

Booking Application and User Guidelines of H6 CONET **(G/F, The Center, 99 Queen's Road Central, Hong Kong)**

PART I – BASIC INFORMATION

These guidelines set out the eligibility criteria and requirements for booking application to the Multi-Function Rooms, Community CONET (event space) and Idea CONET (interactive projection wall).

A. Eligibility

Multi-Function Rooms, Community CONET and Idea CONET -

Application from individuals will not be considered. Applicant organisations must fall into one of the categories as listed below:

1. Existing tenants of community service organisation offices at H6 CONET;
2. Subvented welfare agencies;
3. Subvented educational institutions, subvented schools and non-profit making schools;
4. Offices of the Legislative Council Members and District Council Members;
5. Government Departments or public organisations;
6. District Councils and their sub-committees or working groups
7. Charitable institutions or trust of a public character which are exempt from tax under section 88 of the Inland Revenue Ordinance; and
8. Non-profit-making organizations which are registered under the Societies Ordinance; or incorporated under the Companies Ordinance.

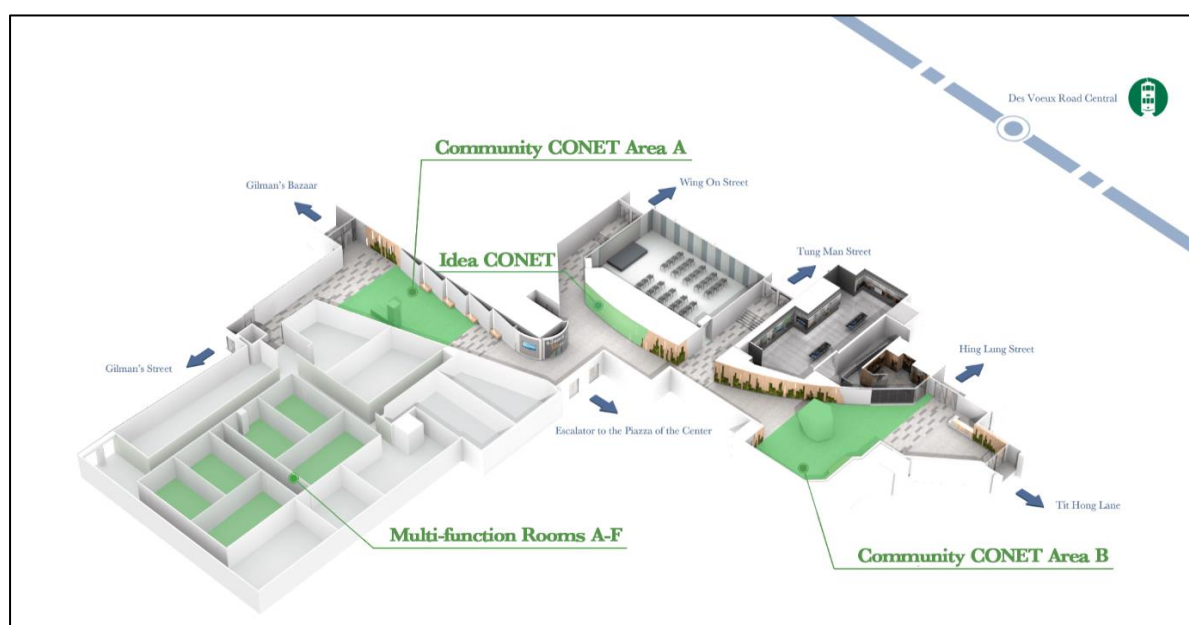
Applications and proposed activities will be considered by the Urban Renewal Authority (“URA”) based on the following factors and subject to the URA’s approval:

1. Objectives;
2. Content of activities;
3. Target participants; and
4. Applicant organisation’s experience in organising activities.

