

Booking Application and User Guidelines of 7 Mallory Street



7 Mallory Street,

Wan Chai, H.K.

PART I – BASIC INFORMATION

These guidelines set out the details of the facilities that are available to the public by way of short term licencing arrangement and the terms and conditions upon which such use will be granted.

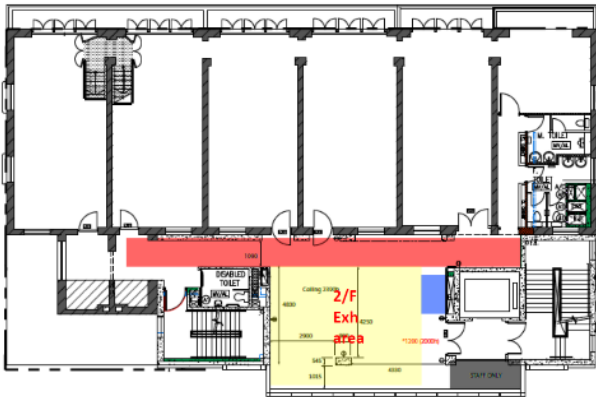
A. Introduction

The five-storey 7 Mallory Street is located in the heart of Wan Chai district. Venues are available for short-term lease on the second, third and fourth floors, covering an area of over 4,000 square feet. These venues are ideal for a wide range of events. 7 Mallory Street also acts as a platform to:

1. Support activities on creativity and innovation
2. Promote Hong Kong's creative and cultural development
3. Promote community building



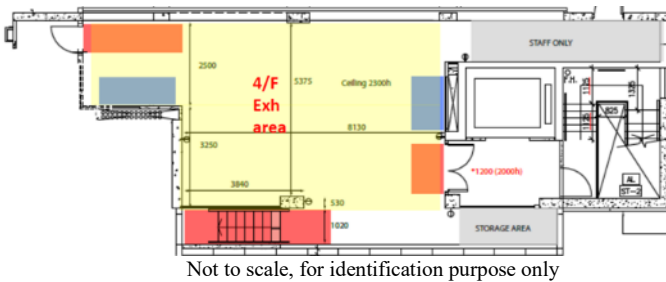
B. Venues- Exhibition Areas 2/F, 3/F, 4/F



