

## Application for Hall Usage

Name of Church/Organization : \_\_\_\_\_

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

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Purpose : \_\_\_\_\_ No. of Participants : \_\_\_\_\_

Person responsible : \_\_\_\_\_ Mobile : \_\_\_\_\_

Venue	Date & time requested	No. of hours	Hourly rate	Amount
Room 2A-C (400-425 seats)				
Room 2A (90 seats)				
Room 2B1 (90 seats)				
Room 2B2 (40 seats)				
Room 2C (180 seats)				
Room 405-406 (130 seats)				
Room 406 (70 seats)				
Room 405 (50 seats)				
Room 401-402 (20 seats)				
Room 404 (4 seats)				
Room 1201-3 (280 seats)				
Room 1203 (80 seats)				
Room 1202 (90 seats)				
Room 1201 (90 seats)				
Room 1303 (20-40 seats)				
Room 15A (15 seats)				
Others:				
Audio visual & sound system (Each Event: \$550 / \$700 / \$1,200)				
<b>TOTAL:</b>				

Remarks ( include any special requirement) : \_\_\_\_\_

(Please fill in the application form and submit by email – [info@jubileehk.org](mailto:info@jubileehk.org) or fax – 2708 8771 or Whatsapp – 2708 8666 )

**Terms and Conditions:**

1. The minimum rental period is one hour for each booking. Overtime usage will be charged hourly.
2. Once the booking is accepted, 50% of the total rental must be paid within 2 weeks as the deposit. The balance should be settled one month before the date of usage.
3. After the booking is accepted, if the cancellation made one month before the date of usage, 50% of the total rental will be deducted and the balance will be refunded. If the cancellation made less than one month prior to the date of usage, there will be no refund.
4. If the payment is overdue, the booking will be treated as cancelled, and the deposit will not be refunded.
5. If the booking is made less than 1 month before the date of usage, the payment should be settled within 3 days after the booking is accepted.
6. Please keep the place clean and tidy. All furniture and fixtures have to be reinstated after use.
7. All musical instruments, lightings, air-conditioners have to be switched off before leaving the venue. Doors have to be locked.
8. No furniture should be removed without permission. All damages of the fixtures and fittings during the rental period will be indemnified by the renter with an additional 20% administrative cost.
9. Approval has to be obtained before putting any posters within the premise.
10. Eating and drinking are not allowed in the venue unless obtaining Jubilee Ministries' approval. Smoking, gambling, drinking alcoholic and any other illegal activities are strictly prohibited.
11. Jubilee Ministries is not liable for any damages or lost of properties and any other accidents caused during the events.

**Payment Method:**

1. Cheque by post: Crossed cheque payable to "Jubilee Ministries Limited" and mail to 15/F, Hub 8, 239 Temple street, Jordan, Kowloon, HK. Post-dated cheque is not accepted.
2. Direct Debit: Please direct deposit the rental to HSBC, Account number is 007-236243-001, Account name is Jubilee Ministries Limited. Please send the deposit slip with applicant' s name by email to [info@jubileehk.org](mailto:info@jubileehk.org) or fax to 2708 8771 or whatsapp to 2708 8666.

**Typhoon and Rainstorm Arrangements :**

1. During the use of the venue, if the typhoon signal no.3 or above or a black rainstorm signal is issued, the applicant can decide whether staying at or leaving the premise. If Jubilee Ministries found that it is not suitable to stay, please follow our guidance and leave the premise safely. The rental will be refunded proportionally.
  2. If typhoon signal no. 8 or above or a black rainstorm signal is issued 2 hours before the usage, the booking will be treated as cancelled. The applicant can either get the refund or select another date of usage.
- If typhoon signal no. 8 or above or a black rainstorm signal is lowered 2 hours before the usage, the booking should not be cancelled. For any cancellation, there will be no refund.

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**For internal use only :**

Application Accepted / Rejected by Officer : \_\_\_\_\_ Date : \_\_\_\_\_

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

Paid by Cash / Cheque / Direct Debit: \_\_\_\_\_ Rental Amount : \_\_\_\_\_

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