

Ref. No. \_\_\_\_\_ (For Office Use Only)

Ref: 202105

To: Yue Man Square Management Company Limited ("The Office")

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

Attn: \_\_\_\_\_

Email: \_\_\_\_\_

From: \_\_\_\_\_ (\*Mr. / Ms. / Mrs.)

Tel: \_\_\_\_\_

## Application Form For Use of Exhibition/Promotion Venue Yue Man Square

### Particulars of The Applicant

Name of Organization/ Company (in English): \_\_\_\_\_  
(in Chinese): \_\_\_\_\_

Nature of The Applicant:

- Commercial Organization
- Government Department
- Charity/ Social Service Group (please attach relevant document)
- Non-profit making organization but of no charity nature (please attach relevant document)
- Connected Company with URA/ Sino Group
- Others (please specify)

Business Registration No.: \_\_\_\_\_ (Please attach BR copy)

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

Name of Applicant (in English): \_\_\_\_\_ Tel: \_\_\_\_\_

Position Held: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Details of Proposed Event

Official Name of Event (in English): \_\_\_\_\_

(in Chinese): \_\_\_\_\_

### Exhibition / Promotion Venue

<b>Yue Man Square</b>	<input type="checkbox"/> L1 Atrium <input type="checkbox"/> UG Lobby
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**Preferred Exhibition / Promotion Period:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Nature of Event:**  Exhibition (Product Promotion, no sales involved)  
 Sales Exhibition  Variety Show  Carnival  
 Stage Performance: \_\_\_\_\_  
(Please specify: Debate, seminar, fashion show, variety show etc.)  
 Charity activity (please specify): \_\_\_\_\_  
 Others (please specify): \_\_\_\_\_

Products/ Theme to be promoted or displayed: \_\_\_\_\_

Any special activities to be held in conjunction with the above said event:

Distribution of Samples  Distribution of Printing Materials  
 Others (please specify): \_\_\_\_\_

Number of personnel to be deployed to control the event:

Name of security company covering the event (if any): \_\_\_\_\_

Details of any pre-event publicity (e.g. press release, radio, TV, leaflet, banner, advertisement)

**Particulars of PR/Advertising Agency (if any)**

Official Name of Agency (in English): \_\_\_\_\_  
(in Chinese): \_\_\_\_\_

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

Name of Applicant (in English): \_\_\_\_\_ Tel: \_\_\_\_\_

Position Held: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Facilities & Equipment Required (Please tick or specify quantity required)**

Item	Quantity	Item	Quantity
<input type="checkbox"/> Power supply (13Amp)		<input type="checkbox"/> Overnight illumination	
<input type="checkbox"/> Power supply (63Amp)			

**I have read and agree to the (\*must fill in)**

- Terms and Conditions for use of exhibition / promotion venues\***  
 **Personal Information Collection Statement (PICS) (Please refer to Appendix VI)\***

**Note:**

1. The Office has absolute discretion to accept or refuse any application.
2. The Applicant shall promote the specified business in the specified format aforesaid Terms and Conditions as approved by The Office. If in the opinion of The Office, The Applicant fails to comply with the requirement in the aforesaid sentence, The Office may terminate the permission without notice and no license fee or equipment charge shall be refunded.
3. The use of exhibition/ promotion venue is subject to the attached "TERMS AND CONDITIONS FOR USE OF EXHIBITION/PROMOTION VENUES". The Applicant should read the said terms and conditions thoroughly and carefully. Please call us at 2567 0008 for details if you have any queries concerning them. The Office reserves the right to alter or cancel any approved applications should The Applicant fails to comply with any of the terms and conditions.

The Applicant confirms that the information herein is true and correct and agrees to be bounded by and undertakes to comply with the attached **“TERMS AND CONDITIONS FOR USE OF EXHIBITION/PROMOTION VENUES”**.

The Applicant understands and agrees to make the following payment in the total sum of HK\$\_\_\_\_\_ for use of the venue. Cheque for the said payment should be payable to **Yue Man Square Management Company Limited** and deliver to The Office at least 14 calendar days before the event commencement date. Post-dated cheque will not be accepted.

i) License Fee HK\$\_\_\_\_\_;

For and on behalf of

\_\_\_\_\_  
Authorized signature of The Applicant  
with Company Chop

\_\_\_\_\_  
Date

This form should be sent or emailed to the following office **at least one month** prior to the proposed event commencement date.

Address: Yue Man Square Management Company Limited  
Customer Service Centre,  
L3, Yue Man Square, 33 Hip Wo Street, Kwun Tong, Kowloon  
Attn: Leasing Marketing & Promotions Department

<b><u>Management Approval (For Office Use Only)</u></b>	
License Fee:	HK\$ _____
<b>Total Amount:</b>	HK\$ _____
Confirmed & Accepted by:	<div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 45%; text-align: center;">           _____ (Leasing Marketing &amp; Promotions)         </div> <div style="width: 45%; text-align: center;">           _____ (Leasing)         </div> </div>

## **TERMS AND CONDITIONS FOR USE OF EXHIBITION/PROMOTION VENUES**

### **1. Application**

- 1.1 Applicant should submit the “Application Form for Use of Exhibition/Promotion Venue” by filling in all the required information with event proposal, proposed event rundown and tentative venue set up layout to Yue Man Square Management Company Limited (hereinafter refer as “The Office”) **at least 30 days** before the event commencement date for further processing by The Office.
- 1.2 Applicant shall make its own arrangements for the necessary decoration. Finalized layout plan including measurement details, fixtures design or photo with dimension, event backdrop layout, and visual layouts of all display materials and promotion materials should be submitted to The Office for approval **at least 14 days** before the event commencement date. Otherwise, The Office reserves the right to cancel the captioned application and forfeit all fees and charges paid in advance.
- 1.3 In case of a stage event, performance or ceremony, a detail programme rundown and guest list of the event should be submitted to The Office for approval **at least 14 days** before the event commencement date.
- 1.4 “Event Information Form” and details of involvement of other parties should be submitted to The Office by written **at least 14 days** before the event commencement date.
- 1.5 The Office reserves the right to decline any application without any reason.

