

# M7 Booking Application and User Guidelines



7 Mallory Street,

Wan Chai, HK

## PART I – BASIC INFORMATION

These guidelines set out the details of the facilities 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

Venues of M7 are available for short-term lease on the ground, second, third and fourth floors. These venues are ideal for a wide range of events as to:

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



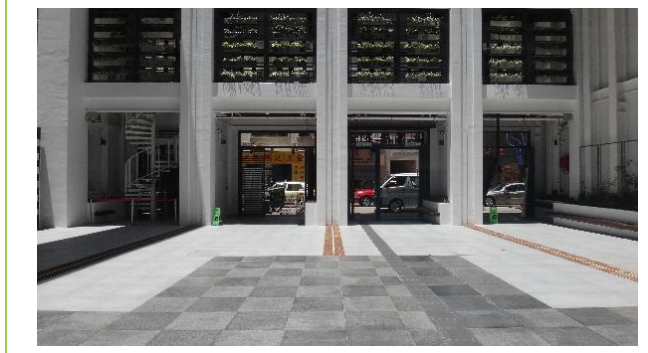
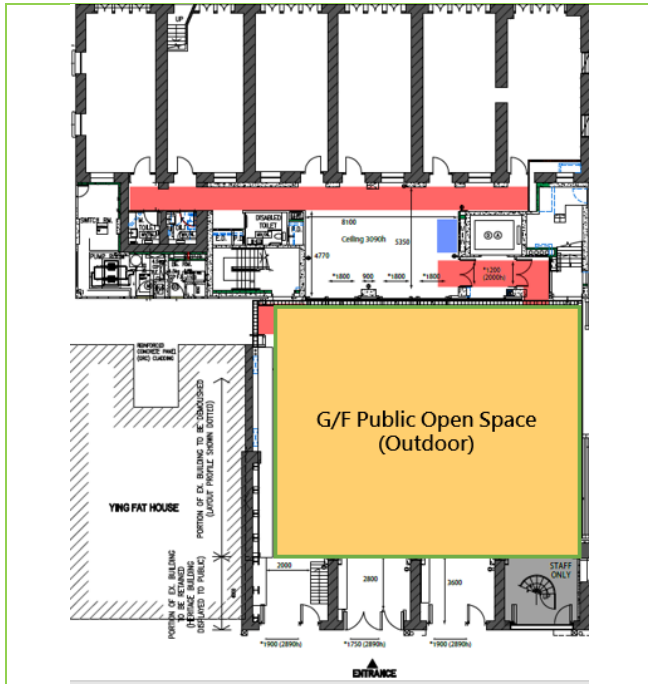
## B. Venues- Exhibition Areas and Multi-function Rooms



Not to scale, for identification purpose only. Please visit <https://mallory.ura-vb.org.hk/virtual-tour/> for Virtual 360 venue tour.

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 <sup>2</sup>
3/F Exhibition Area	3/F		Approx. 652 sq. ft <sup>2</sup>
4/F Exhibition Area	4/F		Approx. 689 sq. ft <sup>2</sup>
Opening Hours : 10am - 10pm			

**Venues- G/F Public Open Space (outdoor space)**



Venue	Location	Uses	Area
Public Open Space (Outdoor)	G/F	Screenings, workshops, exhibitions, performances or other uses approved by the URA	Approx. 2,470 sq ft
<p>Opening Hours : 8am-10pm                      For <b>non-profit making</b> events only (please see Part II.C.1 for details)                      Maximum booking period: 4 weeks (subject to URA's approval and sole discretion )</p>			

### C. Charge Rate (HK\$)

Area (approx. sq ft)		Monday - Friday		Weekends & Public Holidays		Security Deposit (per floor) HK\$
<b>Exhibition Area</b>						
<b>2/F Exhibition Area</b>	667	\$1,800 (per session)	\$2,400 (daily)	\$2,070 (per session)	\$2,760 (daily)	
<b>3/F Exhibition Area</b>	652					
<b>4/F Exhibition Area</b>	689					
<b>G/F Public Open Space</b>	2,470	<b>Application of POS is subject to proposal submission and approval from the URA</b>				

Session : 10am - 6pm OR 6pm - 10pm  
Daily : 10am - 10pm

Notes:

1. Setup and dismantle time must be included within the booking period.
2. 15% discount will be offered to a block booking of the same venue for 7 consecutive days or more.
3. 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.
4. Operation hours of the venues are 8am–10pm. Public admission starts at 10am, except prior approval.
5. 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.
6. Rates may change without prior notice; subject to URA's sole discretion.

