

CONFIDENTIAL

Application Form for Promotion Venue at Maritime Square

Name of Applicant / Company	:		
	:	English (Block Letters)	Chinese
Contact Person (Title)	:	()	
Contact No.	:	(TEL)	(FAX)
Email address	:		
Correspond Address:	:		
Name of Event	:		
	:	English (Block Letters)	
	:	Chinese	
Event Date(s) Applied	:	From	To
Event Time	:	From	To
	:	(AM/PM)	(AM/PM)
Venue Applied	:	☐ L1 – Venue A	☐ L1 – Venue B
(Please ✓ as appropriate)	:	☐ L1 – Venue A&B	
	:	☐ L3 – Venue A	☐ L3 – Venue B

Attachment submitted with the Application Form:

- ☐ Proposal of the Event / Exhibition
- ☐ Full listing of display materials
- ☐ Program rundown
- ☐ Floor Plan layout
- ☐ Past reference (Floor plan / Photos / Proposal)

For charity bodies and non-profit making organization only:

- ☐ Copy of certificate / proof attached for application of rental reduction

收集個人資料聲明

你所提供的個人資料將用於處理場地租借的申請及核對身份或其他詳列於“關於個人資料(私隱)條例 – 致業主/住戶的通知”的用途，而相關通知已張貼在顧客服務中心及青衣城管理處接待處。如你未能提供所需資料，或所提供的個人資料不準確或不完整，可能影響我們處理相關事宜。你所提供的個人資料將會保密，只有經法例授權取得有關資料，或其他與上述用途有關以及需要接收有關資料的人士/機構才可獲轉移並處理你提供的個人資料。你可要求查閱及改正你的個人資料。任何查閱或改正個人資料之要求應註明「保密」字樣及以書面形式向 法律-常務部 個人資料私隱主任提出 (地址:香港九龍灣德福廣場港鐵公司總部大樓或電郵: PDPO@mtr.com.hk)。

Personal Information Collection Statement

The personal data you provide will be used for the purpose of processing the application for venue booking and identity verification, or other purposes specified in the “Notice to Owners/Residents Regarding to the Personal Data (Privacy) Ordinance” displayed at the Customer Service Centre and the reception counter of Maritime Square Management Officer. If you fail to provide the required data or if the personal data provided is inaccurate or incomplete, it may affect our processing of the relevant matters. The personal data you provide will be kept confidential and will not be transferred to any other parties unless such parties are authorized by law to request the information or are otherwise relevant and necessary for the purposes stated above to handle the personal data you provide.

You have the right to request access to and correction of your personal data. Any request for correction or access to personal data should be made in writing to the Personal Data Privacy Officer, Legal - General Department and marked as “confidential” (Address: MTR Headquarters Building, Telford Plaza, Kowloon Bay, Hong Kong or email: PDPO@mtr.com.hk).

Signature & Company Chop :

Please fax the completed application form to 2449-0013.

Date :

CONDITIONS FOR USE OF THE PROMOTION VENUE AT MARITIME SQUARE

1. A detailed proposal about the format, purpose, content of the event / exhibition, all display materials, and below documents are required to submit for approval.
 - i. Programme rundown
 - ii. Valid insurance certificate (refer to item no. 9)
 - iii. 3D layout and the floor plan with the route for the materials transportation to the venue and should include elevations of each component and dimensions, i.e. height, depth and width.
 - iv. Technical drawing of the floor plan with calculation and endorsed by Registered Structural Engineer
 - v. Installation and dismantle method statement must be according to item iii. of the above
 - vi. Risk assessment report signed by Registered Safety Officer and signed with company chopped by applicant. A valid certificate copy of Registered Safety Officer shall also be provided.
 - vii. Surveyor report signed by Registered Structural Engineer
 - viii. WR1
 - ix. FS 251(For Fire Extinguisher and Flame Proofing Solution Treatment)

Item ii-vii must be submitted for approval at least 6 weeks prior to the commencement of event.