Not to scale, for identification purpose only



2/F Exhibition Area



Not to scale, for identification purpose only

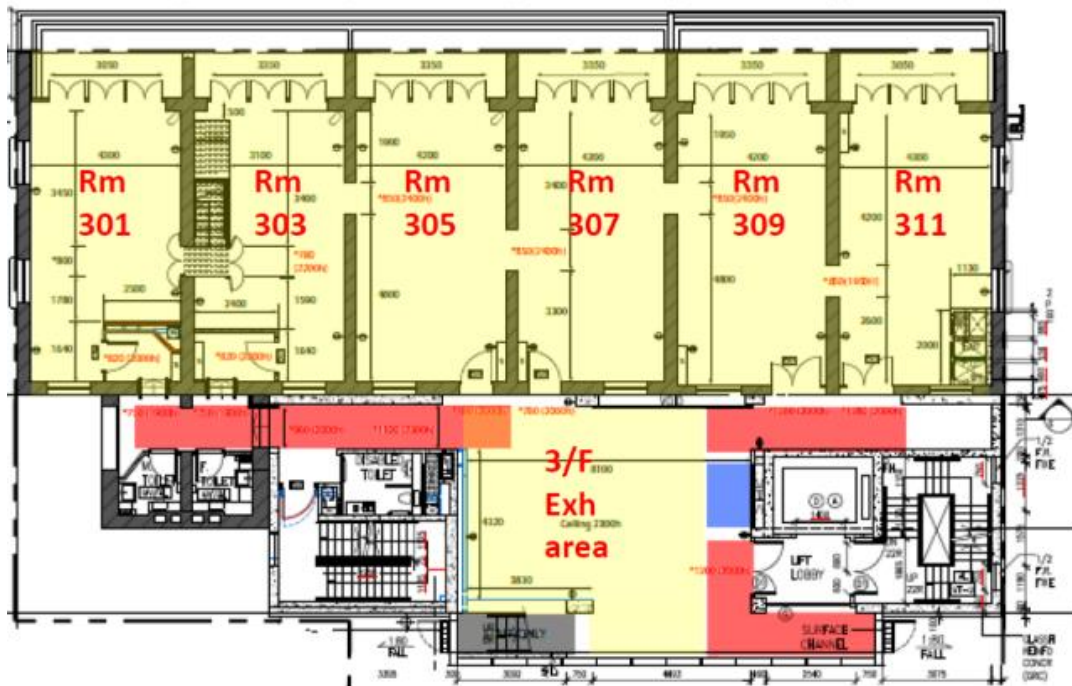


4/F Exhibition Area

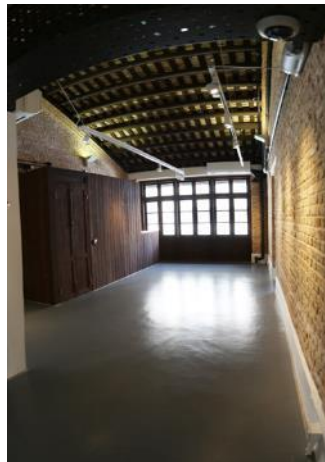
Venue	Location	Uses	Area
2/F Exhibition Area	2/F	Workshops, seminars, exhibitions, performances or other uses approved by the URA	Approx. 667 sq. ft ²
3/F Exhibition Area	3/F		Approx. 652 sq. ft ²
4/F Exhibition Area	4/F		Approx. 689 sq. ft ²
Opening Hours : 10am - 10pm			

Floor plan of Exhibition Area on 3/F is shown on Part I:C.

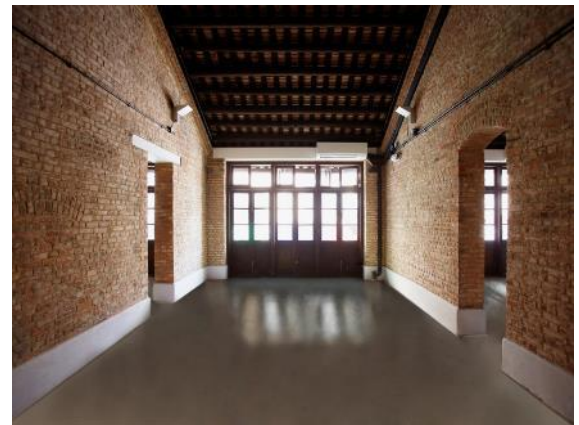
C. Venues- Multi-Function Rooms



Room 301



Room 303

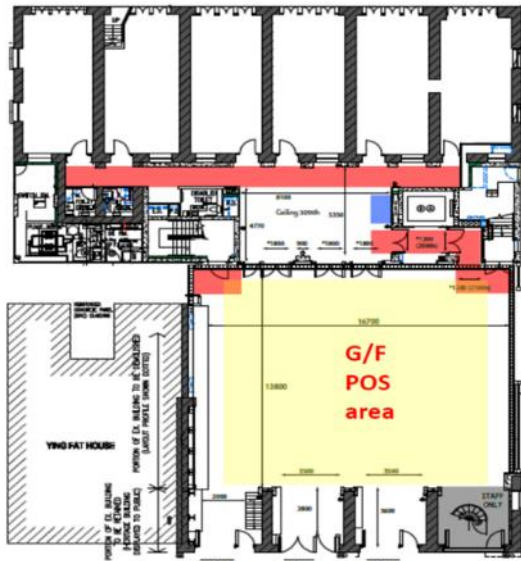


Room 305

Multi-Function Rooms	Location	Uses	Area
Room 301*	3/F	Workshops, seminars, exhibitions or other uses approved by the URA	Approx. 332 sq. ft ²
Room 303*			Approx. 295 sq. ft ²
Room 305*			Approx. 362 sq. ft ²
Room 307*			Approx. 357 sq. ft ²
Room 309			Approx. 361 sq. ft ²
Room 311			Approx. 372 sq. ft ²

*Multi-function rooms 301-307 are currently leased to “Design Spectrum Gallery”, until further notice is to be made.

