東華三院東蒲 胡李名靜體育館

TWGHs TungPo Kitty Woo Stadium

佈置場地規則

Regulation of Venue Decoration

1. 場館佈置及裝飾須與獲覆實訂租活動的目的和性質相符。

   The hirer should note that venue setup and decoration should be in line with the objectives and nature of the confirmed function.

2. 租用者不得在租用時間前將任何物件、道具、展品搬入場地或進入租用場館預備、綵排或裝置。

   Not until the commencement of the booking period can the hirer bring any goods or properties into the venue, or make preparations or rehearse in the venue.

3. 租用者攜帶進入東蒲的所有佈景、裝置、道具及儀器，必須合乎及遵守有關的條例及條款，及不會造成任何污染。

   Any and all scenery, installation, equipment brought into TungPo must meet with fire and public safety or other related regulations and will not cause any dirty.

4. 場館內的設備或椅子、桌子等傢俱均不能用作任何佈景/道具使用。

   No house equipment or furniture such as chairs, tables, etc., is permitted to be used as props or set pieces within the hiring venue.

5. 場館嚴禁使用雙面膠紙，如不慎使用，要負責清理乾淨方可離去。場館只可使用縐紋膠紙/萬用膠貼等。如有損壞，需作賠償。

   No double-sided adhesive tape is allowed to use on anywhere of the venue. If found in used, the hirer is requested to clean up the area before leaving. Only adhesive rubber or general adhesive tape is allowed for sticking proposes. Hirer will be claimed if there are any damages.

6. 地下如需要用間線，可使用有色電線膠布或3M有色膠布，其他膠紙嚴禁使用。如有損壞，需作賠償。

   For line marking on floor, please use wire tape or 3M color tape only. Hirer will be claimed if there are any damage.

7. 如搬運重型物件，需要事前於場館內墊好夾板在地面上，方可進行（自行負責）。

   When moving bulky/heavy items, please pave floor board/covering on the floor by yourselves.

8. 使用者須根據使用情況妥善保護場地地面，確保場地設施完好。如有損壞，東蒲將向使用者追索維修費用。
User are required to take appropriate measures to protect the venue's flooring in accordance with their activities, ensuring all facilities remain in good condition. If any damage occurs, the venue reserves the right to recover repair costs from the user.

9. 凡有商業廣告需要張掛/電視錄影/錄音/場內飲食等，請於申請場地時向東蒲申請，否則一律禁止進行。
For commercial advertisement display (eg. banner/logo/trademark), in-house F&B, video or audio recording, please notice TungPo in the application form. Otherwise, all said activities will be strictly prohibited.

10. 租用者必須預先獲得東蒲批准，否則禁止於東蒲展示、張貼任何海報、或放置易拉架、廣告旗、展示架等展示物（包括大門旁的接待處範圍）。
The hirer must obtain prior approval from TungPo; otherwise, the display or posting of any posters, roll-up banners, advertising flags, pop-up displays and/or other promotional materials (including the reception area) at TungPo is prohibited.

11. 租用者需在租用期滿前將其搬進場館的物件撤離，包括海報、橫額等。倘若租用日期後仍有物品遺留在租用場館內，東蒲有權自行處理而不作另行通知。而租用者或其他有關人士則須在接獲通知後，立即支付場館清移及存放這些物品的費用。
The hirer must remove all material (e.g. poster, banner) from the venue upon expiry of the hiring period, otherwise anything remaining will be treated as unwanted and disposed without further notice by TungPo at a cost charged to the hirer.

12. 場館嚴禁不合規格/脫色之波鞋進場參與節目，一經東蒲職員發現，有權請該參加者退出節目場地（已租用覆蓋表演場地地膠之團體除外）。
No shoes that may cause damage to the arena floor is allowed in the venue, or the persons will be requested to leave the arena (excluded for the event with the PVC floor mat covering service).

13. 在一般情況下，所有佈景或裝設必須以防火材料製作，任何易燃的噴漆均不能在場館的任何地方使用。
In general, all scenery shall be fireproof, and/or made of fire retardant material. Inflammable spray painting is not permitted in any part of the stadium.

14. 任何明火燃點蠟燭，必須要得到東蒲職員的同意，方可在場館內使用。所有使用中的明火，必須要距離任何服飾、大幕、布帳及幕景最少1.5米。東蒲將保留所有要求租用者進行佈景防火處理的權利。
Any use of lit candle, shall be kept away from costumes, curtains, draperies and other scenery for at least 1.5 meter, and requires application and permission in advance from Tung Po. TungPo reserves all rights to request the hirer to perform any flameproof treatment and provide a relevant certificate whenever necessary.

15. 如需要使用電源，請向東蒲職員查詢，嚴禁擅自取用牆邊插蘇。

For power supply, please contact TungPo staff and should not use the wall socket without permission.

16. 如活動期間有任何特效，請進入場館前先與東蒲職員申請，獲東蒲批准方可使用。

If there are any special effects during the event, please obtain approval from TungPo before move-in to the venue.

17. 由於限制條例要視乎租用團體之節目性質或比賽活動性質，故此東蒲將保留一切增加或刪改之權利。

The above regulations are subject to change without prior notice.

18. 如本條款及細則的中英文版本有任何不一致，須以中文版本爲準。

If there is any inconsistency between the English and Chinese versions of these Terms and Conditions, the Chinese version shall prevail.

申請者簽署及印鑑(如適用)

Signature of Applicant with Organization Chop (if any): _____

姓名Name: _____

職銜Title: _____

日期 Date: _____