B. Uses



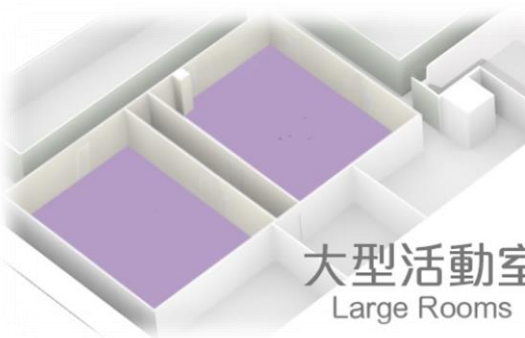
<i>Multi-Function Rooms</i>	Classes, seminars, meetings, conferences or other uses approved by the URA
<i>Community CONET (Event Space)</i>	Arts performances, workshops, exhibitions or other uses approved by the URA
<i>Idea CONET (Interactive projection wall)</i>	Projection, exhibitions or other uses approved by the URA

C. H6 CONET Floor Plan



Remarks: The floor plan is not-to-scale and for reference only.

D. Details of Multi-Function Rooms

Small Room	<ul style="list-style-type: none"> • Approx. 37 m² per room • 6 rooms* • 1 set of projector and screen • Max. 4 folding tables and 20 chairs 	 <p>小型活動室 Small Rooms</p>
Medium Room	<ul style="list-style-type: none"> • Approx. 74 m² per room • 2 rooms* (each is combined by 2 small rooms) • 2 sets of projector and screen • Max. 8 folding tables and 40 chairs 	 <p>中型活動室 Medium Rooms</p>
Large Room	<ul style="list-style-type: none"> • Approx. 111 m² per room • 2 rooms* (each is combined by 3 small rooms) • 1 set of projector and screen • Max. 12 folding tables and 60 chairs • PA system and max. 3 wireless microphones 	 <p>大型活動室 Large Rooms</p>

*Subject to booking status of rooms of different sizes;

Remarks: Equipment reservation made via the online platform after the venue booking is approved.

E. Details of Community CONET and Idea CONET

Item		Use	Dimensions / Area
Community CONET (event space)	Area A	Arts performances / workshops / exhibitions	Area A: Approx. 81 m ² Panel wall: 16 M (W) x 3.2 M (H)
	Area B	Performances / workshop / seminars	Approx. 91 m ²
Idea CONET (interactive projection wall)		Projection / Exhibition	Video screen size: 6000mm (W) x 1700mm (H) Format: MP4 Resolution: 1920 x 439

F. Fee Charge (with effect from 27 Oct 2017)

Venue Type	Venue	Opening Hours	Session	Minimum Hiring Session	Licence Charge (subject to change without notice)	Deposit
Multi-Function Rooms	Rooms A - F	09:00 – 22:15	09:00 – 11:00	One Session (2 hours per session)	Small HK\$300 per room / per session	Nil
			11:15 – 13:15			
			13:30 – 15:30		Medium HK\$600 per room / per session	
			15:45 – 17:45			
			18:00 – 20:00		Large HK\$900 per room / per session	
			20:15 – 22:15			
Community CONET	Area A/ Area B	08:00 – 22:00	N/A	Up to 4 weeks**	Nil	
Idea CONET	N/A			Up to 4 weeks**		