D. Venues- Public Open Space (outdoor space)



Not to scale, for identification purpose only



Venue	Location	Uses	Dimensions / Area
Public Open Space	G/F	Screenings, workshops, exhibitions, performances or other uses approved by the URA	Area: Approx. 2,470 sq ft Size: 54.7 sq ft x 45.2 sq ft
Opening Hours : 8am-10pm			
The event must be non-commercial in nature. (please see Part II.C.1 for details)			
Maximum booking period : 4 weeks (subject to URA's approval and sole discretion)			

E. Charge Rate (effective from 1 August 2018)

Area	(approx. sq ft)	Monday - Friday (per session) HK\$	Monday - Friday (per daily) HK\$	Weekends & Public Holidays (per session) HK\$	Weekends & Public Holidays (per daily) HK\$	Security Deposit (per floor) HK\$	
Exhibition Area							
2/F Exhibition Area	667	\$1,800	\$2,400	\$2,070	\$2,760	\$5,000	
3/F Exhibition Area	652	\$1,800	\$2,400	\$2,070	\$2,760		
4/F Exhibition Area	689	\$1,800	\$2,400	\$2,070	\$2,760		
Multi-function Room							
3/F Multi-Function Rooms- 301*	332	\$720	\$960	\$828	\$1,104		
3/F Multi-Function Rooms- 303*	295	\$720	\$960	\$828	\$1,104		
3/F Multi-Function Rooms- 305*	362	\$720	\$960	\$828	\$1,104		
3/F Multi-Function Rooms- 307*	357	\$720	\$960	\$828	\$1,104		
3/F Multi-Function Rooms- 309	361	\$720	\$960	\$828	\$1,104		
3/F Multi-Function Rooms- 311	372	\$720	\$960	\$828	\$1,104		
Public Open Space	2470	Application of POS is subject to proposal submission and approval.					

Session : 10am - 6pm OR 6pm - 10pm
Full Day : 10am - 10pm

Notes:

- Multi-function rooms 301-307 are currently leased to “Design Spectrum Gallery”, until further notice is to be made.
- Setup and dismantle time must be included within the booking period.
- 15% discount will be offered to a block booking of the same venue for 7 consecutive days or more.
- Successful applicant must pay a security deposit of HK\$5,000 per floor for the use of the venue and facilities. Such deposit will be refunded after the booking period is completed.
- Operation hours of the venues are 8am–10pm. Public admission starts at 10am, except prior approval.
- License fees include basic venue only. Licensee must bear the cost of equipment and purchase Third Parties Insurance for the use of venue and facilities.
- Rates may change without prior notice; subject to URA’s sole discretion.

F. Equipment List (effective from 1 January 2019)

Items	Quantity	Rate per Unit (HK\$)
Two-sided Partition (white) 100(W) x 200(H) x 40(D) cm	10	50
One-sided Partition (white) 90(W) x 220(H) x 30(D) cm	10	30
Folding Chair (per 10 chairs) 41(W) x 45(L) x 78(H) cm	60	50
Folding Table 76(W) x 182 (L) x 75(H) cm	5	30
PA System (loudspeaker, wireless microphone & audio mixer)	1 set	500 (session)
Short Throw Projector EPSON EB – 435W	1	500 (session)
Projector EPSON EB – 1776W	1	
16:9 Tripod Projector Screen Viewing Area: 203(W) x 114(H) cm	1	50
Projector Stand 66(W) x 45(L) x 75-130(H) cm	1	20

Notes:

1. Items in blue area are for indoor use only.
2. Equipment will be reserved on a first-come-first-serve basis.
3. The right to use the facilities terminates when the venue booking expires.
4. Listed items, quantities and rates may change without prior notice.
5. Once the reservation of the equipment is confirmed, all paid equipment rental charge cannot be refunded.
6. The sessions are divided as follows: 10am - 6pm OR 6pm - 10pm

PART II – TERMS AND CONDITIONS

A. Notes on Booking Application

1. Please read the Booking Application and User Guidelines of 7 Mallory Street, Disclaimer and Privacy Statement before starting an online application.
2. For online booking, advance booking schedule will be released by calendar month on the 1st working day of each month.
3. Applicants can make booking of the Multi-Function Rooms, Exhibition Areas and Public Open Space 1 year in advance by completing the following steps:
 - (i) complete the online booking form
 - (ii) upload the photocopy of organisation registration documents¹
 - (iii) For Public Open Space, complete/upload the event summary in no more than 500 words; information including types of activities, estimated participants and purpose of events, event or exhibition period (with proposed set up and dismantle dates) should be indicated with a draft venue layout plan and implementation plan. (**Max 5MB** per document)
4. Applicants should take note of the following venue booking window:
 - (i) By online application, not less than 1 calendar month prior to the proposed activity
 - (ii) At the Customer Services Helpdesk of 7 Mallory Street (office hours 9:00am – 8:00pm daily), less than 1 calendar month prior to the proposed activity
 - (iii) No booking can be processed less than 10 working days prior to the proposed activity and subject to adequate submission of activity information. Special cases can be considered subject to URA’s sole discretion.
5. The booking sessions include the venue setup and dismantle time.
6. Applicants may be required to provide supplementary information and documents in the booking process.
7. Applicants are responsible for reinstating the venue to its original condition immediately after use.
8. The URA may request for additional information or reserve the right not to process the application if insufficient information / documents are submitted.
9. The URA reserves the right to revise or amend the “Booking Application and User Guidelines of 7 Mallory Street” at any time without prior notice.
10. URA has final decision on processing the application.
11. Applications will be handled on a first-come-first-serve basis and based on the received time of online application via <http://ura-vb.org.hk/>.

