

VESSEL by HKALPS Limited
86, 90 and 126 Hoi Bun Road, Kwun Tong
Booking Policy

1. Applications for Use of the Sites

Eligibilities

The use of the Sites is opened to applications from all registered organisations and individuals. In general, there is no restriction on the nature of the use of the Sites provided that the use is legal and reasonable. Activities and events that are open to public or private functions are welcomed.

Priorities

In order to promote arts and culture, community services and green living, the following basic guidelines are set:

- (a) Priorities and free usage of 01 will be given to Energizing Kowloon East Office (“EKEO”) (15 days per Financial Year);
- (b) Then, half of the dates (i.e. 50% of weekdays and 50% of weekends and public holidays) in each month will be reserved for booking applications that are considered by HKALPS as relating or having benefits to arts, the community and/or green living. The remaining slots in the month are open to all applications;
- (c) If there are more than one applicant applying for the same slot, the applications will be considered by HKALPS taking into account the following factors:
 - Positive impact on the community OR Artistic merit of the proposed function
 - Creativity of the proposed function
 - Scale of the proposed function

2. Hiring Charges

- (a) For Major Facilities (see 4a below), the rate is set on a minimum four-consecutive-hours basis, and for events of a longer duration, daily rates or package deal will be offered.
- (b) For Minor Facilities (see 4b below), the rate is set on a minimum two-consecutive-hours basis.
- (c) The Booking Committee of HKALPS will give concessionary rates of 20%, 40%, 60% or 80% off to applicants or waive the rental taking into account the following factors:
 - Positive impact on the community OR Artistic merit of the proposed function

- Creativity of the proposed function
- (d) For commercial and profit-making events, commercial rates will apply.
- (e) Should there be sales of merchandise, a surcharge of 10% of rental will apply.
- (f) Payment schedule
- Major Facilities: Advance deposit (50% of the total hiring charges) is required for booking, which needs to be paid within 7 days after the issue of the Confirmation Letter. The balance needs to be settled within one month after the issue of the Confirmation Letter or two weeks before the event, whichever is sooner.
 - Minor Facilities (e.g. Single room booking): Full advanced payment is required for booking upon our notification of their application approval.
 - Booking will be automatically cancelled if payment is not settled as stipulated.
- (g) For events that involve charity sales, a copy of document certifying the charitable institution is exempt from tax under section 88 of the Inland Revenue Ordinance is required.

3. Cancellation Policy

Reasons for cancellation –

- (a) Due to weather conditions/uncontrollable environmental factors

Tropical Cyclone Warning Signal	
In case the Tropical Cyclone Warning Signal No. 8 or above issued two hours before an activity commences	All activities will be cancelled and full refund of deposits will be made.
In case Tropical Cyclone Warning Signal No. 8 or above is issued when the activities are proceeding	All indoor activities will be proceeded as scheduled;
a) The Tropical Cyclone Warning Signal No. 8 or above is issued during the first half of the booking period	a) All outdoor activities will be cancelled and full refund of deposits will be made.
b) The Tropical Cyclone Warning Signal No. 8 or above is issued	

during the second half of the booking period	b) All outdoor activities will be cancelled and half of the deposits will be refunded.
In case the Tropical Cyclone Warning Signal No. 3 or below is issued on the activity day	All activities will be held as scheduled.

Remarks: Deposit is equal to 50% of the venue rental charges.

Rainstorm Warning Signal	
In case the Black/Red Rainstorm Warning Signal is issued two hours before an activity commences	All activities will be cancelled and full refund of deposits will be made.
In case the Black/Red Rainstorm Warning Signal is issued when the activities are proceeding	- All indoor activities will be proceeded as scheduled;
a) When the Black/Red Rainstorm Warning Signal is issued during the first half of the booking period	- All outdoor activities will be cancelled and full refund of deposits will be made.
b) When the Black/Red Rainstorm Warning Signal is issued during the second half of the booking period	- All outdoor activities will be cancelled and half of the deposits will be refunded.
In case Amber Rainstorm Warning Signal is issued on the activity day	All activities will be held as scheduled.