**Subject to URA's approval and solo discretion.

PART II – TERMS AND CONDITIONS

A. Booking Application Notes

1. Please read the Booking Application and User Guidelines of H6 CONET, Disclaimer and Privacy Statement before starting an online application.
2. Applications will be entertained on a first-come-first-serve basis and based on the received time of online application via <http://ura-vb.org.hk>.
3. Applicants should:
 - (i) complete the online booking form
 - (ii) upload the photocopy of organisation registration documents
 - (iii) for Multi-Function Rooms:
 - upload detailed proposal including the objectives, content of activities, target participants, event or exhibition period (with proposed set up and dismantle dates) and experience in organising activities (Max **5MB** per document)
 - (iv) for Community CONET:
 - upload detailed proposal including the objectives, content of activities, target participants, event or exhibition period (with proposed set up and dismantle dates) and experience in organising activities; upload a draft venue layout plan and implementation plan (Max **5MB** per document)
 - (v) for Idea CONET:
 - send your enquiry online by using the e-form “contact us” at <https://h6.ura-vb.org.hk/en/contact>
4. Applicants are required to provide the updated and valid information and supporting documents regarding the legal status of the applicant organisations.
5. After the on-line application submitted, the applicant will receive an acknowledgement email.
6. Applicants are required to note the followings regarding the handling timeframe of the booking application:
 - (i) Multi-Function Rooms:
 - By on-line application, not less than 16 calendar days prior to the proposed activity
 - (ii) Community CONET:
 - By on-line application, not less than 2 months prior to the proposed activity; On-line application is available up to 9 months from the current date
 - No booking can be processed at the Management Office of H6 CONET
 - (iii) Idea CONET:
 - Online application is NOT available, applicants are required to send enquiry online by using the e-form “contact us” at <https://h6.ura-vb.org.hk/en/contact>
7. Once submitted, on-line applications cannot be amended.
8. The booking sessions include the venue setup and dismantle time.
9. Applicants may be required to provide supplementary information and documents in the booking process.
10. Applicants using Multi-Function Rooms, Community CONET and Idea CONET are responsible

for reinstating the venue to its original condition immediately after use.

11. The URA may request for additional information or reserves the right not to process the application if insufficient information / documents is submitted.
12. The URA reserves the right to revise or amend the “Booking Application and User Guidelines of H6 CONET” at any time without prior notice.
13. URA has final decision on processing the application.

B. Special Booking Application Notes for Multi-Function Rooms

1. The latest advance booking schedule will be released daily.
2. Existing tenants of community service organisation offices at H6 CONET are entitled to book the Multi-Function Rooms 4 months in advance. Other organisations are entitled to book the Multi-Function Rooms 2 months in advance.
3. Submission of application is not a guarantee that the booking has been accepted. The applicants will be informed the result by email within 14 working days upon received applications and complete submission of required supporting documents.
4. Applicants may settle the payment of licence fee by a crossed cheque in favour of “Urban Renewal Authority” and submit to the Management Office of H6 CONET in person or attention to **“Property and Land, Urban Renewal Authority, 26/F COSCO Tower, 183 Queen's Road Central, Hong Kong”** by mail (**Please mark “Application for Booking of Multi-Function Room, H6 CONET”**), or by making payments with the provided barcode invoice at 7-Eleven convenience store. If payment is made at 7-Eleven, please keep the original receipt and email it to MSYWong@ura.org.hk and CYYL@ura.org.hk. The applicant is required to present the original receipt to URA’s Customer Services staff on the event date for verification.
5. The applicants should settle the payment of licence fee within 5 working days upon notification of successful application, failing so, the application will not be considered. The URA reserves the right to cancel the booking if payment is overdue.

C. Special Booking Application Notes for Community CONET and Idea CONET

1. The Community CONET and Idea CONET will only be used for the designated uses. Other uses are not allowed without prior approval of the URA.
2. Submission of application is not a guarantee that the booking has been accepted. The applicants will be informed the result by email within 2 months from the date of submission.
3. Online booking of Community CONET can be made within 2 to 9 months in advance.
4. The users shall submit the preliminary design of art / details of activity to the URA for its prior approval. Prior URA’s approval has to be sought for further changes to the design of art / activity to be held.

D. User’s Notes

1. The users are responsible for paying all costs in relation to the activities to be held.
2. The users are not allowed to sublet or transfer the usage of booking premises or any part thereof.
3. All users shall purchase insurance for the activities to be held at Community CONET and Idea CONET and the insurance shall be in force during the activities from a reputable insurance company with the followings:
 - (i) Third Party Liability Insurance