¹ The photocopies should be the most updated and valid supporting documents regarding the legal status of the applicant organisations.

12. When submitting online booking, please note that:
- (i) After the online application submitted, the applicant will receive an auto-generated acknowledgement email.
 - (ii) Once submitted, online applications cannot be amended.
 - (iii) Given adequate documents and information are submitted, booking results should be ready in 10 working days.

B. Notes on Venue Booking of Multi-function Rooms and Exhibition Areas

1. Submission of application is not a guarantee that the booking has been accepted. The application platforms and process are noted in Part II A.
2. Payment terms:
 - (i) After booking is confirmed by URA and based on the Charge Rate (Part I. E), applicants will need to take note of the following payment terms of the licence fee, equipment rental charge and security deposit:

Payment Due Date	Payment Terms
Licence Fee	
Within 10 working days upon notification of successful application	First Payment (20% of total licence fee)
1 calendar month in advance before the commencement of Event	Remaining Balance (80% of total licence fee)
Equipment Rental Charge	
Immediate upon reservation	100% of rental charge
Security Deposit	
1 calendar month in advance before the commencement of Event	Security Deposit (\$5,000 per floor)

- (ii) Applicants may settle the payment of equipment rental charge by a crossed cheque in favour of “Urban Renewal Authority” and submit to the Customer Services Helpdesk of 7 Mallory Street in person or attention to “**Property and Land, Urban Renewal Authority, 26/F COSCO Tower, 183 Queen's Road Central, Hong Kong**” by mail (**Please mark “Application for Venue Booking - 7 Mallory Street”**), or by the provided barcode invoice at 7-Eleven convenience store. If payment is made at 7-Eleven, please present the payment receipt to URA for record.

- (iii) The security deposit must be settled by crossed cheque only (other payment methods are not acceptable). Such deposit will be refunded after the booking period is complete, in accordance with the terms on the User Guidelines.
 - (iv) The applicants should settle the payment of licence fee and the security deposit before the deadlines (see (i) above); failing to do so, the application will not be considered. The URA reserves the right to cancel the booking if payment is overdue.
3. The successful applicants shall sign and return the Undertaking Agreement for the Use of Multi-Function Rooms / Exhibition Areas at least 10 working days before the commencement of Event.

C. Notes on Booking Application for Public Open Space (POS)

1. The nature of the activity at POS shall be non-commercial or charitable. The activity should provide social/community benefits, permit the public to access to and / or enjoy the facilities at POS.
2. Submission of application is not a guarantee that the booking has been accepted. The applicants will be informed the result by email within 10 working days upon received applications and complete submission of required supporting documents.
3. The payment terms of the equipment rental charge and security deposit are as below:

Payment Due Date	Payment Terms
Equipment Rental Charge	
Immediate upon reservation	100% of rental charge
Security Deposit	
1 calendar month in advance before the commencement of Event	Security Deposit (\$5,000)

4. Applicants may settle the payment of equipment rental charge by a crossed cheque in favour of “Urban Renewal Authority” and submit to the Customer Services Helpdesk of 7 Mallory Street in person or attention to “**Property and Land, Urban Renewal Authority, 26/F COSCO Tower, 183 Queen's Road Central, Hong Kong**” by mail (**Please mark “Application for Venue Booking - 7 Mallory Street”**), or by the provided barcode invoice at 7-Eleven convenience store. If payment is made at 7-Eleven, please present the payment receipt to URA for record.
5. The security deposit must be settled by crossed cheque only (other payment methods are not acceptable). Such deposit will be refunded after the booking period is complete, in accordance with the terms on the User Guidelines.
6. The successful applicants shall sign and return the Undertaking Agreement for the Use of POS at least 10 working days before the commencement of Event.

