

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

Supplementary Booking Policy for Free Venues
at VESSEL 01, 02 & 03
from 1 March to 31 August 2020

This Supplementary Booking Policy for the free venues at VESSEL 01, 02 & 03 from 1 March to 31 August 2020 inclusive (the Programme) supplements the Booking Policy updated on 23 April 2018.

1. Application

Eligibility

Under the Programme, non-profit organizations¹, social enterprises, professional institutes, schools and educational institutions are eligible to apply for using VESSEL 01, 02 & 03 for free to hold events/activities relating to creative, arts, cultural, sports and green living, etc. generally on a first-come, first-served basis. Acceptance of the applications is subject to the approval of the Energizing Kowloon East Office (EKEO) based on the nature of the organizations and the events/activities to be organized.

Priorities

- (a) If more than one applicant apply for the same venue and same time slot, priority will be given to the applicant which has not made any booking under the Programme during the period. If the situation is the same for all the applicants, the applications will be considered by EKEO taking into account the individual merits of the events/activities.
- (b) The Programme is not applicable to commercial organizations. Bookings by commercial organizations paying full hiring charges will be given priority, unless the other organizations applying for use of the venues under the Programme have already paid the deposit for confirmation.

¹ Non-profit organization means an organization that is exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112)

2. Deposits

Successful applicants will be required to pay a deposit equivalent to 15% of the relevant hiring charges to the HKALPS Limited (HKALPS) in accordance with Part 3(a) of the booking application form. The deposit will be fully refunded to the applicants concerned after completion of the events/activities. The applicants will be required to submit photo records to the HKALPS to demonstrate completion of the events/activities.

3. Cancellation Policy

(a) Due to adverse weather conditions:

Tropical Cyclone/Rainstorm Warning Signals	
In case the Tropical Cyclone Warning Signal No. 8 or above or 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 Tropical Cyclone Warning Signal No. 8 or above and/or the Black/Red Rainstorm is issued when the activities are proceeding	All indoor activities will be proceeded as scheduled. All outdoor activities will be cancelled and full refund of deposits will be made.
In case the Tropical Cyclone Warning Signal No. 3 or below or the Amber Rainstorm Warning Signal is issued on the activity day	All activities will be held as scheduled.

(b) Cancellation by the HKALPS or EKEO due to an internal decision (e.g. urgent repair), full refund of deposits will be made.

(c) Free cancellation may be accepted for special circumstances beyond the control of the applicants, subject to the discretion of EKEO.

(d) Other reasons to cancel the bookings or no show of the applicants will be subject to forfeiting the deposits.

4. Application Form

Applicants should use the booking application form of this Programme and provide the details as required in the form.

5. Subletting

One level of subletting of part of the venues may be allowed under the Programme, subject to the discretion of EKEO. If any fee is charged to cover in part or in whole the relevant set-up costs incurred by the applicants, it shall be subject to prior approval of EKEO.

6. Equipment

Additional equipment as listed in the table in Part 3(b) of the booking application form are not covered by this Programme, and the hiring charges should refer to the same table.

7. Disputes

In case of any disputes in relation to the Programme, the decision of EKEO shall be final.

8. Enquiries

For enquiries, please contact VESSEL at venue@hkalps.org or 3618 4468.