

## Cyberport Convention & Exhibition Centre Booking Form

### A. Applicant's Information

Organization Name: \_\_\_\_\_(English)

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Nature of Event: \_\_\_\_\_ No. of Guest: \_\_\_\_\_

If the venue is booked for meeting, would you consider joining the Meeting Package? :  Yes  No

By signing this Booking Form, the Applicant indicates he/she has read through and agrees to make the application in accordance with the Rules & Regulations associated.

\_\_\_\_\_  
Applicant's signature with Organization Chop

\_\_\_\_\_  
Date

### B. Official Use Only

Reference No. : \_\_\_\_\_

Venue Fee: \_\_\_\_\_

Management Fee: \_\_\_\_\_

Others Fee: \_\_\_\_\_

Total Fee: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Handled by: \_\_\_\_\_

## (C) Rules & Regulations

1. # If the booking is cancelled by the Applicant less than 2 weeks prior the Event Date, the Venue Fee will be charged.
2. # If the Applicant wishes to change the booking date or time, a written notice should be send to Cyberport Management Office at least ten (10) days prior the original booking period, or the Venue Fee will be charged. Cyberport Owner reserves the right to refuse an alternative event date if the venue availability or other considerations do not allow.
3. If the booking is cancelled due to a natural disaster such as a Typhoon Signal No. 8 and above or Rainstorm Black Warning, Cyberport Owner will do its utmost to re-schedule the event to a mutually agreeable time. No refund will be made and Cyberport Management Office reserves the right to refuse an alternative event date if the venue availability or other considerations do not allow.
4. In case of a booking cancellation arising from an unexpected urgent need of the venue and associated facilities by Cyberport Owner, the Applicant may receive a full refund, without compensation, subject to the arrangements that have been made.
5. All payment includes service charges incurred by the Applicant's, including but not limited to beneficiary's banks charges i.e. the Applicant's chosen bank in its origin as well as the local bank by Cyberport Owner, for making payment to the total booking fee should be settled at least 7 days prior to the Event Date.
6. Payment must be made in crossed cheques drawn in favor of **Hong Kong Cyberport Management Company Limited** to the address of ISS EastPoint Property Management Ltd. Post-dated cheques, credit card and cash will not be accepted. Payment can also be made by bank in to Standard Chartered Bank with account no. 447-1-089231-7 and fax the bank-in slip with indication of the bank-in date to ISS EastPoint Property Management Limited at 3166 3100.
7. The Applicant should be liable for and should indemnify Cyberport Owner against any expenses, liability, loss, claim or proceedings whatsoever arising under any status or common law in respect of personal injury to or death of any person whomsoever or any damage whatsoever to any property arising out of or in connection with the application approval granted.
8. The Applicant should be wholly responsible for the use of the venue and for any loss damage or injury caused to any person whomsoever or to any property whatsoever directly or indirectly through the act, omission, default or neglect of the Applicant its servants agents, contractors, Applicant invitees or customers and should make good the same by payment or otherwise and should indemnify and keep Cyberport Owner indemnified in full for all costs and expenses incidental to any claims demands actions and legal proceedings whatsoever by any person against Cyberport Owner in respect of any such loss damage or injury as aforesaid incurred by Cyberport Owner.
9. The Applicant should be responsible for the reinstatement cost of the loss or damage of the premises, furniture or facilities during the Event (including set up and dismantle period), if any.
10. All exhibits, stands and display items must be prefabricated before delivery to the Area. No production work or painting is allowed inside Cyberport.
11. Exhibits and stands may not exceed 2.5m in height and 3kpa in loading unless prior written approval has been given.
12. If the total amount of combustibles of the Exhibits and displays at the Ocean View Court exceeds 160kg (wood equivalent), the materials shall be confined to isolated islands and each island shall: 1) Contain a max. of 160kg combustibles; 2) Separated by at least 4m; 3) Cover a max. floor area of 10 sq m; 4) Fire load averaged for each island shall not exceed 6 kg/sq m
13. The venues or area involved must be fully carpeted and the walls/columns must be wrapped during the whole set up and dismantle process as to protect from damages.
14. The Applicant or its appointed contractor should submit the fire rated certificate for the drape materials if the event has to apply the drapes to cover their internal area.