D. User's Notes

1. The users are responsible for paying all costs in relation to the activities to be held.
2. The users are not allowed to sublet or transfer the usage of booking premises or any part thereof.
3. All users shall purchase insurance for the activities to be held at 7 Mallory Street and the insurance shall be in force during the activities from a reputable insurance company with the followings:
 - (i) **Third Party Liability Insurance**
 - The users should ensure the insurance is valid and a copy of the relevant certificate is given to the URA before 10 working days of the commencement date of the activity. The policy of such insurance shall be in the joint names shall provide cover for (a) the users, (b) the URA and (c) the Manager of URA (if any) and its representatives, and shall be in an amount of not less than HK\$10,000,000 payable on each claim or of such higher amount as the URA may from time to time stipulate and shall contain a clause to the effect that the insurance cover thereby effected. The terms and conditions thereof shall not be cancelled or modified without the prior written consent of the URA.
 - (ii) **Content of the Third Party Liability Insurance**
 - The policy of such insurance shall be in the joint names shall provide cover for (a) the users, (b) URA and (c) the Manager of URA (if any) and its representatives for any damage, loss or destroy to any person or property, including but not limited to the facilities of the Booking Area, and to provide for the full replacement cost of such facilities, including but not limited to, the risks of excluding liability under the responsibility of the URA either in explicitly, implicitly or danger situations. The users are committed to providing a copy of the insurance policy of the insurance, the receipt of the premium payment and the certificate of the relevant insurance company at the request of the URA and paying the full premium to ensure that the insurance is valid.
4. URA is not liable for any legal responsibility arising from the users' activities.
5. The users, who are using the venue to exhibit or display their works, shall be responsible for regularly checking the operation of their exhibits and other display items during the booking period and providing maintenance and technical assistance when necessary or so requested by URA to ensure the proper and safe operation of the exhibits and other display items.
6. The users shall indemnify and keep indemnified URA against all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of the booking area by the users or any person so authorised by him due to the negligence on his part or on the part of such authorised person.
7. The users should report all injuries to participants or any other party, as well as damage to

- the facilities to the Management Office of 7 Mallory Street immediately.
8. The users shall be responsible for the cost of including but not limited to repair or re-purchase the damaged or destroyed (fair wear and tear excepted) on wall, floor, stolen or removed other property and any equipment in the Multi-Function Rooms, Exhibition Areas and POS after their uses of the premises to the satisfaction of the URA. The users shall be responsible for the cost of repair / reinstatement if the damage is made good or item is re-purchased by the URA.
 9. The users should keep the premises clean and tidy at all time. Rubbish and refuse should be cleaned immediately after the activities.
 10. The users should comply with the requirements of the Government departments to obtain the necessary licences / permits for the activities and submit copies of such licences to the URA one week before the activities if necessary, e.g. TPPE from FEHD & WRI for electrical wiring, etc. Should the users fail to obtain such license(s), the URA reserves the right to withdraw the approval for organising the activities. The users should ensure that all of the laws and rules of HKSAR Government and relevant departments are observed.
 11. For organising the public exhibition of films as defined in section 2 of the Film Censorship Ordinance, Cap. 392, a Certificate of Approval/Exemption is required from the Film Censorship Authority. Please contact Office for Film, Newspaper & Article Administration for details (<https://www.ofnaa.gov.hk/eng/contactus/>). The users should also note that they need to comply with any requirements set out in other Ordinances as may be applicable to their function(s), such as those in the Control of Obscene and Indecent Articles Ordinance, Cap. 390 and the Summary Offences Ordinance, Cap. 228.
 12. If the application documents submitted by the users contain material and the contents of the application (including any written, verbal, graphic/ image production or other format), of which the copyright belongs to other parties/ organisations, the users should be responsible to obtain prior written consent from the copyright owner for its use and to enable the URA to carry out the assessment of the application.
 13. The users should not use the booked premises in public of any dramatic or musical work for the delivery in public of any lecture or address in respect of any matter in which copyright subsists without the consent of the owner of the copyright or his authorised agent. In particular, consent for right to use has obtained from relevant organisations, such as the Composers and Authors Society of Hong Kong Limited (CASH), the Phonographic Performance (South East Asia) Limited (PP(SEA)L), the Hong Kong Recording Industry Alliance Limited (HKRIA), etc. ² The users should indemnify the URA including its employees and agents against all claims, damages, costs, action, losses

² If applicable, the users are responsible for paying the licence fee to (i) CASH and other related company / organisation (if any) if the Booking Area is used for performing in public a musical work, the performing right to which is held by the CASH or other related company / organisation (if any); (ii) PP(SEA)L if a sound recording is played publicly in the Booking Area, the performing right to which is owned or administered by the PP(SEA)L; and (iii) HKRIA if a sound recording is played publicly in the Booking Area, the performing right to which is owned or administered by the HKRIA.