Item viii-x must be submitted once the installation is completed.
2. Completed application form and relevant documents should be sent to: Maritime Square Management Office, G/F Maritime Square 1, 33 Tsing King Road, Tsing Yi, N.T., or via fax 2449 0013.
3. All payment and deposit should be settled by cheques in advance to the Corporation **within 7 days upon signing of the acceptance letter**. If the booking is not fulfilled, all monies paid will be forfeited. Please refer to the previous page for the rental charges of Exhibition Venue at Maritime Square.
4. The Promotion Venue is not to be used for any purpose other than stated in the application form by the applicant unless prior permission is sought from the Maritime Square Management Office.
5. The applicant shall not let or assign any part of the Promotion Venue to be used by any other party. Assignment or sub-letting or otherwise sharing or parting with the Exhibition Area or any part thereof is strictly prohibited. Co-exhibition will only be allowed with prior written approval from Maritime Square Management Office.
6. The normal operation hour of the exhibition area is 1100 hrs to 2200 hrs. Early/Late openings and/or early /late closure are not allowed without prior approval from Maritime Square Management Office.
7. The Promotion Venue and the surrounding area should be kept clean and tidy without any litter and under proper control at all times throughout the promotion period.
8. Hanging of balloons, banners, hand writing messages and distribution of leaflets / flyers / pamphlets / brochures / hydrogen balloon / collection of shopper's information or recruitment in any format are **NOT ALLOWED** within the venues and in the shopping mall.
9. The applicant shall obtain proper licence/permit from the relevant Government Authorities. Such licences include but not limit to the Television and Entertainment Permit and Places of Public Entertainment Licence. All applicants are also required to take "Public Liability Insurance" in respect of the event covering the whole of the term. Such insurance shall provide indemnity to both the exhibitor and to MTR Corporation Limited against any public liability up to an amount of **HK\$6 million** in any one incident. The relevant licence and the insurance certificate copies must reach the Management Office 7 days before the promotion date. Applicant shall be responsible for not bearing such relevant permits and shall indemnify the Corporation against all claims actions proceeding, demands, costs damages and expenses that might arise as a result of holding the promotion or by reasons of any act, default, negligence or omission of the applicant, his servants, agents, licensees or customers.

10. The applicant shall make good immediately any loss or damages caused as a result of the promotion or reimburse the Corporation for any expenses incurred for repair on behalf of the applicant.
11. The applicant has to provide own security guard for the safe custody of the equipment and facilities brought into the Promotion Venue.
12. The applicant shall remove all goods and property immediately after the promotion and reinstate the premises to the satisfaction of Maritime Square Management Office, failing which; Maritime Square Management Office will arrange disposal and reinstatement at the applicant's cost.
13. The applicant must not bring any dangerous goods as defined in the Dangerous Goods Ordinance into the Promotion Venue.
14. The applicant shall ensure that no noise and other nuisance; disturbance or annoyance is caused to shopping arcade patrons or other members of the public and further no obstructions of any kind or nature at any part of the Shopping Centre.
15. A permit from the Composers and Authors Society of Hong Kong (CASH) may be required should any music/songs be played during the promotion. The applicant undertakes either to pay the appropriate fee to CASH and obtain the permit or to ensure that any music/songs played at the promotion does not require a permit from CASH. In this connection, the applicant specifically agrees to indemnify the Corporation in respect of any claims or proceedings made by CASH against the Corporation due to the playing of any music/songs in the activity.
16. The applicant shall submit the structure details and materials of each location with Method Statement/technical drawing and risk assessment report to Maritime Square Management Office at least 2 weeks before commencement of works for technical approval.
17. Specific location to be recommended by our Engineer / Surveyor and Safety Officer for the exhibitor to get approval from Registered Structural Engineer on the construction drawing before commencement of works and subsequently obtain relevant certificate for RSE.
18. To ensure all equipments are made of non-combustible materials and no highly flammable materials, plastics and plasticized materials are to be used in the activity.
19. To ensure the following requirements for electrical installations are observed:
 - i) All temporary electric wires must be PVC insulated and sheathed. No flimsy electric wires are allowed.
 - ii) All joints on electrical wiring must be properly made. Sloppy tape joints must be eliminated.
 - iii) No live electric part is allowed to be exposed.
 - iv) Proper earthing protection must be provided to all metal parts where electrical connections are made, unless approved double insulated construction against electrocution is protected by earth leakage circuit breakers.
 - v) According to the Electricity Ordinance, a person who deals with any electrical work should be bearing the "Certificate of Registration of Electrical Worker" and copy of which has to submit to Maritime Square Management Office prior to the promotion.
 - vi) Registered Electrical Contractor and Registered Electrical Worker to submit a Work Completion Certificate (Form WR1) on completion of a fixed electrical installation (i.e. after installation and testing).
 - vii) If extension units are used, please ensure that the plugs, socket and flexible cord comply with BS1363 Part 1, BS1363 Part 2, and BS 6500 / IEC60277 respectively. In addition, the extension units should be properly protected and placed.
 - viii) If temporary lightings and required, please ensure that the luminaries comply with the requirements of IEC6015898-1 and are issued with Certificate of Safety Compliance
 - ix) Proper warning notices together with appropriate barriers/guards, where required, should be placed in prominent and suitable locations to warn visitors and operators from getting access to the extension units and socket outlets.