### **2. Booking Confirmation & Payment**

- 2.1 Unless and until both parties have countersigned the written License Agreement (hereafter refer as “The Agreement”) issued by The Office, there is no commitment for The Office to grant to The Applicant the right to use the venue subject to the terms herein contained.
- 2.2 The Agreement must be signed and returned to our management **at least 14 days** before the event commencement date.
- 2.3 Full payment of fees/charges has to be settled **at least 14 days** before the event commencement date. Any delay in payment of the said fees/charges will result in cancellation of the venue booking. Post-dated cheques will not be accepted.
- 2.4 The Applicant shall not transfer, assign, share or part with the possession of the venue(s) and/or equipment(s) to any other party.

### **3. Event Cancellation**

- 3.1 In the event that The Applicant intends to cancel the booking, a prior written notice to The Office is required. The Applicant will be subject to a forfeiture of 50% of the license fee if the cancellation of booking is made within 7 to 14 days before the event commencement date; and 100% of license fee if the cancellation is made less than 7 days before the event commencement date. The Office reserves the right to revoke the permission for the use of venue should The Applicant fail to comply with any of the terms and conditions herein contained and reserves the right to claim for damages in consequence thereof.
- 3.2 The license charge shall be returned to The Applicant in full, but without interest, if this application is not accepted by The Office within 7 days.
- 3.3 Once the Application is accepted by The Office, if The Applicant fails to take possession of the venue on or before the event commencement date or if The Applicant fails to perform or comply with any of The Applicant's obligation contained herein, The Office shall be entitled at its absolute discretion to forfeit the license charge paid in full and terminate the permission without affecting The Office's other rights and remedies which it is entitled hereunder or under any law.

### **4. Event Time**

- 4.1 Event time for general exhibition: 10:00am - 10:00pm

### **5. Venue Setting and Dismantling**

- 5.1 The Applicant shall cover the venue with dark red or carpet of any other colour as approved by The Office.
- 5.2 The Applicant shall enter the venue after 00:30am to 9:00am on the event commencement date; dismantling should start only after 10:00pm and move out with all their packed belongings by 11:59pm on the last day of the event unless with prior written consent of The Office. Separate written application should be made to The Office for any exception to the timeframe.
- 5.3 During move-in and move-out period, The Applicant shall arrange to cover the venue floor with protective materials.
- 5.4 The Applicant is required to sign an undertaking for protection of the venue from damage before moving in and shall be liable to any damage caused to the structure or other fittings and equipment in the venue.
- 5.5 The Applicant is required to inform on-site Property Officer or designated person prior to set-up or dismantling of the event setting.
- 5.6 Person-in-charge of The Applicant's contractor must collect working pass for all workers from the Customer Service Centre before moving in the venue.
- 5.7 The Applicant must apply the permission from The Office by returning the Appendix II if the venue setting and dismantling involve any jobs working at height. Otherwise, relevant work

at height will not allowed.

- 5.8 Only Cargo lifts shall be used for delivery of goods.
- 5.9 No trolley with iron wheels shall be used within the shopping mall.
- 5.10 No storage will be provided for The Applicant or his contractor(s).
- 5.11 The Applicant shall and shall procure its contractors, agents, employees to obey and comply with all instructions and directions in respect of the setup and/or dismantling reasonably given by The Office and its staff.

## **6. Operation**

- 6.1 The Applicant shall be responsible for maintaining order and crowd control throughout the event.
- 6.2 All activities must be confined to the venue. No goods, decorations or publicity materials shall be put outside the venue.
- 6.3 No hanging of banners, posters and other POPs on wall, barriers or window is allowed. All displayed materials should not cause any blockage to shop front of any tenants.
- 6.4 The Applicant shall not carry out any illegal or immoral activities at, in, on or upon the venue nor sell or promote any illegal products or products not specified in the approved application. The Office shall have the absolute right to remove from the venue any products, which are considered by The Office at its absolute discretion, unfit for the venue and which The Applicant has failed to remove upon demand by The Office. The Applicant shall indemnify The Office for all loss or damages arising from all and any activities or display of The Applicant.
- 6.5 The on-site staff hired by The Applicant should stay within the venue during the promotion/exhibition unless prior approval has been sought from The Office.
- 6.6 The Applicant shall set audio-visual equipment at a volume level that will not create any noise nuisance or inconvenience to the public or nearby tenants. The Office has the right to demand and The Applicant shall upon such demand make adjustments on the sound volume to an acceptable level. The Applicant shall comply with the [Noise Control Guidelines for Music, Singing and Instrument Performing Activities](#) issued by Environmental Protection Department at all times.
- 6.7 The Applicant undertakes not to do anything whatsoever that may cause fire risk or other hazards or that may be of nuisance in Yue Man Square.
- 6.8 The Office has the right to demand and The Applicant shall upon such demand cause stoppage or cancellation of the event should, in the opinion of The Office, a safety hazard is posed or is likely to pose to the public.
- 6.9 The Applicant shall observe all rules and regulations from time to time prescribed by The Office for the proper management and maintenance of the Yue Man Square.

