



VESSEL Booking Policy

1. Application for use of the Sites

Eligibility

All registered organisations and individuals are eligible to apply for the use of the Sites (i.e. **VESSEL 01**, 126 Hoi Bun Road, **VESSEL 02**, 90 Hoi Bun Road and **VESSEL 03**, 86 Hoi Bun Road, Kwun Tong). In general, there are no specific restrictions on the nature of the use of the Sites, which can be used for lawful public or private events.

Vetting Authority

This Booking Policy shall be devised by the Booking Committee, which is appointed by the Board of HKALPS Limited (HKALPS), and will be reviewed before the beginning of each financial year. The Booking Committee could also handle special applications, such as advance applications, concessionary rates or long-term booking.

Booking Priority

In order to promote art and culture, green living, community services and wellness, basic principles for booking priority are set as below:

- (a) Bookings will be processed on a first-come-first-served basis.
- (b) 15 days per Financial Year will be reserved for events supported by Energizing Kowloon East Office and endorsed by the “Fly the Flyover 01” Management Committee for free usage of **VESSEL 01**.
- (c) HKALPS will reserve half of the days in each month (i.e. 50% of weekdays and 50% of weekends and public holidays) for priority bookings related to the promotion of art and culture, green living, community services and/or wellness. The remaining booking slots will be open to all applications.
- (d) If more than one applicant are applying for the same slot, the applications will be considered by the Booking Committee taking into account of following factors:
 - positive impact on the community brought by the event
 - positive impact to the promotion of arts, culture, or creative aspect(s) brought by the event
 - originality of the event
 - event scale and the level of public participation



2. Hiring Charges

- (a) For bookings at Major Facilities (see 4a below), the rate is set on a minimum four-consecutive-hour basis, and for events of a longer duration, daily rates or package deal will be offered.
- (b) For bookings at Minor Facilities (see 4b below), the rate is set on a minimum two-consecutive-hour basis.
- (c) All qualified charitable institutions or non-profit organisations submitting the full set of application documents for organising non-profit-making events at least 1 month before the event dates, could apply for concessionary rates through HKALPS. The Booking Committee will grant concessionary rates in view of the positive impact on the community and on the promotion of art, culture, or creative aspect(s) brought by the event, originality of the event, event scale and the level of public participation.
- (d) For all commercial and profit-making events, normal rates shall apply.
- (e) Should there be sale of merchandise, a surcharge of 10% of the hiring charge will be imposed upon the authorized user of the Sites. Sale of commodities violating the laws of Hong Kong, tobacco and related products shall be prohibited.
- (f) For events involving charity sale, a copy of the document certifying that the charitable institution is exempt from tax under section 88 of the Inland Revenue Ordinance is required for waiving the 10% surcharge.
- (g) Payment schedule: For bookings at Major Facilities, confirmation letter shall be duly signed within 7 days upon issuance and the hiring charges shall be fully settled within 14 days upon the issuance of invoices. For bookings at Minor Facilities (e.g. booking a single room), full payment shall be settled within 7 days upon issuance of invoices. Booking shall be cancelled if payment is not settled as stipulated.



3. Cancellation, Rescheduling and Refund Policy

(a) Inclement weather conditions

Period	Tropical Cyclone Warning Signal No. 1 or No. 3 / Amber Rainstorm Warning Signal	Tropical Cyclone Warning Signal No. 8 or above / the Black/Red Rainstorm Warning Signal
Two hours before the booking period or event commencement		The Authorized User of the Sites (Authorized User) shall first apply for rescheduling. If the Booking Committee considers rescheduling is not feasible, the Authorized User could opt for cancellation with full refund.
During the event	All bookings shall be held as scheduled. Refunding is not applicable.	<p>Indoor events: Proceed as usual and all fees paid are non-refundable.</p> <p>Outdoor events: If the event is held less than half the booking time, the Authorized User shall apply for rescheduling within 15 days from the original date of the event. Unless rescheduling is considered not feasible by the Booking Committee, the Authorized User would apply for a full refund within 30 days from the original date of the event.</p> <p>If the event is held more than half the time, the Authorized User would receive a refund of half of the hiring charges.</p>



