

# 花好音樂排練室 Flower Music Practice Space Rental Form

地址: 上環德輔道西 27 號星衢商業大廈 12 樓 A-B 室 Address: Flat A-B 12/F, Sing Kui Commercial Building, 27 Des Voeux Road West, Sheung Wan, Hong Kong

租用者姓名或機構名稱 Hirer's Full Name or Organization						
聯絡人 Contact Person			電郵 Email			
聯絡電話 Contact No.			地址 Address			
租用詳情 及價目表 Rental details & rental rate	租用日期 Booking Date (YYYY/MM/DD)		時間 Time 由 from 至 to			
	租用優惠: 10-20 小時 - 95 折, 21-29 小時 - 9 折, 30 小時或以上 - 8 折 Rental discount: 10-20 hours - 5% off, 21-29 hours - 10% off, 30 hours or more - 20% off.					
	只使用排練室(包括鋼琴) Using the space only (with piano)			使用咪及影音器材 Using mic & PA system		
	<input type="checkbox"/> 1 - 15 人 persons	<input type="checkbox"/> 優惠時段 Off-Peak <input type="checkbox"/> 正價時段 Regular	\$220/小時 hour \$250/小時 hour	<input type="checkbox"/> 1 - 15 人 persons	<input type="checkbox"/> 優惠時段 Off-Peak <input type="checkbox"/> 正價時段 Regular	\$400/小時 hour \$450/小時 hour
	<input type="checkbox"/> 16 - 35 人 persons	<input type="checkbox"/> 優惠時段 Off-Peak <input type="checkbox"/> 正價時段 Regular	\$320/小時 hour \$350/小時 hour	<input type="checkbox"/> 16- 35 人 persons	<input type="checkbox"/> 優惠時段 Off-Peak <input type="checkbox"/> 正價時段 Regular	\$500/小時 hour \$550/小時 hour
	# Please tick where appropriate 請在適當空格內填上剔號 ☑ ** 優惠時段: 星期一至五 10AM-6PM ** 正價時段: 星期一至五 6PM 後, 及星期六日及公眾假期。 ** Off-Peak: Mon-Fri 10AM-6PM ** Regular: Mon-Fri After 6pm, Weekends & Public holidays					

## 可提供樂器及各類器材 Available Musical Instruments & Equipment

	樂器及各類器材 Item	型號 Model	價錢 Price	可供應數量 Qty. Available	需要數量 Qty. Required
可提供予所有租用者 Available to all hirers	鋼琴 Upright piano	Yamaha	免費 Free	1	
	譜架 Music stands	/		10	
	白板 White board	/		1	
	木椅 Wooden chair	/		20	
	微型投影機 Mini-projector *請自備電腦或視頻設備 Please bring your own computer or other video devices to connect to the projector	<a href="#">AV Link MPJ-1220</a>	\$120	1	
	木結他 Acoustic guitar	Starsun JG303CE/N	\$100	1	
只提供予使用咪 及影音器材租用者 Only available to hirers using mic & PA system	擴音器 Speakers	JBL PRX612M	免費 Free	1 Set	
	調音台 Mixing Console	<a href="#">Yamaha 01v96i</a>		4	
	麥克風及麥克風支架 Mic with stands	Shure Beta 58		1	
	電子琴擴音器 Keyboard amplifier			1	
	電子琴 Electric keyboard		\$300	1	
	額外麥克風 Additional microphones	Shure Beta 58	\$100/pc	4	

本人已閱讀並完全明白花好音樂排練室租用須知及租用條款，並同意受全部條款約束。

I HAVE READ AND UNDERSTAND FLOWER MUSIC REHEARSAL SPACE RENTAL GUIDELINES AND REGULATIONS OF HIRE, AND I ACCEPT AND AGREE TO ALL OF ITS TERMS AND CONDITIONS, WITH FULL KNOWLEDGE OF ITS EFFECT.

**FLOWER MUSIC REHEARSAL SPACE RENTAL GUIDELINES**

租用者簽署 (及公司蓋章) Hirer's Signature (& Company Chop)

簽署日期 Sign Date:

For better protection of the hirer(s)' rights, please read the Venue Booking Guidelines carefully.