## **7. Safety of Merchandise & Decorations**

- 7.1 The Applicant must take all precautions to protect their goods & decorations displayed or placed at the venue from any loss or damage and The Office shall not be responsible for any loss or damage of The Applicant's properties irrespective of the cause thereof whether during the event, venue setting or dismantling period.
- 7.2 No goods or decorations are allowed to place under the fire shutters.
- 7.3 The Applicant is suggested to employ security guard(s) from companies as approved by The Office to look after their setting and goods during the night and The Office is not responsible for any security or safety of such setting and goods.

## **8. Power Supply & Telephone Line**

- 8.1 The Applicant shall employ a licensed electrician to connect electricity in the presence of representative of The Office.
- 8.2 The Applicant will be responsible for arranging telephone/ cashier line if needed by The Applicant.

## **9. Insurance & License**

- 9.1 The Applicant shall take out and maintain throughout the event and setup period at his own costs insurance for public liability and all risks on their properties including goods and decorations in respect of the event and the setup. The Applicant shall indemnify and keep The Office indemnified against all actions, proceedings, demands, costs, expenses and claims whatsoever by any third party causing by or arising from the act, omission, neglect or default of The Applicant, his contractors, employees, servants, agents, invitees, licensees, visitors or customers.
- 9.2 The Applicant shall obtain at his own costs all necessary approvals or licenses from the Government or other related authorities including CASH, IFPI or HKRIA etc. for all activities of the event.

## **10. Cleaning**

- 10.1 The Applicant shall keep the venue in good, clean and tidy condition and never leave any packing or wrapping materials e.g. carton boxes elsewhere during and after the event.
- 10.2 All goods and exhibit items should be covered with clean and tidy red cloth after event hours.
- 10.3 All carton boxes and miscellaneous items must be placed carefully and kept out of public view during the event
- 10.4 All rubbish or unwanted things should be disposed at the refuse collection point.
- 10.5 Upon expiry or revocation of the permission, The Applicant shall remove all his properties and belongings and surrender the venue in a clean tidy and proper condition to The Office's reasonable satisfaction. A cleaning charge of HK\$1,000 will be imposed on The Applicant



should The Applicant leave the area with garbage or in a condition that, in the opinion of The Office, requires cleaning service.

## **11. Arrangement for Adverse Weather**

- 11.1 Special arrangement will be made due to adverse weather. When the typhoon signal No.8 or above, or a black rainstorm is hoisted before 12 noon on the event day, so as to render unfit for continuation of the event, The Applicant may then apply to The Office for rescheduling the event subject to the final decision at its discretion of The Office.
- 11.2 If typhoon signal No.8 or above, or a black rainstorm is hoisted after 12 noon on the event day, The Applicant is not entitled to reschedule the event nor any compensation whatsoever as a result thereof.

## **12. Force Majeure**

- 12.1 If the event is cancelled due to force majeure, The Applicant shall have no claims for compensation whatsoever against The Office or for refund of the license fee or equipment charge or any part thereof.

## **13. Charity Organization**

- 13.1 Any Applicant who applies to use the venue for fund-raising or charity sales must submit the application with a valid license for such purpose from the related Government Department for prior checking.

**The Office reserves the right at its discretion to and The Applicant shall upon request by The Office stop any activity that infringes the terms and conditions as stated in the Application Form for Use of Exhibition/Promotion Venue, including the terms and conditions herein contained.**

**The Office has the right to alter, cancel, withdraw or revoke any approval/permission for the application without any cause by giving written notice to The Applicant. The Applicant shall not be entitled to any compensation whatsoever for any loss, damages, costs and expenses as a result of the alteration, cancellation, withdrawal or revocation. In case of cancellation, withdrawal or revocation or if the alteration is not acceptable to The Applicant, any license fee, equipment and other charges which have already been paid to The Office shall be returned to The Applicant after deducting all expenses which have been incurred by The Office on behalf of The Applicant in relation to the application or the event or any incidental matters, if any.**

### **Enquiry:**

Leasing Marketing & Promotions – Yue Man Square

Tel: (852) 2567 0008

Email: [promotion@yuemansquare.hk](mailto:promotion@yuemansquare.hk)

Effective: 2 June, 2021

## Appendix I

To: Yue Man Square Management Company Limited ("The Office")

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

Email: [promotion@yuemansquare.hk](mailto:promotion@yuemansquare.hk)

From: \_\_\_\_\_ (\*Mr. / Ms. / Mrs.)

Tel: \_\_\_\_\_

### Event Information Form

To expedite the workflow of your event, please email the completed form to Leasing Marketing and Promotions Department **14 days prior** to the first exhibition/ promotion day.