(b) Event Rescheduling

Booking Facilities	Rescheduling Requirements
Major Facilities	<p>The Authorized User shall request rescheduling in writing to HKALPS not less than <u>3 months</u> prior to the event date, with submission of supporting documents stating the justifications. If the rescheduling request made by the Authorized User is less than 3 months before the date of the event, relevant documents must be provided to justify the reschedule and the Booking Committee will consider each request on a case-by-case basis.</p> <p>The rescheduled event shall be held within six months of the original date of the event and is not valid after that date. Any event shall only be rescheduled once. The Booking Committee reserves the right of final decision.</p>
Minor Facilities	<p>The Authorized User shall request rescheduling in writing to HKALPS not less than <u>2 months</u> prior to the event date, with submission of supporting documents stating the justifications. If the rescheduling request made by the Authorized User is less than 2 months before the date of the event, relevant documents must be provided to justify the reschedule and the Booking Committee will consider each request on a case-by-case basis.</p> <p>Any event shall only be rescheduled once. The Booking Committee reserves the right of final decision.</p>

(c) Remarks

1. If the event cannot be held as scheduled due to force majeure, including but not limited to extreme weather conditions, political campaigns, strikes and other government policies or changes in venue status, the Authorized User shall be entitled to a maximum full refund if rescheduling cannot be agreed upon by both parties after negotiation.
2. For refund applications, the Authorized User shall serve in writing with original copy of invoice not later than 1 month after the cancelled booking date. Late applications will be considered as forfeited.
3. Cheque of refund should remain the same name as shown in the Application Form.
4. If the event target group has special circumstances that require alternative arrangements, the Authorized User shall provide relevant supporting documents in writing.
5. The Booking Committee reserves the right to make final decisions on events that cannot be held due to force majeure or changes of venue status.

