

RESERVATION FORM FOR FUNCTION ROOM

預訂宴會廳申請表格

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 : _____

Reserved Date 預訂日期 : _____

Reserved Sessions 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. Deposit 按金 Amount 金額 : _____

Cheque No 支票號碼 : _____

Date 日期 : _____

2. a. Charge 收費 Amount 金額 : _____

b. Cleaning Charge 清潔費 Amount 金額 : _____

Total 總額 : _____

Cheque No 支票號碼 : _____

Date 日期 : _____

Handled By 經辦人

Date 日期

RULES & REGULATIONS FOR FUNCTION ROOM

1. The room may accommodate not more than 50 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.
4. All guests should be accompanied by a resident at all time. Children below the age of 12 should be accompanied by adults.
5. Smoking or gambling is strictly prohibited.
6. Cooking is strictly prohibited.
7. Do not disclose the building access codes to any of the guests.
8. Do not cause any disturbance to other users of the Clubhouse.
9. 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.
10. The Manager and its agents will not be responsible for any injury, loss or damage sustained while people are using the function room.

PROCEDURE FOR BOOKING FUNCTION 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 Function Room is HK\$100.00, subject to a minimum charge of HK\$200.00, 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.
6. A deposit of HK\$1,000.00 will also be levied; it is refundable if the venue and the equipment provided are in good condition after inspected by the Management.

宴會廳使用守則

1. 宴會廳最多可容納五十人同時使用。
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，否則不得提供訓練服務。
4. 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。
5. 嚴禁吸煙及賭博。
6. 嚴禁煮食。
7. 切勿將大廈密碼透露予任何訪客。
8. 不可對其他會所使用者造成任何滋擾。
9. 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。
10. 如有任何人仕於使用宴會廳時，造成/引致損傷、損失或損毀，本管理公司概不負責。

預訂宴會廳申請手續

1. 預訂宴會廳以“先到先得”為原則。
2. 必須於預訂日期前最少三天預訂場地並填妥「預定宴會廳申請表」交到管理處以便確認。
3. 必須於預訂日期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. 每小時為港幣壹佰元正，最低費用為港幣貳佰元正。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。
6. 必須收取港幣壹仟元正作為按金，如經管理處檢查場地及設施一切妥當，按金將會退還。