#### D. Equipment List

Items	Quantity	Rate per Unit (HK\$)
<b>Two-sided Partition (white)</b> <i>100(W) x 200(H) x 40(D) cm</i>	10	\$50
<b>One-sided Partition (white)</b> <i>90(W) x 220(H) x 30(D) cm</i>	10	\$30
<b>Folding Chair (per 10 chairs)</b> <i>41(W) x 45(L) x 78(H) cm</i>	60	\$50
<b>Folding Table</b> <i>76(W) x 182 (L) x 75(H) cm</i>	5	\$30
<b>PA System (loudspeaker, wireless microphone &amp; audio mixer)</b>	1 set	\$500 (session)
<b>Short Throw Projector</b> <i>EPSON EB – 435W</i>	1	\$500 (session)
<b>Projector</b> <i>EPSON EB – 1776W</i>	1	
<b>16:9 Tripod Projector Screen</b> <i>Viewing Area: 203(W) x 114(H) cm</i>	1	\$50
<b>Projector Stand</b> <i>66(W) x 45(L) x 75-130(H) cm</i>	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 this Booking Application and User Guidelines of M7, Disclaimer and Privacy Statement before starting an online application.
2. Applicants can make venue booking by completing the following steps:
  - (i) complete the online booking form
  - (ii) upload the photocopy of organisation registration documents<sup>1</sup>
  - (iii) Upload the event information including **event type, objectives, content and target participants; event period (with set up and dismantle dates), venue layout plan, implementation rundown, and relevant experience on similar events** (Max 5mb per document)
3. Applicants should take note of the following venue booking window:
  - (i) Online applications should be made not less than 2 months prior to the proposed activity date
  - (ii) For applications less than 2 months prior to proposed activity date, please contact Customer Service staff of the M7 during office hours 9:00am – 6:00pm daily, Mondays to Sundays)
  - (iii) Booking less than 14 working days prior to the proposed activity date will not be processed in general circumstances. Special cases to be considered subject to URA’s sole discretion.
4. The booking sessions should include the venue setup and dismantle time.
5. Applicants may be required to provide supplementary information and documents in the booking process.
6. Applicants are responsible for reinstating the venue to its original condition immediately after use.
7. The URA may request for additional information or reserve the right not to process the application if insufficient information / documents are submitted.
8. The URA reserves the right to revise or amend the “Booking Application and User Guidelines of M7” at any time without prior notice.
9. URA has final decision on processing the application.
10. 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/>.
11. When submitting online booking, please note that:
  - (i) After the online application submitted, the applicant will receive an auto-generated

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

acknowledgement email.

- (ii) Once submitted, online applications cannot be amended.
- (iii) Given adequate documents and information are submitted, booking results should be ready in 4 weeks

12. Submission of application is not a guarantee that the booking has been accepted. The application platforms and process are noted in Part II A.

13. Payment terms upon booking confirmation:

- (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
<b>Licence Fee (not applicable to Public Open Space)</b>	
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)
<b>Equipment Rental Charge</b>	
Immediate upon reservation	100% of rental charge
<b>Security Deposit</b>	
1 calendar month in advance before the commencement of Event	Security Deposit (\$5,000 per floor)

- (ii) By cheque:

Crossed cheque in favour of “Urban Renewal Authority” can be submitted to the Customer Services Helpdesk of M7 in person (10am to 6pm, Monday to Sunday), or mail to “**Property and Land, Urban Renewal Authority, 26/F COSCO Tower, 183 Queen's Road Central, Hong Kong**” (indicating **Venue Booking for M7**)

- (iii) By 7-11 payment:

Settle by the provided barcode invoice at 7-Eleven convenience store. Please present the payment receipt in person, or email to Customer Services Helpdesk of M7 for payment record.

- (iv) Security deposit:

Must be settled by crossed cheque only (other payment methods are not acceptable). Such deposit will be returned by mail after the booking period is complete, in

accordance with the terms on the User Guidelines.

14. 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.
15. 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.

#### **B. Notes on Booking Application for Public Open Space (POS)**

1. The nature of the activity at POS shall be **non-profit making** or **charitable**. The activity should provide social/community benefits, permit the public to access to and / or enjoy the facilities at POS.