Event Title:			
Event Date:			
Event Time:			
Event Venue:			
Move-in Time:			
Move-out Time:			
Car Plate No. (for loading & unloading):			
Company Name:			
Contact Person:		Title:	
Tel:	(during office hours)		(after office hours)
Fax:			
Email address:			
Signature: (with company chop)			

**\* The following documents are attached for further review and approval**

- Confirmation of all third parties involvement, including mass media
- Finalized layout plan with measurement details
- Fixture design or photo with dimensions
- Event backdrop layout
- Visual layouts of all display materials and promotion materials
- Confirmed guest list and program rundown

Appendix II

## 高空工作許可證

第一部份申請：（由負責 維修工程人員 或 承辦商負責人（例如：清潔分判商）填寫）

公司名稱		
負責人姓名及職位		聯絡電話
部門名稱		
工作地點：		離地面高度： 米
工序簡述：		
工作日期：	由： 至：	（最長祇可簽發十四日。期間如有重大的環境或天氣轉變，必須重新簽發）
工作時間：	由： 至：	（天氣：晴／陰／微雨／大雨／雷暴／ ）
工作許可證編號：		

一般安全措施:	是	不適用
1. 工作前已進行相關的風險評估	<input type="checkbox"/>	
2. 工地已妥善圍封並設有合適的警告牌	<input type="checkbox"/>	
3. 手工具扣在手腕或放在合適的容器內 (例如袋子和桶子)，防止高空墮物	<input type="checkbox"/>	
4. 提供安全出入口及上落通道	<input type="checkbox"/>	
5. 工人已佩戴安全帽及帽繩	<input type="checkbox"/>	
<b>就涉及的工具機器，請在 <input type="checkbox"/> 內加上 <input type="checkbox"/> 號，並確定有關的安全措施：</b>		
<b><input type="checkbox"/> A) 吊船</b>		
A1. 附有有效的檢驗證書 (表格二及三：有效日期至_____)	<input type="checkbox"/>	
A2. 附有由合資格操作員簽發的檢查書 (表格一：有效日期至_____)	<input type="checkbox"/>	
A3. 由公司授權/委任的合資格人士操作 (操作員姓名:_____)	<input type="checkbox"/>	
A4. 不會容許超出吊船的安全負重 (最高安全負重：_____ 千克)	<input type="checkbox"/>	
A5. 不會容許超出吊船的限定盛載人數 (最多盛載人數：_____ 人)	<input type="checkbox"/>	
A6. 工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩上	<input type="checkbox"/>	
<b><input type="checkbox"/> B) 竹棚／金屬棚架／吊棚 -- 搭建或拆卸</b>		
B1. 如高度超出15米時，棚架已交由專業工程師設計	<input type="checkbox"/>	<input type="checkbox"/>
B2. 搭建、拆卸或改建時，由合資格人士監督，並由已受訓練的工人進行	<input type="checkbox"/>	
B3. 工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩或其他牢固點上	<input type="checkbox"/>	
<b><input type="checkbox"/> C) 竹棚／金屬棚架／吊棚 -- 使用</b>		
C1. 裝有合規格的圍欄及踢腳板 (高欄900-1150, 中欄450-600, 踢腳板200毫米)	<input type="checkbox"/>	
C2. 工作平台以夾板、木板 或橋板鋪密 防止人體或物件下墮	<input type="checkbox"/>	
C3. 棚架位置已被固定 (例如：裝有斜撐 或/和 連牆器)，及調較至水平位置	<input type="checkbox"/>	
C4. 吊棚的狗臂架上已裝有最少三粒爆炸螺絲	<input type="checkbox"/>	<input type="checkbox"/>
C5. 流動式金屬架的車軸已被鎖上	<input type="checkbox"/>	<input type="checkbox"/>
C6. 附有由合資格人士簽發的檢查書 (表格五：有效日期至_____)	<input type="checkbox"/>	
C7. 使用吊棚的工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩或其他牢固點上	<input type="checkbox"/>	<input type="checkbox"/>
<b><input type="checkbox"/> D) 升降台</b>		
D1. 已確定升降台設有合規格的圍欄及踢腳板 (高欄900-1150, 中欄450-600, 踢腳板200毫米)	<input type="checkbox"/>	
D2. 附有有效的檢驗證書 (表格四及五：有效日期至_____)	<input type="checkbox"/>	
D3. 附有由合資格操作員簽發的檢查書(或表格一)	<input type="checkbox"/>	
D4. 由公司授權/委任的合資格人士操作 (操作員姓名:_____)	<input type="checkbox"/>	

D5. 不會容許超出升降台的安全負重 (最高安全負重：_____ 千克)	<input type="checkbox"/>	
D6. 不會容許超出升降台的限定盛載人數 (最多盛載人數：_____ 人)	<input type="checkbox"/>	
D7. 升降台放置在堅固而平坦的地面、將支撐腳完全伸展、並調教至水平位置	<input type="checkbox"/>	<input type="checkbox"/>
D8. 工人已佩帶全身式安全帶，並將尾繩繫於製造商指定的牢固點上	<input type="checkbox"/>	<input type="checkbox"/>
<b>[E] 防墮系統 (包括牢固點)</b>		
E1. 附有有效的檢驗證書 (有效日期至_____)	<input type="checkbox"/>	<input type="checkbox"/>
E2. 工人已佩帶橫向的防墮系統工作 (例如清潔遮蓬)	<input type="checkbox"/>	<input type="checkbox"/>

以下簽署人士已清楚明白該項工作的潛在風危、安全措施、及工作證的內容，並會承諾遵守一切安全施工的安排：

所屬公司	職位 (負責監督)	姓名	簽署

本申請人謹此簽署 確實所提供的資料無誤，並執行相關的安全措施。 姓名及簽署：\_\_\_\_\_

申請日期和時間：\_\_\_\_\_

第二部份批准申請：(由本公司 **一級技術員或以上 / 助理大廈主管或以上** 填寫)

