



Hong Kong Sea Cadet Corps

Application for the use of Centre facilities

Part A (Completed by applicant)

Particulars of Applicant :

Name of Organisation :			
Address :			
Nature of Organisation :		* Profit / Non- Profit (* Please delete as appropriate)	
Name of Applicant :			
Position held :		Tel. No. :	
Email :		Fax No. :	

Requirements : (Please ✓ as appropriate)

Centre & Facilities :	Diamond Hill - Headquarters <input type="checkbox"/> Classroom <input type="checkbox"/> Basketball Court		
	Sai Kung - Tang Shiu Kin Nautical Centre <input type="checkbox"/> Activity Room <input type="checkbox"/> Drill Ground		
	Stanley Bay – Jubilee Centre <input type="checkbox"/> Activity Room <input type="checkbox"/> Drill Ground		
Purpose of Use :			
Date(s) (Please specify):		Time (Please specify) :	
Name of person In-charge :	Tel. No. :		
Number of Participants :	Any fee charges paid by participants : * Yes / No		

Declaration :

I declare that the information given above is true and accurate. If the application is accepted, I, on behalf of _____ (Name of applicant organisation), consent to use the facilities for the specific purpose, to pay the fees and surcharges, and to indemnify against any loss and damage to the property.

I have read the attached "**Terms and Conditions**" and undertake to comply with all the rules and regulations of the HKSCC's Bye Law. During the period, I further agree to assume all the responsibility and risk from the Hong Kong Sea Cadet Corps, including but not limited to any accident, death, injury, loss or damage, causing others to take legal action, lawsuit, claim or demand.

Signature of Applicant : _____

Date : _____

Official Chop of Organisation : _____

Note :

Please send the completed application form to the HKSCC Headquarter, 11 Fung Shing Street, Diamond Hill, Kowloon by mail or e-mail : hq@seacadet.org.hk or fax : 2350 2484.

Part B (For official use only)

Date Received :		Application No. :	
Application :	Accepted / Rejected	Staff :	
Date of Notification :		Total Charges :	HKD

(* Please delete as appropriate)

Date of Payment :	*Cash / Cheque Receipt No. :	Staff :	
Remarks :			

Hong Kong Sea Cadet Corps

Terms and Conditions of using the Centre Facilities

General Terms and Conditions

1. The facilities are mainly used for recreational sports and training purposes.
2. Booking is on a first-come-first served basis; and shall not affect the HKSCC activities and staffing arrangements.
3. No personal application. The booking is not transferrable.
4. No exclusive use of the centre venue. HKSCC has the right to accept or reject any application without reason.
5. The applicants must acquire public liability and accident insurance coverage for the duration of activity.
6. HKSCC has the right to revise the terms from time to time without prior notification.

Procedures

7. Please call in advance, and send the completed form and the fees to the HKSCC Headquarters. The HKSCC staff will call the applicant by phone for confirmation.
8. Non-profit organisations (such as social welfare organisations, sports associations, schools, government departments, uniform groups, etc.) may apply three months prior to the event; the others are advised to submit the application at least one month before.
9. The number of participants should be between 8 and 30 people, including at least one adult as a leader in-charge of the event.

Opening Hours

10.

HKSCC Headquarters	Monday to Friday Saturday, Sunday and Public holidays	0900 – 2200 0900 – 1700
Jubilee Centre	Daily	0900 – 1700
Tang Shiu Kin Nautical Centre	Daily	0900 – 1700

Fees and Charges

11.

Non-profit organisations	HKD \$100 per hour (at least 3 hours for each facility)
Other organisations	HKD \$200 per hour (at least 3 hours for each facility)

12. All fees must be paid in full two weeks before the event. Failure to pay in time will jeopardize the application.
13. Cash payments can be paid at the HKSCC Headquarters during office hours. For cheque payments, please mark the name of user organisation and the date of event at the back of the cheque, and make the cheque payable to "Hong Kong Sea Cadet Corps".
14. Surcharges will be levied on overtime usage of facility.
15. All payments are non-refundable.

Rules

16. Applicant should not use the name and logo of Hong Kong Sea Cadet Corps for recruitment and publicity. Without the approval of the Hong Kong Sea Cadet Corps, applicant/user is not allowed to put up any banner, poster or promotional item in the venue, nor to organize any sale or ritual activity.
17. Please use the facilities stick to the scheduled period; HKSCC has the right to terminate the activity or levy surcharges on overtime usage.
18. HKSCC reserves the right to access the venue at all time in order to ensure the compliance with those **Terms and Conditions**.
19. Applicants/users shall be responsible for the cleanliness of venue, environmental protection, energy saving, the proper use of facilities (such as get back in place tables and chairs).
20. No smoking, drinking, gambling or any activity in violation of the Hong Kong Law. Users must dress properly.
21. Safeguard personal belongings; Hong Kong Sea Cadet Corps is not liable for any loss or damage.
22. If the activity is causing a hazard or nuisance to others, HKSCC has the right to terminate the use of facilities, all payments made are not refundable.

Safety

23. The applicant organisation should arrange adequate trainer(s) for training activities; and to provide qualified first-aiders and adequate first aid equipment in accordance with risk assessment.
24. In case of accident, please notify the staff in-charge of the venue for assistance immediately.
25. Fireworks, use of high-power electrical installation and equipment are not allowed.

Cancellation

26. If the applicant requests to cancel the booking, all pre-payments made are not refundable
27. Hong Kong Sea Cadet Corps reserves the right to cancel the reservation due to special circumstances or unforeseen causes (such as power failure, typhoons, etc.). The applicant organisation may apply for another time slot for use.

Inclement Weather

28. If Typhoon Signal No.3 or above, Red or Black Rainstorm Warning Signal is hoisted on that day, the booking will be cancelled automatically. Applicants may apply for another time slot for use.
29. In the case, Typhoon Signal No.3 or above, Red or Black Rainstorm Warning Signal is hoisted during the event period, the leader must arrange to evacuate all participants as quickly as possible. Fees paid are not refundable.
30. As the Jubilee Centre and Tang Shiu Kin Centre is located in the remote area, HKSCC reserves the right to cancel any booking due to other inclement weather conditions.