

AQUABEAT

觀塘海濱活動空間

Venue Rental Instructions:

- Before filling out the form, please make sure you have carefully read the documents on the AquaBeat website (<https://www.aquabeat.hk/>): "Booking Policy," "General Terms of Use," "Terms of Use for Venue Hirers," "Venue Rental Fees," and "Equipment Rental Fees."
- After completing the form, please email it to venue@aquabeat.hk Or return Yuelong Limited (AquaBeat) Hoi Bun Road, Kwun Tong No. 86 AquaBeat office.
- For any enquiries, please contact AquaBeat Phone: 5418 8838 ; Email: venue@aquabeat.hk.

Part 1: Applicant information

Applicant Identity: * Individual/Company/Organisation/Non-profit Making Organisation or Charitable Organisation (Entity Granted Tax Exemption under Section 88 of the Inland Revenue Ordinance) / Government Department of the Hong Kong Special Administrative Region / Other (Please specify)

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

Organization Name: _____

Group application Contact Name and Position: _____ Group Registration Number: _____

Website: _____ Pho (Day) _____

E mail: _____ ne: (Mobile) _____

Residential / (Chinese) _____

Registered _____

Address: (English) _____

(If the organisation declares itself as an approved charitable institution or charitable trust, a copy of the tax exemption certificate issued by the Inland Revenue Department of Hong Kong must also be submitted to AquaBea as proof.)

Part 2: Proposed Activities

Event Name: _____ (Chinese) _____ Nature of ☐ Public
_____ (English) _____ t h e
activity: ☐ Private

Please complete Section 2(a) to provide an introduction to the proposed activity.

Part 3: Venue application

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

(Please refer to Forms [3 (a)] and [3 (b)] respectively for the option of renting facilities and additional equipment to be rented; If necessary, additional information can be attached with the application form to help Yuelong Limited understand the needs of you/your organisation).

Remarks:

- Multi-day activities can negotiate package charges
- All venues are eligible for preferential rates and will be reviewed and approved by the "Venue Rental Committee" appointed by AquaBeat.
☐ I/group* intend to apply for preferential charges. (Please submit a copy of the tax exemption certificate issued by the Inland Revenue Department of Hong Kong for proof of this).
- ☐ The proposed event is supported/sponsored by the following organisations*: _____ (Please submit relevant documents to prove this)

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

Rental Venue Statement

The Applicant acknowledges that it has read, understood, agreed to accept and abide by the "Booking Policy", "General User Terms", "Terms of Use for the Event Venue", "Venue Rental Charges" and "Equipment Rental Charges" attached to the AquaBea website, and is aware of the possible consequences and legal liabilities for breaching the rental requirements.



Applicant's signature (if it is a group application, please attach the group seal)

Date: _____

AQUABEAT

觀塘海濱活動空間

Part 2 (a): Introduction to the proposed activity

(Please ✓ check the items)

temperament	☐ Exhibitions ☐ Workshops ☐ Performance ☐ Competition ☐ Training / rehearsal ☐ Carnival ☐ Marketplace ☐ Ceremony ☐ Other: _____ (請註明)		
target			
Target and expected number of participants (per venue per day).			
Event schedule (You can refer to the suggestions in the table on the right, please add or subtract if necessary, or attach a detailed flow chart)	date	Time	content
			Materials were dropped off and the venue was arranged
			Rehearsal
			Formal event (please specify details).
			Materials are loaded and left the site and the venue is restored

