保留接受或拒絕任何租用及使用場地要求之權利。
17. 如租用人/團體被發現違反本使用守則，本公司員工有權立即終止相關租用合約，而不會退還租用費用及作出任何賠償，並保留以法律追究的權利。
18. 如果本條例的英文版本與中文版本之間存在任何差異或衝突，皆以中文版本為準。

(Turn to next page for the English version)

## TERMS AND CONDITIONS FOR STUDIO HIRE

1. All the fees and the agreements must be settled by the specified date after the Hirer receives the notification of acceptance from HKDance/FLSH. The application will be invalidated if the Hirer fails to pay on schedule.
2. The Hirer shall obtain HKDance/FLSH's consent in advance of any change in the usage of the studios or the type of activities to be conducted stated in the contract.
3. If the studio requested cannot be used due to bad weather, government regulation, or any other unavoidable and unpredictable contingencies, the Hirer can re-schedule the booking or opt for a full refund of the payment settled.
4. If the Hirer cancels the booking for some reason, HKDance/FLSH will handle in accordance with the following regulations:
  - 1) HKDance/FLSH will arrange a full refund of the payment settled and charge an administrative fee of HKD 100 if a written notification of cancellation is sent 14 days prior to the booking date.
  - 2) HKDance/FLSH will arrange a refund of 50% of the payment settled and charge an administrative fee of HKD 100 if a written notification of cancellation is sent 7 days prior to the booking date.
  - 3) HKDance/FLSH will not arrange any refund or compensation if a written notification of cancellation is sent less than 7 days prior to the booking date.
5. Any Hirer who needs to place, install, or use any additional device, set-up, decoration, or equipment, shall obtain the consent of HKDance/FLSH. Appropriate protective measures must be taken by the Hirer when handling those items.
6. The Hirer shall be responsible for any costs for maintenance, replacement, and installation incurred due to any smudges, damages, or losses of studios' device, decoration, or equipment caused during the hire period.
7. The Hirer shall vacate and reinstate the venue facilities and equipment to their original state and condition before the end of hire period. HKDance/FLSH will handle any items leftover in the studios after the rental period and will reserves the right to charge the Hirer any cleaning and handling costs incurred.
8. HKDance/FLSH reserves the right to charge the Hirer for at least an hour of extra rental fee if he/she fails to vacate the studio(s) by the end of hire period.
9. The Hirer shall guarantee the strict compliance of the "VENUE RULES AND REGULATIONS" prescribed by HKDance/FLSH (see appendix 2), and to ensure that all activities within the area of HKDance/FLSH are complied with Hong Kong laws and government regulations.
10. The Hirer shall obtain the necessary license, permit, or legal documents required by law for the activities.
11. The Hirer is highly suggested to maintain effective insurance for the activities and participants. HKDance/FLSH shall not be liable for any occurrence of accidents, injuries, death, or loss of property suffered by any of the users.
12. If the major participants are children or teenagers, the Hirer shall assign an adequate number of adults to maintain order and safety.
13. The hirer shall not make, publish, display, or disseminate activity related publicity materials that contain false, biased, misleading, or deceptive information. The hirer shall not expressly or by implication make reference to HKDance/FLSH in any of the publicity materials without prior written permission. The hirer shall indemnify and keep indemnified HKDance/FLSH against all claims, demands, actions or proceedings arising from any breach or non-observance of this provision.
14. The hirer should not arrange any public admission during the use of the booked studios as spectators, without the written prior approval of HKDance/FLSH.
15. Should any further rate concession from listed rates be granted, proper acknowledgment by text or logo display of "HKDance/FLSH" should appear in all related publicity materials, including but not limited to websites, posters, leaflets, advertisements, and programme brochures.
16. HKDance/FLSH reserves the right to accept or decline a booking.
17. The staffs of HKDance/FLSH are granted the right to invalidate the contract immediately or prohibit the entry of relevant individuals to the area of HKDance/FLSH, if the Hirer or any relevant individuals violate any of the regulations listed above; and HKDance/FLSH shall not be liable for offering any refund or compensation under this circumstance and will reserve the right to pursue legal actions.
18. In the event of any discrepancy or conflict between the English version and the Chinese version of these notes, the Chinese version shall prevail.