**\*批准人必須是已完成平安咭安全訓練並持有有效平安咭**

本人已檢查上述的安全措施並批准申請。如在工作許可證的期限之內遇有重大的天氣變化，此工作許可證將會自動取消。

批准人姓名 \_\_\_\_\_

日期 \_\_\_\_\_

簽署 \_\_\_\_\_

時間 \_\_\_\_\_

**平安咭號碼** \_\_\_\_\_

**平安卡有效日期至** \_\_\_\_\_

完工通知：

第三部份完成工序：(由負責維修工程人員或承辦商負責人(例如：清潔分判商)填寫)

工作已完成及移除任何危險

負責維修工程人員或承辦商負責人姓名 \_\_\_\_\_

日期 \_\_\_\_\_

簽署 \_\_\_\_\_

時間 \_\_\_\_\_

第四部份註銷：(由客戶服務中心負責人填寫)

上述工作已完成經檢查及移除任何危險

管理處負責人姓名 \_\_\_\_\_

日期 \_\_\_\_\_

簽署 \_\_\_\_\_

時間 \_\_\_\_\_

查詢電話：2567 0008

工作許可證編號：\_\_\_\_\_

Appendix II

**Supplementary (補充資料)**

<p>相片記錄</p>	<p>相片記錄</p>
<p>相片記錄</p>	<p>相片記錄</p>
<p>相片記錄</p>	<p>相片記錄</p>

## Appendix III

### 安裝及清拆工程注意事項

1. 基於保安理由，所有工人於進行任何工程前須於保安室登記個人資料，請予合作。
2. 工人於工作時必須配帶工作證及反光衣。
3. 如須高空工作(即離地面兩米之工程)，承建商必須於工作前 5 天提交高空工作許可證、風險評估報告以及裝修工人工作證申請表。
4. 所有電力工程須由合資格人士負責執行。如工人未能出示相關證明文件，管理公司有權即時要求終止工作。
5. 所有戶外 (包括三樓花園平台)之安裝工程、清拆工程、噪音工程、大型物料搬運及所有 其他發出聲浪之工作只可於每天上午八時至晚上七時內進行。而室內工程可於每天上午七時正至凌晨十二時進行。若工作人員須於上述時間以外工作或逗留過夜工作，承建商必須於48 小時前向管理公司作出申請。
6. 工作時間使用發出噪音之機件，如破碎機、鑽及鋸會被定義為噪音工程，戶外(包括三樓花園平台)之工程必須於上午八時至晚上七時進行；而室內工程必須於上午七時至上午十時的指定時段內進行。
7. 焊接工程及異味工程必須於工作前48小時向管理公司作出申請。申請批准後方進行。而工程只可在每天晚上十一時至翌日上午七時前於室內進行。
8. 所有安裝或清拆範圍均須以圍板圍封。
9. 運送物料時，須小心避免損壞公眾地方之設施及影響顧客，如有損壞，照價賠償。如有須要搬運大量物料，請預先通知管理公司以便安排載貨升降機及上落貨區時間。
10. 運送任何物料須使用指定之貨運升降機上落，嚴禁使用客用升降機或扶手電梯。如須經過室內公眾位置，只限於商場非營業時間內，即上午七時至上午十時或晚上十時至晚上十二時進行。如須於上述指定時間以外經由室內公眾位置運送大型物料，必須向管理公司作申請。
11. 所有廢料及雜物嚴禁堆放於公眾地方、貨運升降機堂或貨物起卸區。承建商須自行安排清理裝修廢料及雜物等。
12. 如管理公司發現有裝修廢料及雜物堆放於公眾地方、貨運升降機堂或貨物起卸區，管理公司有權立即清理該裝修廢料或雜物，而有關的清理費用則須由判頭全數負責支付。
13. 如須使用高空吊環，必須向管理公司作出書面申請並由管理公司人員操作吊環。掛飾安裝或拆除後，管理公司人員檢查後方操作吊環升降。
14. 所有工人工作時須注意言行，不可在工作範圍內睡覺、吸煙、留宿、賭博、半裸身體、穿著背心、赤腳而行及行為不檢，以免對顧客造成滋擾。
15. 如有違反上述事項，客戶服務中心會先予口頭警告。若情況未有改善，管理公司有權即時要求撤離該工人及終止工作而無須預先通知。

查詢電話：2567 0008

Appendix IV

裝飾安裝及清拆工程時間表

	戶外 (包括三樓花園平台)	室內
7:00am - 8:00am	X	室內工程 / 噪音工程 物料搬運
8:00am - 9:00am	戶外工程 物料搬運	室內工程 / 噪音工程 物料搬運
9:00am - 10:00am	戶外工程 物料搬運	室內工程 / 噪音工程 物料搬運
10:00am - 11:00am	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
11:00am - 12:00nn	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
12:00nn - 1:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
1:00pm - 2:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
2:00pm - 3:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
3:00pm - 4:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
4:00pm - 5:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
5:00pm - 6:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
6:00pm - 7:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
7:00pm - 8:00pm	X	室內工程 (焊接 / 噪音 / 異味工程除外)
8:00pm - 9:00pm	X	室內工程 (焊接 / 噪音 / 異味工程除外)
9:00pm - 10:00pm	X	室內工程 (焊接 / 噪音 / 異味工程除外)
10:00pm - 11:00pm	X	室內工程 物料搬運
11:00pm - 00:00am	X	室內工程 物料搬運 焊接工程 / 異味工程 (須一天前申請)
00:00am - 7:00am	X	室內工程 (須兩天前申請) 焊接工程 / 異味工程 (須一天前申請)