Please prepare the following information and documents during the application process: (If the event does not involve relevant content, please ✓ check not applicable)		
document	Document contents	Whether it is applicable
Event floor plan	Clearly mark entrances and exits, lighting, sound, booths, exhibits, check-in scenes, etc	Submission required
Guest list	Guests attending the officiating ceremony or performance include government officials, legislators, entertainers, and other celebrities	☐ Not applicable
List of items for sale	Products provided by the organizer	☐ Not applicable
Product or event booth information	Booth name, products or activities provided, contact information of the person in charge and organization	☐ Not applicable
Food or Beverage Stall Information	Booth name, food or beverages and alcohol provided, contact information of the person in charge and the group	☐ Not applicable
Performance details	The name of the performing unit and the performance content such as repertoire, dance, and repertoire	☐ Not applicable
Exhibition Details	Participating artists and exhibit content	☐ Not applicable
Music and video playback certificates	If necessary, please inquire and apply to the relevant departments or institutions for song or film copyright, film inspection certificates, etc	☐ Not applicable
license plate	Such as temporary places of public entertainment licences, temporary food factory licences, etc If necessary, please contact the relevant departments for enquiries and applications	☐ Not applicable

AQUABEAT

觀塘海濱活動空間

In the following cases, 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 event information and documents 14 days before the start date of the event
2. The actual process and content of the event are different from the submitted information
3. Failure to comply with the hirer's terms and conditions of the event venue during the event

AQUABEAT

觀塘海濱活動空間

Section 3(a): Rental Options

For details of venue facilities and rental fees, please refer to "Venue Rental Fees".

(Please ✓ check the required items)

venue	✓	Rent the main venue option	Charges apply for the first 4 hours	Extended Rental Charge^ (per hour).
01		Stage A and Event Space 1.1	\$8,000	\$800
		Event space 12	\$4,000	\$800
03		Stage B and Event Space 3.1	\$8,000	\$800
		CONNECT (Multipurpose Room) and Event Space 3.2	\$4,000	\$800
venue	✓	Rent a small venue option	Charges will be charged for the first 2 hours	Extended Rental Charge^ (per hour).
03		CONNECT Multipurpose Rooms (306)	\$600	\$300
		COOK (cooking platform).	\$800	\$200
^If two or more options are rented, only the option with the highest charge will be counted for the extended rental fee and overnight charge for the same venue (01,03).				
✓	<u>Other chargeable items</u>		charge	
	<u>Overnight charge^</u> Applicable to activities that rent for two consecutive days or more and have supplies placed overnight Only for placing materials, staff cannot work on site, except for security personnel who are only responsible for taking care of the materials The rental group should take away the valuables by themselves and will not be responsible for any damage or loss		Main venue: \$400 per night Small venue: \$200 per night	
	<u>Charges for product sales</u> Applicable to activities where products are sold		10% of the total rental amount (except for charitable purposes).	
	<u>Location shooting charges</u> Fees for outdoor venue shooting for tenants (indoor venue shooting will refer to the small venue charges in the table above).		\$6,870 for the first 4 hours and \$1,935 for every 4 hours thereafter	



Section 3 (b): Additional Rental Equipment Options and Services

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

(Please ✓ check the required items)

✓	Extra equipment		1 day rent (Each)	Rental days	quantity
	1	Hand-dragged amplifier	\$200		
	2	Portable projector	\$200		
	3	TV rack	\$300		
	4	*Folding table	\$25		
	5	*Stack stools	\$20		
	6	*Folding stool	\$15		
	7	*Round stool	\$10		
	8	Pull the tape	\$20		
	9	Poster stand	\$20		
	10	Hair dryer	\$50		
	11	whiteboard	\$50		
	12	Cleaning staff (8 hours)	\$1000		

If the number of equipment rented exceeds the number of folding tables that can be provided by the venue (e.g. renting more than 18 folding tables in 03), we will deploy the equipment from other AQUABEAT venues 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 Fee Schedule"

The organizer is obliged to ensure that the venue is kept clean and to hire cleaning staff (private or our company) to keep the venue clean, and there should be no garbage outside the trash can/bag (on the floor) when returning the venue.

If the venue is not cleaned and restored after the event, we may deduct additional cleaning fees from the deposit, depending on the scope of cleaning required, and the cleaning fee is HK\$5,000 per venue.

All additional equipment and services must be submitted 14 days prior to the event.