

RESERVATION FORM FOR AMERICAN POOL ROOM 預訂美式桌球室申請表格

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 : _____

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. 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

Procedure for Booking American Pool Room

1. The hourly charge of the American Pool Room is HK\$40.00.
2. Maximum 30 days advance booking can be made on a first-come-first-served basis.
3. Completed Application Form should be made to Management Office at least three days in advance.
4. 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.
5. No rescheduling will be arranged after payment is made. All booking fees are non-refundable and non-transferrable.
6. A fee which is on an hourly basis shall be imposed on residents who occupy the facilities 15 minutes after the session finishes.
7. A deposit of HK\$500.00 will also be levied; it is refundable when the pool ball set is fully returned, the venue and equipment provided are in good condition after inspected by the Management.

Rules & Regulations For American Pool Room

1. Daily opening hours are from 6:30 a.m. to 10:30 p.m.
2. The room may accommodate not more than 8 persons. The Manager reserves the right to regulate the number of users at any one time.
3. Guests shall be accompanied by a resident at all times. Children under the age of 12 shall be accompanied by adults.
4. Prior booking must be made on a first-come-first-served basis.
5. Please keep the room clean and tidy and take care of all equipment provided.
6. No smoking, spitting or littering is allowed.
7. No sitting, standing or lying on the pool table is allowed.
8. All kinds of commercial activities or activities involving money transactions are prohibited.
9. No coaching services are permitted unless approved by the Manager.
10. No other activity apart from billiards is allowed.
11. No other object shall be put into the pool table pockets apart from billiard balls.
12. No other object shall be put on the pool table apart from billiard balls or billiard accessories.
13. Users shall report any defective parts of the equipment to the Manager prior to use. Any damage of equipment afterwards will be the responsibility of the users.
14. Users shall place the cues back in the cue stand and return the pool ball set to the Manager after use, and shall not relocate any facility inside the room.
15. Users shall be held wholly responsible for all damage/loss/mess and the cost of repair/replacement/cleaning in respect of the American Pool Room and its equipment.
16. Users shall comply with the instructions given by the Manager. The Manager reserves the right to refuse admittance for any person who breaches any of the rules or causes nuisance or danger to other Clubhouse users.
17. The Manager reserves the right to amend the rules and regulations without prior notice.
18. The Manager reserves the right to suspend the American Pool Room at its absolute discretion without prior notice.
19. Users shall be solely responsible of their personal belongings. The Manager and its agents shall not be responsible for any loss, death, injury or damage arising out of or in connection with using the facilities.

預訂美式桌球室申請手續

1. 美式桌球室每小時為港幣肆拾元正。
2. 預訂美式桌球室以“先到先得”為原則，並最多只接受三十日前預訂。
3. 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。
4. 必須於預訂日期前最少三天以支票抬頭寫上「星城軒(管理)有限公司」支付所有費用。
5. 已確認並已支付租場費用的設施預約，將不接受任何更改、轉讓或退款安排。
6. 業戶若於租用時段後15分鐘仍佔用有關設施房間，需繳付以一小时起計算之費用。
7. 必須收取港幣伍佰元正作為按金，用後須將全套桌球交回，並經管理處檢查場地及設施一切妥當，按金將會退還。

美式桌球室使用守則

1. 開放時間為每日早上六時三十分至晚上十時三十分。
2. 美式桌球室使用上限人數為八人。本管理公司有權控制進入或使用本場地之人數。
3. 訪客必須由業戶全程陪同下方可使用。十二歲或以下之兒童，必須在成人陪同下方可使用。
4. 業戶必須預訂場地設施方可使用，預訂服務將採取先到先得政策。
5. 請保持清潔、整齊及小心使用各項設施。
6. 嚴禁吸煙、隨地吐痰及亂拋垃圾。
7. 嚴禁坐、站或臥在桌球檯上。
8. 不可進行任何商業或涉及金錢交易之活動。
9. 除非得到本管理公司批准，否則不得在場內提供或進行任何訓練課程或服務。
10. 除桌球活動外，不可作其他活動用途。
11. 除桌球外，其他物品不可放入桌球洞內。
12. 除桌球或桌球配件外，其他物品不可放在桌球檯上。
13. 業戶使用前須檢查有關設施，如發現有任何損壞，請即向管理處報告。容後若發現有任何損毀，住戶須負全責。
14. 業戶使用後須將球桿放回球桿架上，並將全套桌球交回管理處。嚴禁擅自移動場內任何設施及器材。
15. 場地及場內一切設施及器材若有任何損毀/遺失/弄污等，使用者須負全責，並須繳付有關維修/更換/清潔費用。
16. 使用者必須遵守管理公司職員之指示。管理公司有權拒絕任何違反上述守則或騷擾或危害其他會所使用者的人士進入。
17. 管理公司保留隨時更改上述守則之權利而無須預先另行通知。
18. 管理公司保留隨時暫停開放美式桌球室之權利而無須預先另行通知。
19. 應小心看管個人財物。任何人士使用本設施時，引致或造成任何損失、死亡、損傷或損毀，本管理公司概不負責。