管理公司有權對上述工作時段作出調整而無須另行通知。



## Appendix V

# 音樂、曲藝或歌唱表演活動的噪音管制指引

### 1. 引言

本指引旨在為非住用處所、非公眾地方或非建築地盤所舉行音樂、曲藝或歌唱表演活動（特別是使用多個擴音系統，並很可能對鄰近「噪音感應強的地方」，例如居民，造成噪音滋擾的大型活動）的主辦機構提供有關噪音管制規定的資料，以及把活動產生的噪音盡量減低的方法。

### 2. 噪音管制規定

活動發出的噪音應在主辦場地任何鄰近「噪音感應強的地方」外牆正面1米處量度。活動（包括綵排和主體活動）發出的噪音在日間和晚間，即上午7時至晚上11時，不得超過現存的背景噪音10分貝(A)。活動發出的噪音聲級應以 **Leq (15 min) 15分鐘A**加權等效連續聲壓量度及背景噪音聲級應以**Leq (5 min) 5分鐘A**加權等效連續聲壓量度。至於在夜間，即晚上11時至上午7時，活動發出的噪音不應在鄰近「噪音感應強的地方」聽見。

### 3. 噪音監測

主辦機構應指派一名適當人士，在其中一個活動主辦場地的鄰近「噪音感應強的地方」（最好是最受影響的地方），以聲級計監測噪音情況。如主辦機構未能進入任何鄰近「噪音感應強的地方」監測噪音，他們應在其他噪音情況相若的地點監測噪音。當噪音監測並非在最受影響的「噪音感應強的地方」進行，所量度到活動發出的噪音，可能須要因不同的噪音傳送路綫（例如不同的距離和屏障的隔聲影響）予以調整，務求所量度到的噪音聲級可反映在最受影響的「噪音感應強的地方」的噪音水平。該名適當人士應在活動前和活動後量度背景噪音，及密切監測活動進行時的噪音聲級。該名適當人士亦應該向主辦機構作出反映，要求他們立即採取行動，例如，有需要便調校擴音器的音量，以避免違反上述的噪音管制規定。活動進行期間，至少每隔一小時便需要量度噪音**Leq (15 min)**，正確地記錄量度結果，然後提交場地負責人。在需要進行跟進調查時，場地負責人會向環境保護署提供測量記錄以作參考。聲級計須符合國際電器委員會刊物**651:1979 (第1級)**及**804:1985 (第1級)**的規定，或同等的專業水準。

### 4. 投訴熱線

活動舉行期間，主辦機構應提供有人接聽的投訴熱線(不能使用電話錄音)，因應附近居民的投訴或其他方面如食物環境衛生署／康樂及文化事務署或警方轉介的投訴，立即採取行動減低噪音。

### 5. 預先向附近「噪音感應強的地方」發出通知書

主辦機構應作出安排，預先向附近的居民、醫院或其他對噪音感應強的地方發出通知書，把活動的日期、時間、地點、節目等知會有關人士，並載明投訴熱線，讓他們認為活動噪音過大時提出關注。

### 6. 如使用擴音或揚聲系統，建議採取以下減輕噪音措施：

- 舞台不應向著附近「噪音感應強的地方」；
- 使用一組小功率揚聲器代替數個大功率揚聲器；
- 使用導向揚聲器。該等揚聲器應指向聽眾，而不應指向附近「噪音感應強的地方」。

### 7. 綵排

綵排也可能造成噪音滋擾。音響系統的測試工作時間，應盡可能縮短，並應盡量避免形同真正表演的綵排。第2至第6段提及的所有工作，包括噪音量度，均應悉數辦妥。為盡量減低對鄰近居民造成的不便，綵排應在上午9時至晚上7時間進行。

### 8. 其他會產生噪音的有關活動

其他會產生噪音的有關活動，如場地的準備和清理工作，也可能造成噪音滋擾。第4和第5段提及的所有工作，均應悉數辦妥。為盡量減低對鄰近居民造成的不便，該等活動應在上午9時至晚上7時間進行。

(03/2015)

注意：至於由當區有代表性的社區團體所支持舉行的元旦除夕夜等倒數活動，如該活動的音樂、曲藝或歌唱表演會持續超逾子夜十二時，主辦單位須另向環境保護署分區辦事處查詢有關活動意見。

環境保護署分區辦事處聯絡電話載於以下網頁[https://www.epd.gov.hk/epd/tc\\_chi/about\\_epd/facility/offices.html](https://www.epd.gov.hk/epd/tc_chi/about_epd/facility/offices.html)

## Appendix VI

### Timetable for The Applicant to follow

Number of days before the event commencement date	Materials to be submitted to The Office	Remarks
30 days	<ol style="list-style-type: none"> <li>1. Application Form for Use of Exhibition/Promotion Venue</li> <li>2. Event proposal</li> <li>3. Tentative venue setup layout</li> </ol>	
14 days	<ol style="list-style-type: none"> <li>1. Full payment of the license fee</li> <li>2. Confirmation of all third parties involvement</li> <li>3. Finalized layout plan with measurement details</li> <li>4. Fixture design or photo with dimension</li> <li>5. Event backdrop layout</li> <li>6. Visual layouts of all display materials and promotion materials</li> <li>7. Confirmed guest list and program rundown</li> <li>8. Event Information Form</li> <li>9. Public Liability Insurance proof</li> </ol>	
<b>Event Cancellation</b>		
7 to 14 days	Written notice	Forfeiture of 50% of the license fee
Less than 7 days	Written notice	Forfeiture of 100% of the license fee