15. The Applicant and its contractors should NOT start any set-up/decoration works/moving of materials/dismantling without prior approval of Cyberport Management Office regarding the protection work to be required.
16. The content of any music, voice-over, sound, video and/or performances must be submitted to Cyberport Management Office for approval before public exhibiting. Any movie/film/TV program classified as Category IIB and Category III by the Television & Entertainment License Authority is strictly prohibited to broadcast in Cyberport. Any video and/or performances showing pornographic scenes, with obscene and objectionable contents or promoting violence are not allowed to display or perform in Cyberport.
17. The Applicant should be responsible for obtaining any necessary permit from relevant Government Departments. The Applicant is also required to submit a valid Place of Public Entertainment License issued by Food and Environmental Hygiene Department to Cyberport Management Office at least five (5) working days prior to the commence date of the event if the Applicant is going to have use Cyberport venue(s) as a place of public entertainment.
18. The Applicant should forthwith stop any activity which in the sole opinion of Cyberport Owner or its agent (which decision should be final) will be a nuisance or an annoyance or may cause nuisance or annoyance to other users, occupiers, tenants and/or neighboring development. Cyberport Owner should have sole discretion and control of the sound level output for any public address sound systems provided or used by the Applicant. The Applicant should have right to stop sound testing and rehearsal if complaint is received.
19. The nature of the event should be consistent with that approved, or else Cyberport Owner should have the right to forthwith cancel the arrangement at any time and all payment made by the Applicant should be forfeited.
20. The Applicant is not allowed to transfer, sublet or share any part of the Area without prior approval from Cyberport. The tenant discount is only applicable for Cyberport Tenants own events.
21. No unauthorized posting of publicity material should be allowed without prior permission. Any unauthorized posting will be removed.
22. The Applicant and the nominated contractor should be responsible for the operation and maintenance of their installations.
23. Leaflets and promotion giveaways may only be distributed within the event area and tenants or visitors should not be intruded upon.
24. Cyberport Owner and Cyberport Management Office should not be responsible for the materials and property on display in the event area. Additional security must be hired for the Event at the Applicant's sole cost. If the Applicant intends to bring in any outside security guards, the Applicant must inform and seek approval from the Cyberport Management Office at least three (3) working days prior the commencement of the event.
25. No disturbance would be made to the tenants as well as the nearby residents, or else the Cyberport Management Office should have the right to forthwith terminate this Agreement and cancel the arrangement at any time and all payment made by the Applicant should be forfeited.
26. Cyberport should presented in a positive, or at least, a neutral way or else Cyberport Owner should have the right to forthwith terminate this Agreement and cancel the arrangement at any time and all payment made by the Applicant should be forfeited.
27. The Applicant is responsible to keep the venue clean and tidy at all times. All carton boxes and miscellaneous items must be removed from the area or kept out of public view.
28. Cyberport should be acknowledged as a sponsor in all and any related publicity and display materials if Cyberport is sponsoring any part of the Event.
29. The approval by Cyberport Owner or its agent on the protection methodology proposed by the Applicant for any of the activities should not be deemed to operate as a waiver by Cyberport Owner of any right to proceed against the Applicant in respect of any damage caused by the activities nor should it be interpreted to mean an agreement by Cyberport Owner to share any liability for the activities to be undertaken by the Applicant.
30. The Applicant should maintain clear access for the Emergency Vehicular Access, if applicable.
31. The Applicant should arrange to distribute advance notices to nearby residential buildings or other noise sensitive uses to alert the people of the date, time, venue and programme of the activity.
32. In the event of discrepancies between the online application form and the Cyberport Convention & Exhibition Centre Booking Form, this Booking Form version shall prevail.

# for tenants of Cyberport ONLY