

AQUABEAT

觀塘海濱活動空間

Notes on Venue Rental:

- Before completing the form, please confirm that you have read the "Booking Policy", "General User Terms", "Terms of Use for Hirers of Event Venues", "Venue Rental Charges" and "Equipment Rental Charges" attached to the AquaBeat website (<https://www.aquabeat.hk/>) for details.
- After completing the form, please email to: venue@aquabeat.hk or turn it Action Dragon Co., Ltd(AquaBeat)Kwun Tong Hoi Bun RoadNo. 86 AquaBeat office.
- Should you have any enquiries, please contact AquaBeat Phone: 5418 8838 ; Email: venue@aquabeat.hk.

Part I: Applicant's Profile

Applicant Status: * Individual/Company/Organisation/Non-profit-making organisation or charity (an organisation exempted from tax under section 88 of the Inland Revenue Ordinance) / Government departments of the Hong Kong Special Administrative Region / Others (please specify) _____

Individual application Applicant's Name: _____ Mr./Miss/Ms.* (English) *Mr./Ms./Mrs. _____
(Chinese) _____

Group application Name of Institution: _____ (English) _____
Contact Name & Position: _____ Group Registration Number: _____

Website: _____ Phone:(daytime) _____
Email: _____ Phone:(Mobile) _____

Residential address/Registered address: _____
(If the organisation concerned is declared as an approved charity or charitable trust, a copy of the tax exemption certificate issued by the Inland Revenue Department of Hong Kong should be submitted to AquaBeat for proof.))

Part 2: Proposed Activities

Event Name : (Chinese) _____ Nature of ☐ public
(English) _____ Activity: ☐ private

Please complete section 2 (a) to provide a brief description of the proposed activity.

Part III: Venue Application

date	Time	Rental facility options	Number of participants
_____	_____	_____	_____

(Please refer to Form [3 (a)] and [3 (b)] respectively for the rental of facilities and additional rental equipment; If necessary, additional information can be attached to the application form to help Action Dragon Limited understand the needs of your/your organization).

Remark:

- Multi-day activities can be negotiated with package fees
- All venues are eligible for concessionary rates and will be reviewed and approved by the Venue Hire Committee appointed by AquaBeat.
☐ I/Group* would like to apply for preferential rates. (Please submit a copy of the tax exemption document issued by the Inland Revenue Department of Hong Kong for proof).
- The ☐ proposed event is supported/sponsored by the following organisations*: _____ (Please submit relevant documents for _____)

***Please delete those that do not apply**

Statement of Rental Space

The Applicant acknowledges that he/she has read, understood, agreed to accept and comply with the Rental Policy, General User Terms, Terms of Use for Renters of Event Venues, Venue Hire Charges and Equipment Hire Charges attached to the AquaBeat website, and is aware of the possible consequences and legal liabilities for violating the requirements for renting a venue.

Applicant's signature _____
(for group application, please attach the group's stamp)

Date: _____

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Part 2 (a): Introduction to the proposed activities

(Please ✓ select items)

quality	<input type="checkbox"/> exhibit <input type="checkbox"/> workshop <input type="checkbox"/> performance <input type="checkbox"/> race <input type="checkbox"/> Training / Rehearsal <input type="checkbox"/> carnival <input type="checkbox"/> fair <input type="checkbox"/> ceremony <input type="checkbox"/> Other: _____ (please specify).		
target			
Eligibility and expected number of participants (per venue per day).			
Calendar of events (Please refer to the suggestions in the table on the right, if necessary, please add or decrease by yourself, or attach a detailed flow chart)	date	Time	content
			The materials arrive at the site and the venue is arranged
			dress rehearsal
			Official event (please specify details).
			Materials are loaded and left and the site is restored