- or expenses arising by reason of our out of any infringement of copyright or such intellectual property rights whatsoever occurring during the activities.
14. The users should ensure that the noise level of their activities should be kept at an acceptable noise level so as not to cause any unnecessary disturbance to users, visitors, public or staff in the neighborhood area. The users shall indemnify the URA and keep the URA fully indemnified against all claims or liabilities arising by reason of any noise nuisance generated from the activities. If the users fail to observe or comply with the above requirements or the advice from the Management Office of 7 Mallory Street or the URA to reduce noise emission, the URA may consider not to accept booking for use of the Multi-Function Rooms, Exhibition Areas and POS from the users in future.
 15. Consumption of alcoholic drinks or smoking is not allowed in the Multi-Function Rooms, Exhibition Areas and POS. If food and drinks are to be arranged in activities in Multi-Function Rooms, Exhibition Areas and POS, the arrangement must be informed and agreed by URA in advance.
 16. The users should be responsible for crowd control of the activity.
 17. The users should maintain clear and unobstructed passageways, exits, staircases and access to fire services installations. Users of POS, 2/F, 3/F and 4/F Exhibition Areas must grant public access to other facilities on these respective floors.
 18. The users should not erect any temporary structure in the premises except with the prior permission of the URA. The users should not display any advertisements or promotional items in the booked premises except with the URA's prior approval.
 19. No pet or animal is permitted except guide dogs or with URA's prior approval.
 20. The users shall not make, publish or display related art, image or word that contain harassing, abusive, harming, slanderous, discriminate, obscene or immoral information. The users shall indemnify and keep indemnified URA and their servants and agents against all claims, demands, actions or proceedings arising from any breach or non-observance of this provision.
 21. The users shall be and at all times remain solely responsible for the security of all contents and exhibits and cleanliness within the booked venues.
 22. Cancellation of booking:
 - (i) When Tropical Cyclone Warning Signal No. 8 or above or Black Rainstorm Warning is in effect, the Multi-Function Rooms, Exhibition Areas and Public Open Space will be closed. URA may cancel the confirmed or paid booking in accordance with such situation owing to inclement weather. The URA may also exercise discretion to close the POS when, in its opinion, that the POS is unsuitable for use from safety or operation point of view.
 - (ii) Once the booking of the Multi-Function Rooms and Exhibition Areas is confirmed, all paid licence fees cannot be refunded (Please see also the payment terms under Part II B.2). The users may make booking for another suitable date(s) within one

year of period from the cancelled booking date.

Booking Cancellation	Forfeit of Licence Fee
More than 1 calendar month before the commencement of Event	20% of total licence fee forfeited
Within 1 calendar month before the commencement of Event	100% of total licence fee forfeited

- (iii) Once the reservation of the equipment is confirmed, all paid equipment rental charge cannot be refunded.
 - (iv) URA reserves the right to reject / withdraw / cancel the booking at URA's sole discretion without giving prior notice to the users.
 - (v) URA may refuse the users from using the Multi-Function Rooms, Exhibition Areas and POS if they do not observe the "Booking Application and User Guidelines of 7 Mallory Street". In such event, the booking will be cancelled automatically.
23. The closed circuit television ("CCTV") cameras video film and monitor the areas of Multi-Function Rooms, Exhibition Areas, POS and the common area 24 hours a day. The URA, Management Office of 7 Mallory Street, the agent of the URA and the agent of the Management Office of 7 Mallory Street are authorised to view the video tapes and the video tapes may be passed to a third party as considered necessary by the URA for the purposes of enhancing security, preventing crime and ensuring the proper uses of the Multi-Function Rooms, Exhibition Areas and POS.
24. The users should give consents to the URA for displaying photo and video records of the users' activities.

PART III – CONTACT DETAILS

All enquiries related to the User Guidelines can be referred to:

Customer Services Helpdesk Telephone No : (852) 2907 3733

Customer Services Helpdesk Email Address : booking.mallory@ura-vb.org.hk