VEESEL 發現號

THE DISCOVERY OF LIFE 發現生活無限

4. Booking procedures

(a) For Major Facilities

VEESEL 01

Option 1: Open Stage A and Event Space 1.1

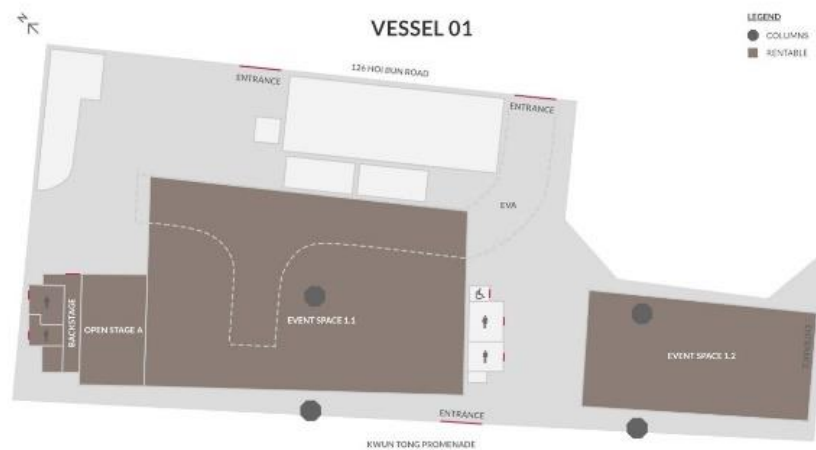
Option 2: Event Space 1.2

Option 3: Open Stage A, Event Spaces 1.1 and 1.2

Option 4: V GALLERY and Event Space 2.1

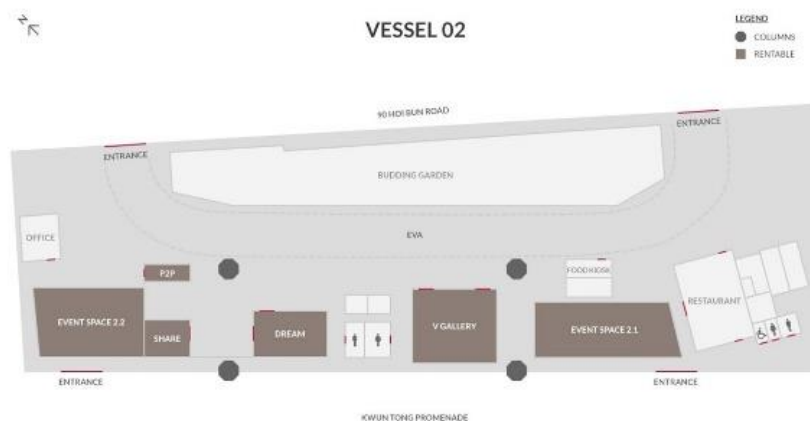
Option 5: DREAM, SHARE and Event Space 2.2

Option 6: P2P (Pop-up Shop)



VEESEL 02

Option 7: Event Space (Area No. 2.1)



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VEESEL 03

Option 8: Open Stage B and Event Space 3.1

Option 9: COOK (Food Lab) and Event Space 3.1

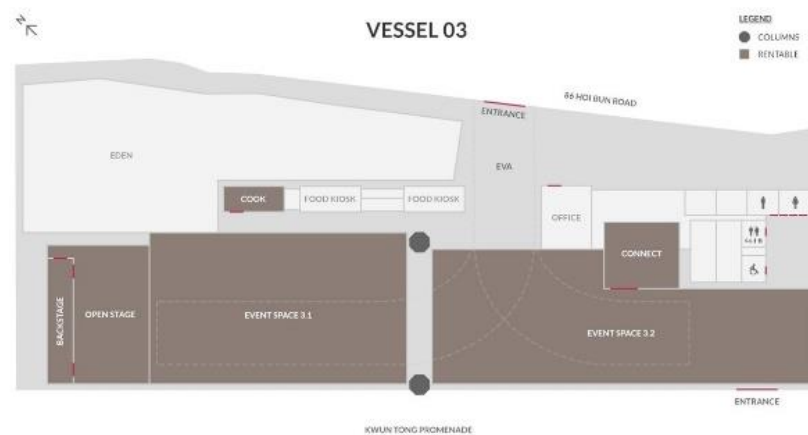
Option 10: CONNECT and Event Space 3.2

Option 11: Open Stage B, Event Spaces 3.1 and 3.2

Option 12: Open Stage B, COOK, Event Space 3.1

Option 13: Open Stage B, COOK, Event Spaces 3.1 and 3.2

Option 14: Event Space 3.1 OR 3.2



All Application Forms and necessary supporting documents should be submitted not less than 1 month prior to the booking date.

(b) For Minor Facilities

VEESEL 02

Option 15-16: V GALLERY (For exhibition)

Option 17: DREAM (Multi-purpose room)

Option 18: SHARE (Multi-purpose room)

VEESEL 03

Option 19: CONNECT (Multi-purpose room)

Option 20-21: COOK

All Application Forms and necessary supporting documents should be submitted not less than 14 days prior to the booking start date.

(c) In respect of events requiring large-scale planning, such as events of territory-wide scale or with special cultural, community, beneficial impact to the society, prior applications can be submitted to HKALPS for consideration on acceptance of booking application.



5. Application Form

Applicants shall include the following details in their booking forms.

- Event name and nature;
- Event date and time (including set up time, event time and dismantle time);
- Applicant's or its organisation's name and information (including registration certificate and official website/ Facebook Page etc.);
- Designated contact person's name and mobile number;
- Estimated number of participants (including staff and other participants, etc.);
- Event proposal (which should describe the flow and management arrangements on the event day) ;
- Event floor plan; and
- Other necessary supporting documents.

This VESSEL Booking Policy has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.