

Building Rehabilitation Resource Centre
Venue Booking Application Form

Address : 201 & 202, 2/F, Eresidence, 8 Hok Yuen Street, Hung Hom, KLN
Enquiry: BRRC@mail1.ura.org.hk

Tel : 2588 3700
Fax : 2588 2566

(Part I) Applicant / Organisation Information and Details of Event

(Event should be related to redevelopment and building rehabilitation / maintenance purpose)

Organisation Name: _____
Address: _____
Name of Applicant: _____
Applicant's Position (if applicable): _____ Tel. No.: _____
Email Address: _____ No of participants: _____
Nature and Details of Event: ☐ Redevelopment ☐ Building rehabilitation / maintenance purpose

Have you applied the rehabilitation scheme for your building? ☐ Yes (ref.: _____) ☐ No

(Part II) Booking Information

		Seats	Date / Time	Booking Details
<input type="checkbox"/>	Mediation Room I	4	<input type="checkbox"/> 10:00-13:30 <input type="checkbox"/> 14:00-17:30 <input type="checkbox"/> 18:00-21:30* (*Mondays to Fridays only)	Date: _____ Remarks: _____
<input type="checkbox"/>	Mediation Room II	4		
<input type="checkbox"/>	Mediation Room III	8		
<input type="checkbox"/>	Mediation Room IV	16		
<input type="checkbox"/>	Multi-purpose Room 1	14		
<input type="checkbox"/>	Multi-purpose Room 2	14		
<input type="checkbox"/>	Multi-purpose Room 3	6		
<input type="checkbox"/>	Multi-purpose Room 4	6		
<input type="checkbox"/>	Multi-purpose Room 5	24		

Terms and Conditions

- This application form should be completed in block letters.
- The venue can only be used for the designated functions related to redevelopment or building rehabilitation/maintenance purpose as stated in the application form and is not transferable. Applicant shall submit meeting agenda / supporting documents of the events for our approval. The applicant must be present during the booked session;
- The applicant should ensure proper use of the venue & facilities. The applicant / organisation shall be liable for any damage or loss incurred;
- Applicant/ organisation shall comply with the laws of the Hong Kong Special Administrative Region, including but not limited to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and any other laws of Hong Kong in relation to the safeguarding of national security, and shall not engage in any act or activity which is not in compliance with the said laws;
- No commercial or political activities are allowed. All users must follow the Terms and Conditions and Users' Regulations which are available at the BRRC website and obtainable from the BRRC reception. The Centre Manager and delegate reserve the right to terminate the booking or expel users in the venue without notice or warning and compensation if users are not complying with the Terms and Conditions or BRRC Users' Regulations. The users should not make noise or cause a nuisance to others;
- No eating or drinking (except water) is allowed, unless prior approval is sought from the Centre Manager and delegate;
- Applicant shall return the venue on time and keep the area clean and tidy;
- The URA provides venue only and has no connection with event or service provided. The URA is not liable to any damage or loss incurred as a result of activities in the venue;
- The URA reserves the right to reject / cancel the booking. Should there be any cancellation of confirmed booking, the URA is not liable to any loss incurred;
- The URA reserves the right to reject their future application(s) if the applicant does not comply with the regulations as stipulated above.
- The URA reserves the right to interpret and amend the Terms and Conditions of venue application and Users' Regulations at any stage without prior notification to the applicants.
- Applicants are required to submit a new application for any venue booking cancelled due to bad weather.

I fully understand and agree to abide by the Terms and Condition of Venue Booking Application.

I hereby confirm that the above application is related to redevelopment or building rehabilitation/maintenance purpose.

Applicant's Signature and Chop (if applicable): _____ Date: _____