- The users should ensure the insurance is valid and a copy of the relevant certificate is given to the URA before one month of the commencement date of the activity. The policy of such insurance shall be in the joint names and cover for (a) the users, (b) the URA and (c) the Manager of URA (if any) and its representatives, and shall be in an amount of not less than HK\$10,000,000.00 payable on each claim or of such higher amount as the URA may from time to time stipulate and shall contain a clause to the effect that the insurance cover thereby effected. The terms and conditions thereof shall not be cancelled or modified without the prior written consent of the URA.
- (ii) Content of the Third Party Liability Insurance
 - The policy of such insurance shall be in the joint names shall provide cover for (a) the users, (b) URA and (c) the Manager of URA (if any) and its representatives for any damage, loss or destroy to any person or property, including but not limited to the facilities of the Booking Area, and to provide for the full replacement cost of such facilities, including but not limited to, the risks of excluding liability under the responsibility of the URA either in explicitly, implicitly or danger situations. The users are committed to providing a copy of the insurance policy of the insurance, the receipt of the premium payment and the certificate of the relevant insurance company at the request of the URA and paying the full premium to ensure that the insurance is valid.
- 4. URA is not liable for any legal responsibility arising from the users' activities.
- 5. The users, who are using the venue to exhibit or display their works at Community CONET and Idea CONET, shall be responsible for regularly checking the operation of their exhibits and other display items during the booking period and providing maintenance and technical assistance when necessary or so requested by URA to ensure the proper and safe operation of the exhibits and other display items.
- 6. The users shall indemnify and keep indemnified URA against all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of the booking area by the users or any person so authorised by him due to the negligence on his part or on the part of such authorised person.
- 7. The users should report all injuries to participants or any other party, as well as damage to the facilities to the Management Office of H6 CONET immediately.
- 8. The users shall be responsible for the cost of including but not limited to repair or re-purchase the damaged or destroyed (fair wear and tear excepted) on wall, floor, stolen or removed other property and any equipment in the Multi-Function Rooms, Community CONET and Idea CONET after their uses of the licenced premises to the satisfaction of the URA. The users shall be responsible for the cost of repair / reinstatement if the damage is made good or item is re-purchased by the URA.
- 9. The users should keep the licenced premises clean and tidy at all time. Rubbish and refuse should be cleaned immediately after the activities.
- 10. The users should comply with the requirements of the Government departments to obtain the necessary licences / permits for the activities and submit copies of such licences to the URA one week before the activities. Should the users fail to obtain such license(s), the URA reserves the right to withdraw the approval for organising the activities. The users should ensure that all of the laws and rules of HKSAR Government and relevant departments are observed.
- 11. For organising the public exhibition of films as defined in section 2 of the Film Censorship Ordinance, Cap. 392, a Certificate of Approval/Exemption is required from the Film Censorship Authority. Please contact Office for Film, Newspaper & Article Administration for details (<https://www.ofnaa.gov.hk/eng/contactus/>). The users should also note that they need to comply with any requirements set out in other Ordinances as may be applicable to their function(s), such as those in the Control of Obscene and Indecent Articles Ordinance, Cap. 390 and the Summary Offences Ordinance, Cap. 228.