## 舞蹈空間使用守則

1. 所有場地內人士（下稱使用人）均須嚴格遵守本守則。
2. 使用人須確保於場地內舉辦之活動是安全及合乎香港法律。
3. 使用人如需在本公司範圍內擺放任何額外裝置、設置及設備，均須提前徵得本公司同意。搬運及擺放物件時亦須作出相應保護措施。
4. 若有使用人對場地內之設施、設備、裝潢及原有物件所造成之塗污、損壞或損失，概由所屬或相關之租用人/團體向本公司支付一切相關維修、更換及安裝費用。
5. 使用人須穿著不褪色軟底舞蹈鞋、襪子或赤腳進行活動。
6. 使用人須保持場地設施衛生清潔。除非獲得本公司同意，否則於舞蹈空間內不得進行飲食。
7. 本公司所屬大廈範圍內嚴禁吸煙、生火及燃點蠟燭或使用任何易燃及生煙物品。
8. 未經本公司事先書面同意，場地內均禁止張貼標語、廣告、海報、或放置其他任何宣傳物品。
9. 嚴禁攜帶寵物進入本公司場地。
10. 使用人須保持其租用場地內外的一切通道及出口暢通無阻。
11. 除舞蹈空間、接待區及更衣室外，請勿擅自進入本公司其他室內空間。
12. 使用人應尊重他人使用設施之權利，切勿長時間占據更衣室及淋浴空間。
13. 請妥善保管及看管個人物品。如有遺失或損壞，本公司概不負責。
14. 於更衣室範圍內，不得攝影、錄影或錄音。
15. 於本公司範圍內，不得使用任何具威脅性、粗穢、淫褻或使人反感的言語，或鬧事、行為不檢、行為不雅或作出使人反感的行為。
16. 使用人嚴禁擅自打開本公司範圍內的玻璃窗。
17. 使用人在舉行活動時須確保所發出之音量不會對臨近單位造成滋擾。
18. 如使用人被發現違反本使用守則，本公司員工有權立即禁止其進入本公司範圍，而不會退還租用費用及作出任何賠償，並保留以法律追究的權利。
19. 本公司保留對本守則的修改及解釋權。
20. 如果本守則的英文版本與中文版本之間存在任何差異或衝突，皆以中文版本為準。

(Turn to next page for the English version)

## VENUE RULES AND REGULATIONS

1. All individuals in the studios (“users” hereafter) shall ensure the participants are aware of and will abide by these regulations.
2. Users shall guarantee all activities within the area of HKDance/FLSH are safe and complied with Hong Kong laws.
3. Users who need to place or install any additional device, set-up, decoration, or equipment shall obtain the consent of HKDance/FLSH. Appropriate protective measures shall be taken by users when handling those items.
4. The responsible Hirer of the users shall be responsible for any costs for maintenance, replacement, and installation incurred due to any smudges, damages, or losses of studios’ devices, decoration, or equipment.
5. Users must enter the vinyl dance floor area barefoot or with non-marking soft-soled dance shoes or socks.
6. Users shall maintain the tidy and clean conditions of the studios; and they must not eat or drink in the studios unless consent of HKDance/FLSH is obtained.
7. Smoking, fire, candles, and any other flammable and smoky items are strictly prohibited within the area of the building in which HKDance/FLSH locates.
8. Slogans, advertisements, posters, and any other promotion materials are prohibited within the area of HKDance/FLSH if a prior written consent of HKDance/FLSH is not obtained.
9. Pets are not allowed within the area of HKDance/FLSH.
10. Users shall maintain all passages and exits of or relating to the studios unobstructed.
11. Space in addition to studios, reception area, and changing rooms, are not allowed to enter.
12. Users should not occupy the changing rooms and shower facilities for an inordinately long time for the sake of others.
13. Users shall take care and safeguard their personal belongings on their own. HKDance/FLSH shall not be responsible for any loss or damage caused.
14. No photography, video or audio recording is allowed in the changing rooms.
15. Users shall not use any threatening, abusive, obscene, or offensive language, or behave in a riotous, disorderly, indecent, or offensive manner in HKDance/FLSH.
16. Users are not allowed to open any of the glass windows without HKDance/FLSH’s consent.
17. Users shall ensure that the volume of sound produced will not cause nuisance to the nearby units.
18. The staffs of HKDance/FLSH are granted the right to immediately forbid any user from entry to the area of HKDance/FLSH if they violate any of the regulations listed above; and HKDance/FLSH shall not be liable for offering any refund or compensation under this circumstance and will reserve the right to pursue legal actions.
19. HKDance/FLSH reserves the right to modify and interpret the rules and regulations.
20. In the event of any discrepancy or conflict between the English version and the Chinese version of these regulations, the Chinese version shall prevail.