1. Booking: Interested parties should complete the 'Rehearsal Space Rental Form' and submit, email, fax or in person to Flower Music Company Limited. (Below refers to 'the company') The application will be processed upon receipt of the 'Rehearsal Space Rental Form' by the company.  
Notice of Payment will be issued to successful hirer(s) and payment should be settled on or before the due date stated on the Notice of Payment; otherwise, the booking will be rescinded automatically. The hirer(s) can either settle the payment by cheque or by transferring the amount to our designated Hang Seng Bank Account.
  - 1.1 All available time slots will be reserved on first-come-first-served basis.
  - 1.2 The minimum booking is for one hour from 9 am to 6 pm. A minimum of 2 consecutive hours is required for booking after 6 pm.
  - 1.3 An additional charge will incur for each 30-minute interval, an extra half-hour will be added for late returns even not exceeding 30 minutes.
  - 1.4 The hirer(s) may re-schedule or receive a full refund in accordance with these guidelines only if the booking has been cancelled due to bad weather conditions, such as black rainstorm signal or if typhoon signal number 8 or above are hoisted.
2. Hiring Hours: The rental hours are from 9 am to 10pm. Rental hours could be extended upon prior request.
3. Change or Cancellation of the Booking: The company will deduct 50% from the total rental fee if there is a cancellation of a successful booking one month or more before the rental date, while the remaining fee will be refunded to the applicants. If notification of cancellation is sent less than one month prior to the rental date, no refund will be given.  
If a hirer wishes to change a booking date after an application has already been accepted, the booking will be treated as a cancellation. If a notification could be made at least one month before the designated date and if another booking is succeeded, the company will charge an additional \$100 administration fee. This kind of change is permitted once only.

#### **FLOWER MUSIC REHEARSAL SPACE REGULATIONS OF HIRE**

1. The hirer(s) should ensure that their activities in the premises of Flower Music Rehearsal Space (hereafter "the space") are as stated in the application form and comply with all legal requirements.
2. Transferal of reservation is not allowed.
3. The hirer(s) should never publicize, promote, campaign, or advertise their function(s) by bearing the name of Flower Music Company Limited (hereafter "the company") or Flower Music Rehearsal Space; nor hinting any relations or connections with the company or the space apart from the address of the hired space.
4. Without prior written approval from the company, the hirer(s) should not use nor enter any areas other than the hirer(s) have booked. If the hirer(s) use or enter any areas other than the hirer(s) have booked without prior written approval from the company, the hirer(s) are liable for all possible loss and damage.
5. Fixed equipment and property cannot be moved or removed from the designated locations. Hirer(s) are not allowed to operate the audio equipment without permission.
6. The hirer(s) should only use the provided or rented equipment and facilities in the space 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.
7. 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 company of the total cost in relation to repairing or replacing the loss and damage of the provided or rented equipment and facilities.
8. The hirer(s) should not decorate areas which may cause damages or stains to building fabrics including floor, wall, ceiling etc. The hirer(s) should reimburse the company of the total cost in relation to repairing or eliminating damages and stains caused by the hirer(s).
9. Please remove your shoes before entering the space. Food and drinks are not allowed in the space. The hirer(s) should use the musical instruments and equipment with care.
10. The hirer(s) should remove their own property including decorative, promotional and packing materials from the space before departure. If any property or materials belonged to the hirer(s) is found in any area(s) of the space, the company may remove or store the same in such manner as they consider necessary, and on demand, the hirer(s) should reimburse the company of the total cost incurred by such removal.
11. The hirer(s) and its members agrees to use the space at their own risk, and should bear the liability of having placed appropriate insurance to cover all eventualities during the use of the space including third parties' liabilities etc.
12. Neither the company nor its employees shall be liable for any claim of loss and/or damage due to malfunction and/or deficiency of the hired audio-visual equipment howsoever caused. The hirer(s) may receive a refund only limited to the exact hire charge(s) of the unveiled equipment and/or services.
13. The company reserves the rights to annual any function at any time during the period of hire if the regulations are breached. In such a circumstance, the company has the right to terminate the usage of the space. No refund will be made.
14. Please contact the company at Tel: 2516-7814 or via email at [info@flowermusic.hk](mailto:info@flowermusic.hk) for further information.

The company reserves the right to amend, delete or add any part of this guidelines and regulations of hire without further notice. In case of any discrepancy between the English and Chinese versions, the English version shall prevail. The company reserves all final rights should there be any dispute.