## Appendix VI

### 私隱聲明

裕民坊管理有限公司(「裕民坊」)致力確保按照《個人資料(私隱)條例》(「條例」)的規定來處理所有個人資料。在這方面，裕民坊承諾：

- 以合法和公平的方法收集足夠但不超乎適度的個人資料，而該等資料必須只為與裕民坊的職能或活動有關的合法目的而收集；
- 在顧及個人資料所作用途的同時，採取一切合理可行的步驟，確保所收集或保存的資料準確無誤；
- 刪除不再需要作原有用途的個人資料；
- 除非有關人士已明確同意改變資料的用途，或該等用途得到法律准許，否則裕民坊只會把所收集的個人資料用於收集該等資料的目的或與其直接有關的目的；
- 採取一切合理可行的步驟，以保障個人資料不會為未獲准許的人士查閱、處理、刪除或作其他用途，也不會意外地為人查閱、處理、刪除或作其他用途；
- 採取一切合理可行的步驟，以確保任何人能獲告知本公司所持有的個人資料種類，以及該等資料會作甚麼用途；以及
- 准許任何人查閱和改正以他們為資料當事人的個人資料，並以法律准許或規定的方式處理該等查閱/改正個人資料的要求。

### 個人資料收集聲明

按《個人資料(私隱)條例》(香港特別行政區法例第486章)之有關規定，裕民坊管理有限公司(「裕民坊」)將致力確保閣下之網上私隱獲得保障，並會在向閣下收集資料時，通知閣下相關事項。本聲明會不時修訂，敬請定期查閱最新版本。閣下登記使用我們的服務並提交短期租務申請表格，即表示同意接受當時生效之個人資料收集聲明之約束。

### 資料收集

當提交此短期租務申請表格或在登記使用我們的服務時，閣下可能會被要求向我們提供足以識別個人身份之資料，包括閣下之姓名、地址、電話號碼、傳真號碼及電郵地址等。為了能夠向閣下提供本網站內各類資訊、服務和活動，有需要收集該等資料。閣下雖沒有義務提供有關資料，但如閣下未能提供有關資料的話，我們將不能向閣下提供所要求之資訊、服務及活動。

### 資料之目的及用途

所收集之資料將用作以下用途：

- 收集核實身份和記錄之資料，並維持聯絡資料以作通訊之用；
- 不時進行與裕民坊業務有關的研究及/或分析；
- 用作內部管理，排解紛爭和問題以及執行有關使用條款；
- 向閣下提供閣下可能感興趣的資訊，例如廣告、新服務和產品及其他宣傳以及市場推廣資料及回應閣下的要求；
- 就與閣下有關之行政通知及通訊聯絡閣下；
- 為配合客戶所需，存取客戶所提供的資料以作設計或改善產品、服務或設施之用；
- 我們亦可能會將閣下之資料與第三方資料進行核對(即把兩套因不同目的而收集所得的個人資料進行比對)。當閣下提交此短期租務申請表格時，即表示同意讓我們在認為有必要時所進行之核對程序以便提供服務；

此外，我們亦將以下列方式使用閣下之資料：

- 我們將與我們之業務夥伴、附屬公司及聯營公司共用資料，包括閣下之資料。
- 為了向閣下提供更多資訊及服務，我們已安排內容供應商及服務供應商提供資訊及服務。為此，我們可能需要與此等內容供應商及服務供應商共用閣下之資料。
- 倘若我們增添新服務而需要與新增的廣告商或贊助商共用閣下之個人資料時，我們將向閣下發出通知，並讓閣下有機會選擇拒絕接受該等服務。

## 市場推廣

我們亦擬把向閣下收集所得的個人資料，用於裕民坊提供的各類產品、服務、設施的市場促銷或推廣上。除非獲得閣下同意(或表示不予反對)，否則我們不得如此使用閣下的個人資料。客戶如不希望我們使用他/她的個人資料作為市場促銷或推廣用途，請通過以下途徑通知我們：

1. 電郵至 [promotion@yuemansquare.hk](mailto:promotion@yuemansquare.hk)
2. 以書面形式郵寄至香港觀塘協和街33號裕民坊商場3樓客戶服務中心

## 資料之提供及傳遞

一般而言，我們不會以足以識別身份之方式向裕民坊以外任何人士披露、提供或傳遞閣下之資料，惟下列以及我們的個人資料(私隱)政策內所提及的情況除外：

- 如我們聘用第三方供應商或服務供應商協助我們之服務，而閣下又使用該等服務時，則我們須將閣下之資料提供予提供該等服務的供應商。
- 我們亦會為行政管理及其他我們認為就維持、檢修及/或改進我們產品及服務所需起見，披露或存取閣下資料。
- 此外，閣下之資料將被披露、提供或轉移至我們之業務夥伴、裕民坊內任何人士或法人團體或部門，上述之團體亦可存取該等資料。
- 鑒於上述團體或於香港以外地區設有營業地點，閣下之資料有機會提供或轉移到香港以外地區。閣下一旦提交此短期租務申請表格，即表示同意讓我們將閣下之資料提供或移轉至香港以外地區之該等人士。此等團體當遵從當地相關之私隱政策及指引，我們對其如何使用閣下之資料並無控制權。故此，我們對他們使用閣下之資料概不負責。
- 另請參閱我們之個人資料(私隱)政策，該文件載列我們之一般私隱政策及有關我們收集、持有及使用閣下資料之一般做法。