12. If the application documents submitted by the users contain material and the contents of the application (including any written, verbal, graphic/ image production or other format), of which the copyright belongs to other parties/ organisations, the users should be responsible to obtain prior written consent from the copyright owner for its use and to enable the URA to carry out the assessment of the application.
13. The users should not use the booked premises in public of any dramatic or musical work for the delivery in public of any lecture or address in respect of any matter in which copyright subsists without the consent of the owner of the copyright or his authorised agent. In particular, consent for right to use has obtained from relevant organisations, such as the Composers and Authors Society of Hong Kong Limited (CASH), the Phonographic Performance (South East Asia) Limited (PP(SEA)L), the Hong Kong Recording Industry Alliance Limited (HKRIA), etc.¹ The users should indemnify the URA including its employees and agents against all claims, damages, costs, action, losses or expenses arising by reason of our out of any infringement of copyright or such intellectual property rights whatsoever occurring during the activities.
14. The users should ensure that the noise level of their activities should be kept at an acceptable noise level so as not to cause any unnecessary disturbance to users, visitors, public or staff in the neighborhood area. The users shall indemnify the URA and keep the URA fully indemnified against all claims or liabilities arising by reason of any noise nuisance generated from the activities. If the users fail to observe or comply with the above requirements or the advice from the Management Office of H6 CONET or the URA to reduce noise emission, the URA may consider not to accept booking for use of the Multi-Function Rooms, Community CONET and Idea CONET from the users in future.
15. The users who are using URA's Venues shall not make, publish or display art, images or words that contain harassing, abusive, harming, slanderous, discriminating, obscene or immoral information. URA reserves the right to require the users to remove any display, products, slogans, notices or advertisements from the Venues which may in the URA's opinion consider objectionable, offensive or which might infringe any Applicable Law, or to redesign the display that may so find objectionable, offensive or likely to infringe any Applicable Law. If the users fail to take steps to remove or redesign the said items, the URA shall have the right (but not the obligation) to enter the Venue to reinstate, remove or do away with the said items at the sole cost of the user. The users shall indemnify and keep indemnified URA and their servants and agents against all claims, demands, actions or proceedings arising from any breach or non-observance of this provision.
16. No alcoholic or smoking is allowed in the Multi-Function Rooms, Community CONET and Idea CONET. If food and drinks are to be arranged in activities in Multi-Function Rooms and the Community CONET, the arrangement must be informed and agreed by URA in advance.
17. The users should be responsible for crowd control of the activity.
18. The users should maintain clear and unobstructed passageways, exits, staircases and access to fire services installations.
19. The users should not erect any temporary structure in the premises except with the prior permission of the URA. The users should not display any advertisements or promotional items in the booked premises except with the URA's prior approval.
20. No pet or animal is permitted except guide dogs or with URA's prior approval.
21. The users should not obstruct the existing tenants of community service organisation offices at H6 CONET, The Center and other users of the Multi-Function Rooms, Community CONET and Idea CONET or any public officer on duty during the booked period.

¹ If applicable, the users are responsible for paying the licence fee to (i) CASH and other related company / organisation (if any) if the Booking Area is used for performing in public a musical work, the performing right to which is held by the CASH or other related company / organisation (if any); (ii) PP(SEA)L if a sound recording is played publicly in the Booking Area, the performing right to which is owned or administered by the PP(SEA)L; and (iii) HKRIA if a sound recording is played publicly in the Booking Area, the performing right to which is owned or administered by the HKRIA.

22. Cancellation of Booking

- (i) When Tropical Cyclone Warning Signal No. 8 or above or Black Rainstorm Warning is in effect, the Multi-Function Rooms, Community CONET and Idea CONET will be closed. URA may cancel the confirmed or paid booking in accordance with such situation owing to inclement weather.
 - (ii) For the Multi-Function Rooms: Once the booking is confirmed, all paid licence fees cannot be refunded except for the booking cancellation caused by weather conditions when Tropical Cyclone Warning Signal No. 3 or above or Red / Black Rainstorm Warning is in effect. The users may apply for a refund for the cancelled booking or to make booking for another suitable date(s).
 - (iii) URA reserves the right to reject / withdraw / cancel the booking at URA's sole discretion without giving prior notice to the users.
 - (iv) URA may refuse the users from using the Multi-Function Rooms, Community CONET and Idea CONET if they do not observe the "Booking Application and User Guidelines of H6 CONET". In such event, the booking will be cancelled automatically.
23. The closed circuit television ("CCTV") cameras video film and monitor the areas of Multi-Function Rooms, Community Corridor and the common area on G/F 24 hours a day. The URA, Management Office of H6 CONET, the agent of the URA and the agent of the Management Office of H6 CONET are authorised to view the video tapes and the video tapes may be passed to a third party as considered necessary by the URA for the purposes of helping to enhance security, prevent crime and ensure the proper uses of the Multi-Function Rooms, Community CONET and Idea CONET.
24. The users should give consents to the URA for displaying photo and video records of the users' activities.
25. The licence fees and terms of the Multi-Function Rooms, Community CONET and Idea CONET are subject to change without notice.