

**ADC Conference / Meeting Room and Facilities Rental Service:  
Application Policies and Procedures**

**Application Guidelines**

1. The ADC conference / meeting rooms and facilities are available for rental to the following groups: grantees and sponsored magazines of the ADC starting from the year 2006, the nine government-subsidised arts groups and other arts groups referred by ADC council members, advisors and examiners, subject to the approval of the ADC.
2. Applications must be submitted to the Administration Department at least two weeks prior to the event date. Reservations can be made no more than 3 months in advance.
3. Applicants will receive results of their applications either by e-mail or by fax within a week of application.
4. The ADC Administration Office will be closed in the event of a Typhoon No. 8 and up or a Black Rainstorm Warning during office hours. Facility bookings will be cancelled. Operations as well as conference / meeting room rental services will generally be resumed two hours after the lowering of the signal.
5. The ADC reserves the right to cancel a booking due to an emergency situation or other unforeseen circumstances.
6. If there are fees chargeable to participants by the applicant, ADC will charge the applicant at a rate of HK\$300/day.
7. Applicants are required to pay the charges in full within 14 days after approval of the applications is received from ADC. If payment is to be made by cheque, the cheque should be crossed and payable to "Hong Kong Arts Development Council". ADC does not accept post-dated cheques. In case of cancellation after payment has been made, applicant must notify ADC in writing for refund.
8. The booking will not be confirmed until charges have been paid to ADC.

## **Terms and Conditions of Use**

1. Under no circumstances should hiring groups transfer the right of use to other persons or organisations. An application may be revoked for violation of this policy.
2. Upon arrival hiring groups are required to produce a copy of the “Application for Use of ADC Conference / Meeting Rooms” and check in with our staff on duty.
3. Hiring groups granted the use of the ADC venues and facilities shall use them only for such purposes as specified in the application form, and that they possess all necessary permits or licences for organising the event.
4. Only registered participants and guests will be permitted to attend an event held on ADC premises. Hiring groups using ADC venues for the purposes of seminars, workshops and talks are required to conduct registration of participants prior to a scheduled event. The ADC will not accept open admission on the day of the event.
5. Hiring groups granted the use of ADC venues must also be the organiser of the event. Failure to comply with this requirement will result in an application being refused or revoked.
6. Hiring groups are required to obey any and all instructions given by ADC staff as to the use of, and access to, ADC venues and facilities.
7. The ADC shall not be liable to any person for any loss or damage arising as a result of an event held on its premises.
8. Hiring groups using the ADC conference / meeting rooms shall indemnify and hold harmless the ADC against all claims, losses, damages, expenses, actions and proceedings in respect of any personal injury, death or damages to the property which may be brought against the ADC arising out of use of ADC facilities.
9. Disassembling or removal of permanent fittings and fixtures of hired venues is prohibited. It is expected that the equipment and furniture will be returned to the same arrangement in which they were found. At the conclusion of an event, the hiring group should take with them all outside equipment brought to the premises, while all hired equipment and materials should be placed properly inside the venue for ADC staff to acknowledge receipt.
10. Hiring groups are liable to pay compensation for any damage to property and facilities, the amount of which shall be calculated on the basis of their current value.
11. It is the responsibility of hiring groups to leave the facilities clean and orderly. Refuse should be put in sealed bags and placed out for collection in designated areas. Any cleaning costs incurred by noncompliance will be borne by the hiring group.
12. Without prior approval from the ADC, there shall be no food or drink consumed in

hired venues.

13. Without prior approval from the ADC, hiring groups may not place signage, notices and other literature anywhere on ADC premises. If found in violation they will be removed without prior notice.
14. Hiring groups shall not use the address and telephone number of the ADC for their correspondence or to receive mail or calls. The ADC is not responsible for forwarding mail or telephone calls intended for hiring groups.
15. Parking facilities are not available on ADC premises.
16. Hiring groups shall not use the name of the ADC to solicit business or sell items or services.
17. The address of the ADC may only be used by hiring groups to notify participants of the venue of an event. The ADC has the right to prohibit the use of its name in connection with any outside activities and publicity materials, as well as including a disclaimer of association with hiring groups in these materials.
18. The ADC has the right to terminate the use of hired venues at any time for any present or past guidelines abuse.