#### **C. 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 Third Party Liability Insurance for the activities to be held at M7 and the insurance shall be in force during the activities from a reputable insurance company with the followings:
  - (i) 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) 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 M7 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.<sup>2</sup> The users should indemnify the URA including its employees and agents against all claims, damages, costs, action, losses 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 M7 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 art, images or words that contain harassing, abusive, harming, slanderous, discriminating, obscene or immoral information. URA reserves the right to require the users to remove any display, products, slogans, notices or advertisements from the hired venues which may in the URA's opinion consider objectionable, offensive or which might infringe any Applicable Law, or to redesign the display that may so find objectionable, offensive or likely to infringe any Applicable Law. If the users fail to take steps to remove or redesign the said items, the URA shall have the right (but not the obligation) to enter the hired venue to reinstate, remove or do away with the said items at the sole cost of the user. The users shall indemnify and keep indemnified URA and

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<sup>2</sup> 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.

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. The users shall not make, publish or display art, images or words or perform actions that contain harassing, abusive, harming, slanderous, discriminating, obscene or immoral information. The Manager of M7 reserves the right to require the users to remove any display, products, slogans, notices or advertisements from the Venue which may in the Manager of M7's opinion consider objectionable, offensive or which might infringe any Applicable Law ((including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong), or to redesign the display that may so find objectionable, offensive or likely to infringe any Applicable Law. If the users fail to take steps to remove or redesign the said items, the Manager of M7 shall have the right (but not the obligation) to enter the Venue to reinstate, remove or do away with the said items at the sole cost of the user. The users shall indemnify and keep indemnified the URA, and/ or the Manager of M7 and/ or the Manager of the Public Open Space and their servants and agents against all claims, demands, actions or proceedings arising from any breach or non-observance of this provision. The Manager of M7 may immediately terminate the event and the booking by verbal or written notice (as the Manager of M7 deem fit) to the users upon the occurrence of any of the above events.
23. The users shall at all times comply with all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong. The users shall not engage in any act or activity which are not in compliance with the aforesaid Safeguarding National Security legislation. URA and/or the Manager of M7 shall have overriding right to and may immediately terminate the event or performance and the booking by verbal or written notice (as URA and/or the Manager of M7 deem fit) at any time to the users, which shall in no way prejudice any other rights and remedies which URA and/or the Manager of M7 may have, upon the occurrence of any of the following events: -
  - (i) The users have engaged or is engaging in (or URA and/or the Manager of M7 has the reason to believe that the users have engaged or are engaging in) any acts or activities that are likely to constitute or cause the occurrence of any offences endangering national security or which would otherwise be contrary to the interest of national security;
  - (ii) The continued engagement of the users and/or any sub-users or the continued performance of this booking and/or any sublet is contrary to the interest of national security; or
  - (iii) URA and/or the Manager of M7 reasonably believes that any of the events mentioned above is about to occur.

24. The URA and the Manager of M7 shall not be responsible for any claim, legal proceeding, liability, losses, damages or any cost or expense, suffered or incurred by the users arising from or in relation to such termination..
25. The users shall observe and comply with all applicable Hong Kong laws, regulations, decree and orders in connection with their acts / performances.
26. 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 will not be refunded (Please see also the payment terms under Part II B.2). The users may make booking for another suitable date(s) within six calendar months of period from the cancelled booking date.

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

- (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 M7". In such event, the booking will be cancelled automatically.
27. 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 M7, the agent of the URA and the agent of the Management Office of M7 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.
28. Upon request, the user should share publicity images for event promotions on URA's and M7's onsite and online platforms. The user should also give consents to the URA and M7 staff for photo & video taking during the event, and to display such records on URA's and M7's platforms for promotional purpose.

### **PART III – CONTACT INFORMATION**

All enquiries related to the User Guidelines can be made to Customer Services Helpdesk of M7 via:

Hotline : 2907 3733 (9am to 6pm, Monday to Sunday)

Email : [booking.mallory@ura-vb.org.hk](mailto:booking.mallory@ura-vb.org.hk)

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Facebook: <https://www.facebook.com/7MalloryStreet/>

Instagram: <https://www.instagram.com/7mallorystreet/>

More community space under the URA: <https://ura-vb.org.hk/en>