

RESERVATION FORM FOR AEROBIC DANCE ROOM

預訂健康舞/舞蹈室申請表格

Name of Owner/Resident 業戶姓名 : _____

Flat 單位 : Tower 座 _____ Flat 單位 _____

Contact Telephone No. 聯絡電話 : Office Hours 辦公時間 _____

After Office Hours 非辦公時間 _____

Email Address 電郵地址 : _____

Purpose of Use 用途 : _____

Estimated no. of Guests 預算賓客數目 : _____

Date of the Reservation 預訂日期 : _____

Duration of the Reservation 預訂時間 : _____

I/We have read and agree to abide by the Club House General Rules and the rules and regulations as stated at the page behind.

我等已閱讀並同意遵守會所基本守則及印於後頁的各項守則。

Signature of Owner/ Resident 業戶簽署

Date 日期

(For Office Use Only 此欄由職員填寫)

1. Charge 收費 Amount 金額 : _____

Cheque No 支票號碼 : _____

Date 日期 : _____

2. Cleaning Charge 清潔費 Amount 金額 : _____

Cheque No 支票號碼 : _____

Date 日期 : _____

Handled By 經辦人

Date 日期

RULES & REGULATIONS FOR AEROBIC DANCE ROOM

1. The room may accommodate not more than 20 people.
2. Daily opening hours are from 6:30 a.m. to 10:30 p.m.
3. No coaching services are permitted unless approved by the Management Office.
4. No private function is allowed; please book the Function Room for private functions.
5. No ball games or badminton are allowed in the aerobic dance room.
6. No high-heeled and staining rubber sport shoes shall be worn in the aerobic dance room.
7. All guests should be accompanied by a resident at all time. Children below the age of 12 should be accompanied by adults.
8. Do not disclose the building access codes to any of the guests.
9. Do not cause any disturbance to other users of the Clubhouse.
10. Cooking, smoking or gambling is strictly prohibited.
11. Please keep the room clean and tidy and take care of all equipment provided. Users will be liable for any damage/loss/mess caused to the facility.
12. The Manager and its agents will not be responsible for any injury, loss or damage sustained while people are using the Aerobic Dance Room.

PROCEDURE FOR BOOKING AEROBIC DANCE ROOM

1. Bookings should be made on a first-come-first-served basis.
2. Completed Application Form should be made to Management Office at least three days in advance.
3. All payments must be made to the Management Office by cheque payable to “StarCrest (Management) Limited”, at least three days before the date of the event.
4. The hourly charge of the Aerobic Dance Room is HK\$50.00, and the fees are non-refundable.
5. A fee which is on an hourly basis shall be imposed on residents who occupy the facilities 15 minutes after the session finishes.

健康舞/舞蹈室使用守則

1. 健康舞/舞蹈室最多可容納二十人同時使用。
2. 開放時間為每日上午六時三十分至晚上十時三十分。
3. 除非得到本管理公司批准，否則不得在健康舞/舞蹈室提供訓練服務。
4. 不得用作私人宴會用途，請預訂宴會廳作有關用途。
5. 不可在場內進行球類遊戲及羽毛球等。
6. 使用人仕不可穿著高跟鞋及會造成鞋印的運動鞋進入場內。
7. 訪客須由住戶全程陪同。十二歲或以下之兒童，須在成人陪同下方可進場。
8. 切勿將大廈密碼透露予任何訪客。
9. 不可對其他會所使用者造成任何滋擾。
10. 嚴禁煮食、吸煙及賭博。
11. 請保持清潔、整齊及小心使用各項設施。使用者將負上於任何使用時引致設施損毀/遺失/弄污等之責任。
12. 如有任何人仕於使用健康舞/舞蹈室時，造成/引致損傷、損失或損毀，本管理公司概不負責。

預訂健康舞/舞蹈室申請手續

1. 預訂健康舞/舞蹈室以“先到先得”為原則。
2. 必須於預訂日期前最少三天填妥預訂申請表格並交到管理處以便確認。
3. 須於預訂日期之前最少三天以支票抬頭寫上「星域軒(管理)有限公司」支付所有費用。
4. 每小時港幣伍拾元正。預約設施費用概不退還。
5. 業戶若於租用時段後15分鐘仍使用設施，需繳付以一小時起計算之費用。