Remarks: Deposit is equal to 50% of the venue rental charges.

- Organiser has the discretion to cancel the activity for safety's sake.
- (b) Cancellation by HKALPS Management (due to HKALPS' internal decision e.g. urgent repair or other reasons, e.g. venue not suitable for holding events)
- Full refund of the deposit.
- (c) No show of the hiring party
- No refund.

(d) Cancellation by hiring party

- Major Facilities – Cancellation 3 months prior to the event day, hiring parties may apply to HKALPS for refund of 50% of the deposits paid with supporting documents stating the reason(s) for cancellation. The refund will be subject to the discretion of HKALPS.
- Minor Facilities – No refund will be entertained although HKALPS reserves the rights to release the venue for contingency booking.

(e) Reschedule of event

- Major Facilities – where rescheduling is requested in writing not less than 3 months prior to the event day, hiring parties may apply to HKALPS with supporting documents stating the reasons for rescheduling. The rescheduled date should not be later than (6) months after the original booked date. The decision will be made by the Booking Committee.
- Minor Facilities – where rescheduling is requested in writing not less than 2 months prior to the event day, hiring parties may apply to HKALPS with supporting documents stating the reasons for rescheduling. The decision will be made by the Booking Committee.

4. Booking procedures

(a) For Major Facilities

Option 1: Open Stage A and Event Space 1.1

Option 2: Event Space 1.2

Option 3: Open Stage A, Event Spaces 1.1 and 1.2

Option 4: V GALLERY and Event Space 2.1

Option 5: DREAM, SHARE and Event Space 2.2

Option 6: P2P (Pop-up Shop)

Option 7: Event Space (Area No. 2.1)

Option 8: Open Stage B and Event Space 3.1

Option 9: COOK (Food Lab) and Event Space 3.1

Option 10: CONNECT and Event Space 3.2

Option 11: Open Stage B, Event Spaces 3.1 and 3.2

Option 12: Open Stage B, COOK, Event Space 3.1

Option 13: Open Stage B, COOK, Event Spaces 3.1 and 3.2

Option 14: Event Space 3.1 OR 3.2

Booking applications are accepted **7 months** in advance of the month of hire. (For instance for booking of slots in January 2018, the earliest time for submitting applications to HKALPS will be June 2017). All booking applications received in the same month will be processed in one lot after the close of the month and notifications of whether the booking applications are successful will not be issued until 6 months before the date of the event.

All booking applications received after the close of month will be handled on a *first-come first-served* basis.

(b) For Minor Facilities

- V GALLERY (For exhibition)
- DREAM (Multi-purpose room)
- SHARE (Multi-purpose room)
- CONNECT (Multi-purpose room)
- COOK

Booking applications are received on a **quarterly basis**, i.e. booking for Jan-Mar, April-June, July-Sept, Oct-Dec. Booking applications will be accepted 4 months in advance. For example, for booking for Oct-Dec 2017, the earliest time for submitting booking applications to HKALPS will be June 2017.

All booking applications received after the close of the month will be handled on a *first-come, first-served* basis.

- (c) In respect of programmes/events requiring large-scale planning, such as events of territory-wide in nature or with special cultural, community, social and economic impact, special applications can be submitted to HKALPS for consideration on acceptance of booking application earlier than normal application time-frame as set out in above (a) and (b).

5. Application form

Hirers should include the following details in their booking forms.

- Event name and nature;
- Event date and time (including set up time, event time and dismantle time respectively);
- Organisation's name and information (Registration certificate and website/ Facebook Page etc.);
- On-site designated contact person name and mobile number;
- Predicted number of participants, etc.
- Proposal (Description of the event)

6. Approving Authority

The “Booking Policy” is to be endorsed by the Booking Committee, of which the representatives are appointed by the HKALPS Board, and the review of the policy will be made every 6 months in the first year of operation and then yearly thereafter. The Booking Committee can also be assigned to handle special issues, such as endorsing special booking applications for advance reservation, or for a long period of use.