## 花好音樂排練室租用須知

為保障各位租用者的權益，租用者請細閱本排練室租用須知。

### 1. 租用

租用者請填妥排練室租用表格，並以傳真、電郵或親臨上環德輔道西 27 號星衢商業大廈 12 樓遞交填妥之申請表。花好音樂排練室會於收妥表格後正式處理其申請。租用排練室申請一經被接納，租用者將獲發繳費通知書，並需在獲發繳費通知書後所列明的繳費日期限期或以前繳交租金，否則申請將被自動取消。租用者可以銀行入賬或以支票繳費。

1.1 排練室以先到先得的原則租用。

1.2 上午 9 時至傍晚 6 時期間，排練室租用的時限最少為 1 小時，傍晚 6 時以後租用的時限最少為 2 小時。

1.3 超時使用以每 30 分鐘為單位計算，超時不足 30 分鐘亦以 30 分鐘計算。

1.4 如遇上惡劣天氣 8 號颱風或黑色暴雨警告，排練室會關閉。租用者可免費更改租用日期或全數取回繳款。

### 2. 租用時間

排練室可供租用的時間一般為上午 9 時至晚上 10 時；如希望延長使用時間請預先申請。

### 3. 更改及取消租用排練室

已租用的排練室，如租用者於租期前 1 個月通知本公司取消租期，本機構將扣除全部租金之 50%，餘數則會退還。若少於租期前 1 個月通知本公司取消租期，所有已繳交之費用則不會退還。

已租用的排練室，如租用者欲申請更改租期，亦作取消租期處理。如在租期最少前 1 個月通知本公司及成功另訂租期，本公司將收取 \$100 作為手續費，餘數則作為新租期之已繳交租金處理，但此類延期只限 1 次。

## 花好音樂排練室設施租用條款

1. 排練室用途須與租用表格內列明之租用目的相符，在任何情況下均不能違反法例。
2. 租用排練室不得轉讓。
3. 租用者在公開發佈、宣傳、推廣或刊登廣告推廣其活動時，可使用花好音樂排練室地址作為舉行活動之場地，但不得直接或間接以花好音樂有限公司或花好音樂排練室名義推廣其活動、或誤導該等活動與花好音樂有限公司或花好音樂排練室有任何的關係或聯繫。
4. 未經本公司事前書面許可，租用者不得使用租用場地以外的空間，如排練室以外空間，因租用者在未經許可下使用而導致任何損壞或遺失，租用者均須負責賠償。
5. 租用者不能擅自移動排練室中的設備或操作音響設備。
6. 租用者只可使用排練室所提供或已租用的設備及設施，並有責任在使用後還原所有設備及設施至原來的狀態。租用者應小心及正確使用相關設備及設施，不得變更、改裝、加裝或／及外置任何物件。
7. 一切由租用者、其代表、僱員、代理或邀請者對大廈內任何設施及器材所造成損失或損壞，均由租用者負責。租用者須向本公司支付一切維修或／以及更換的費用。
8. 租用者如在租用排練室之地板、牆身、天花等地方佈置而導致任何污漬或損壞，均須負責賠償。
9. 進入排練室時請脫鞋，同時排練室嚴禁飲食，請珍惜愛護樂器及音響設備。
10. 租用者須在交還租用排練室前將全部帶來的物品清理，包括裝飾、宣傳及包裝物品等。花好音樂廳有權將未帶走的物品丟棄或暫存，並向租用者徵收清理費用。
11. 租用者及其使用者同意承擔使用排練室的風險，並有責任為租用排練室內舉辦的活動及參加者購買適合的保險，包括第三者保險等等。
12. 場內的影音設備及設施於租用期間無論發生任何事故而導致不能提供所需服務，租用者將會獲得發還租用該等影音設備及設施相關服務之實際費用。至於因此而導致之其他損失，本公司及其員工恕不負責。
13. 如租用者違反本租用條款，本公司會保留一切權力，可在租用排練室設施期間終止其活動，而已繳交的所有費用則不會退還。
14. 如有任何問題，歡迎致電 2516-7814 或以電郵 [info@flowermusic.hk](mailto:info@flowermusic.hk) 與本公司聯絡。

本公司保留可隨時在給予或不給予通知的情況下更改此排練室租用須知和租用條款的權利。此乃中文譯本，僅供參考之用。若與英文版本有異，概以英文版本為準。