## 資料之查閱

閣下有權要求查閱及更正我們所持有關於閣下之資料。如閣下需要查核我們是否持有閣下之個人資料，或想查閱或更正任何有關閣下之不確資料，敬請電郵至[promotion@yuemansquare.hk](mailto:promotion@yuemansquare.hk)或以書面形式郵寄至香港觀塘協和街33號裕民坊商場3樓客戶服務中心。

## PRIVACY POLICY STATEMENT

The Yue Man Square Management Company Limited ("Yue Man Square") is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance ("the Ordinance"). To this end, the Yue Man Square undertakes to:

- collect adequate, but not excessive, personal data by lawful and fair means only for lawful purposes related to the functions or activities of the Yue Man Square ;
- take all reasonably practicable steps to ensure that the personal data collected or retained are accurate, having regard to the purposes for which they are to be used;
- erase personal data which are no longer necessary for the purposes for which they are to be used;
- use the personal data collected only for purposes or directly related purposes for which the data were to be used at the time of collection, unless the individual concerned has given express consent for a change of use or such use is permitted by law;
- take all reasonably practicable steps to ensure that personal data are protected against unauthorised or accidental access, processing, erasure or other use;
- take all reasonably practicable steps to ensure that a person can be informed of the kinds of personal data that the Yue Man Square holds and the purposes for which the data are to be used; and
- permit persons to access and correct personal data of which they are the data subjects and process any such access/correction requests in a manner permitted or required by law.

## PERSONAL INFORMATION COLLECTION STATEMENT

Yue Man Square Management Company Limited (“Yue Man Square”) in complying with the requirements of the Personal Data (Privacy) Ordinance, Chapter 486 of the laws of the Hong Kong SAR, is committed to safeguarding your privacy online, and notifying you of certain matters when collecting information from you. This statement may change from time to time, so please check back periodically. By submit this use of exhibition/promotion venue application form to use our services, you agree to be bound by this statement at that time in force.

## COLLECTION OF DATA

At the time of subscription and at other times when using this website, you may be asked to provide us with personally identifiable information, such as your name, address, telephone number, facsimile number and e-mail address. It is necessary for us to collect your information for providing you the various information, services and activities offered on this website. You are not obliged to supply the data here but in event of failure to provide the information requested, we will not be able to provide you with the information, services and activities you requested.

## PURPOSE AND USE OF DATA

The information we collected will be used for the following purposes:

- to collect data for identity verification and records and to maintain contact lists for correspondence;
- to conduct researches and/or analyses from time to time for any purpose of Yue Man Square in connection with our business;
- to operate internal control, resolve disputes, troubleshoot problems and enforce our terms of use;
- to deliver information to you that we believe you may have interest in, such as targeted banners, new services and products and other promotions and marketing materials;
- to contact you regarding administrative notices and communications relevant to your application of exhibition/promotion venue and to respond to your request; and
- to access information provided by customers in order to design or improve products, services or facilities to meet customers' need or fulfill their interest.
- We may also use your information to match user information with third-party data (i.e. to compare two sets of personal data collected for different purposes). By submit this use of exhibition/promotion venue application form, you consent to carry out this matching procedure when we deem it is necessary in order to provide our services.

In addition, we will also use your information in the following manner:

- We will share much of our data, including your information, with our business partners, subsidiaries, affiliated and associated companies.
- In order to provide you with more information and services, we have arranged content providers and service providers to provide information and services. It may be necessary for us to share your information with these content providers and service providers.
- If we add new features or services that might require the sharing of your personal information with an additional advertiser or sponsor, we will provide you with notice and the opportunity to opt-out to receive these offers.

## DIRECT MARKETING

We intend to use your personal information collected by us for marketing and promotion of any products, services, facilities offered or provided by Yue Man Square. We may not so use your personal information unless we have received your consent (or your indication of no objection) to the intended use. If any customer does not want us to use his/her personal data for marketing or promotional purposes, please inform us via the following channels:

1. Email to [promotion@yuemansquare.hk](mailto:promotion@yuemansquare.hk)
2. Request in writing and send to Customer Service Centre, L3, Yue Man Square, 33 Hip Wo Street, Kwun Tong, Kowloon

**PROVISION AND TRANSFER OF DATA**

Your information will not generally be disclosed, provided or transferred out of Yue Man Square to any other party in a form that would identify you except in the circumstances provided in our Personal Data (Privacy) Policy and the following circumstances:

- If we use third-party suppliers or service providers to facilitate our services, we will have to provide your information for these suppliers or service providers offering such services where you choose to use these services.
- We may also disclose or access your information for administrative and other purposes that we deem necessary to maintain, service, and/or improve our services.
- In addition, your information will be accessed by, disclosed, provided or transferred to our business partners, any person or bodies corporate or division within Yue Man Square.
- As the parties mentioned above may have places of business outside Hong Kong, your information may be provided or transferred out of Hong Kong. By submit this use of exhibition/promotion venue application form, you agree to us providing or transferring your information to these parties outside Hong Kong. These parties adhere to their own privacy customs and policies and we have no control over their use of your information. Therefore, we are not liable to their use of your information.
- Please also see our Personal Data (Privacy) Policy which sets out our general privacy policy and practices in respect of our collection, holding and use of your information.

**ACCESS TO DATA**

You have the right to request access to, and correction of, information about you held by us. If you need to check whether we hold your personal information or if you wish to have access to, correct any information relating to you which is inaccurate, please write via e-mail us at [promotion@yuemansquare.hk](mailto:promotion@yuemansquare.hk) or via mail to Customer Service Centre, L3, Yue Man Square, 33 Hip Wo Street, Kwun Tong, Kowloon.