Please prepare the following information and documents during the application process: (If the activity does not involve relevant content, please ✓ tick not applicable)

file	File contents	Applicable
Event Floor Plan	Clearly mark entrances and exits, lighting, sound, booths, exhibits, check-in sets, etc	Submission required
Guest list	Guests attending the officiating ceremony or performance include government officials, legislators, entertainers and other celebrities	<input type="checkbox"/> not applicable
A list of items to be sold	Merchandise provided by the Organiser	<input type="checkbox"/> not applicable
Booth information	The name of the booth, the commodities or activities offered, the contact information of the person in charge and the organisation	<input type="checkbox"/> not applicable
Show Details:	The name of the performance unit and the content of the performance, such as repertoire, dance, repertoire, etc	<input type="checkbox"/> not applicable
Exhibition Details:	Participating artists and exhibits	<input type="checkbox"/> not applicable
Proof of music and video playback	Song or film copyright, film censorship certificate, etc., if necessary, please contact the relevant departments or agencies for inquiry and application	<input type="checkbox"/> not applicable
license plate	Such as Temporary Places of Public Entertainment Licence, Temporary Food Factory Licence, etc If necessary, please contact the relevant departments for enquiries and applications	<input type="checkbox"/> not applicable

In the event of any of the following circumstances, Leap Dragon Limited reserves the right to cancel the venue application immediately and the fee and deposit paid will not be refunded.

1. Failure to submit the required information and documents at least 14 days before the commencement date of the event
2. The actual process and content of the activity are different from the information submitted
3. Failure to comply with the hirer's terms of use of the event venue during the course of the event



Section 3 (a): Rental Options

For details of the venue facilities and hire charges, please refer to the "Venue Hire Charges".

(Please ✓ tick the required items)

venue	✓	Rent the main venue option	The first 4 hours will be charged	Extended Rental Charge^ (per hour).
01		Event Space 1.2	\$4,000	\$800
03		Stage B & Event Space 3.1	\$8,000	\$800
		CONNECT (multi-purpose room) and event space 3.2	\$4,000	\$800
venue	✓	Option to rent a small venue	The first 2 hours will be charged	Extended Rental Charge^ (per hour).
03		CONNECT Multipurpose Room (306)	\$600	\$300
		COOK (Cooking Platform).	\$800	\$200
^If two or more options are rented, only the one with the highest charge will be counted for the extended hire charge and overnight charge for the same venue (03).				
✓	<u>Other chargeable items</u>		toll	
	<u>Overnight charged^</u> It is suitable for renting for two consecutive days or more, and there are items left for overnight use It is only for the placement of materials, and the staff cannot be present to work, except for the security personnel who are only responsible for taking care of the materials Rental groups should take their valuables with them and will not be responsible for any damage or loss		Main venues: \$400 per night Small venues: \$200 per night	
	<u>Charges for the sale of goods</u> Applicable to activities that sell goods		10% of the total rental amount (except for charitable purposes).	
	<u>There is a charge for location shooting</u> Fees for outdoor shooting (Indoor shooting will be charged for small venues in the table above).		\$6,870 for the first 4 hours and \$1,935 for every 4 hours thereafter	



Part 3 (b): Additional Equipment Rental Options

For details of equipment and deposit, please refer to "Equipment Rental Charges".

(Please ✓ tick the required items)

✓	Additional equipment		1 day rental (each)	Number of rental days	quantity
	1	Towed amplifier	\$200		
	2	Built-in ceiling projector	\$400		
	3	Portable projector	\$200		
	4	TV stands	\$300		
	5	*Folding table	\$25		
	5	* Stacking stools	\$20		
	7	*Folding stool	\$15		
	8	* Round stool	\$10		
	9	Pull the strap	\$20		
	10	Poster stands	\$20		
	11	blow dryer	\$50		
	12	whiteboard	\$50		
	13	Floor-mounted induction cooker with oven+	\$500		
+Installed near COOK (cooking platform) only					

If the number of equipment you rent exceeds the quantity available at the venue (e.g. more than 18 folding tables at 03), we will transfer the equipment from other venues in Discovery and charge a flat transportation fee of HK\$2,200, which will only be charged once per application. For details, please refer to the "Equipment Rental Schedule".