20. The application may be terminated without refund of rental charge paid at any time by written notice from the Corporation whether or not the period this application has expired in the event of:
- i) the applicant being in breach of any of the above terms and conditions, or
 - ii) the Corporation decides in its sole discretion.
21. The application should comply and obey to the “Rules for Decoration Works & Exhibition setup at Maritime Square” (Appendix 1) at all time and Maritime Square Management Office reserves the right to terminated the set-up and exhibition without refund of rental charge paid if the applicant fail to comply the rules.
22. The Corporation reserves the right to amend or add to the above conditions at any time without giving prior notice to applicant.

I, company/organization name _____, submit our application with understanding of all the above points and agree to fulfil all the requirements from Maritime Square Management Office.

Signature & Company's chop

Date

RULES FOR DECORATION WORKS & EXHIBITION SETUP AT MARITIME SQUARE

I/We*, the undersigned, agree to complete the decoration works or exhibition setup at promotion venue(s) _____ according to the Maritime Square Safety Handout, the plans approved by MTR Corporation Limited and the following rules and any future rules:

1. No works shall be carried out without the prior approval(s) from MTR Corporation Limited and the relevant Government Authorities, if required.
2. Exhibitors and decoration contractor should submit the details contact list for their on site in-charge (with mobile phone no & pager no.) and workers' list (with relevant certificate or qualification and ID card A123XXX(X)) to the management office 2 working day before commencement of works.
3. All workers on site should have the Construction Industry Safety Training Certificate (Green Card), wear safety helmet (with "Y" chin strap), safety shoes, reflective vest and the work permit issued from management office. No workers can work on the site without the green card, safety helmet (with "Y" chin strap), safety shoes and work permit. Management office reserves the right to forbid such person to enter the mall whenever deemed necessary.
4. Contractor has to ensure each worker carrying out work safely according to the Prevocational Safety Guidance of Labour Department by all means.
5. All electrical works and installation should comply with the general requirements in accordance with the Electricity Ordinance (Cap. 406) and its subsidiary regulations.
6. Use of wooden or A-ladder is prohibited during working in height.
7. All workers on site should wear helmet with chinstrap. For work carried out at level above 2 meters high, certified escalator platform must be used (with relevant certificate submitted to the management office before commencement of work), workers must fasten safety belt and wear helmet with chinstrap.
8. All workers on site should have the working permit issued from management office. No workers can work on the site without work permit. Management office reserves the right to forbid such person to enter the mall whenever deemed necessary.
9. All odor works should be done only from 2300hrs after prior approval (at least 3 working days) from MTR Corporation Limited.
10. The daily operating hours for the cargo lift is from 0800hrs to 2000hrs. Prior approval must be obtained from MTR Corporation Limited should the working hours be extended beyond the above.
11. The Exhibitors and decoration contractors have to supervise his employees properly and to cover them by insurance.
12. The Exhibitors and decoration contractors are responsible for all damages to property or public facilities of the mall or any injuries to other people by the contractors.
13. All decoration work or exhibition setup must be confined within the above designated venue and no common area, public lavatories. Store-rooms of the mall can be used for storage or workshop.
14. The dangerous/inflammable goods must be kept minimum and proper storage in the premises.
15. Unloading materials /equipment should be done within the designated loading bay and should comply with the rules and regulations of the loading bay.
16. Not to store decoration material or debris etc. within the loading bay areas.
17. The management office, when necessary, shall specify the time and the route for the delivery of decoration materials.
18. Fire extinguisher should be placed properly when fire works are required. All necessary precaution should be done so as to prevent fire out break.
19. Fire hoses cannot be used for any purpose other than fire fighting. The fitting-out contractors are advised to provide fire extinguishers within premises during the fitting-out.
20. Nuisance to other tenants arising from decoration work or exhibition setup must be kept minimum. Management office reserves the right to stop the noisy work proceeding.
21. No addition, alteration or connection shall be made to the chilled water piping. The fire sprinkler system and electrical main cables without prior approval from the MTR Corporation Limited.
22. Exhibitors and decoration contractors have to arrange for the disposal of the decoration debris out of the Maritime Square at his own expense, indiscriminate dumpings in the public area is strictly forbidden.
23. Exhibitors and decoration contractors have to ensure all his employees do not sleep or act in a disorderly manner in the common area. The management Office reserves the right to expel such person from the mall whenever deemed necessary.
24. Exhibitors and decoration contractors must ensure all work area to be properly fenced off with sufficient warning notices before commencement of the works.
25. The Exhibitors and decoration contractors should be responsible for the security and storage of any equipments, tools and materials.
26. All employees of contractors must wear tidy uniform, the type of which should be recorded and recognized by MTR Corporation Limited.

Should you have any question, please contact our management office at 2449 9013.

I/We*, the undersigned and agree to complete the decoration works or exhibition setup at promotion venue(s) according to the Maritime Square Safety Handout

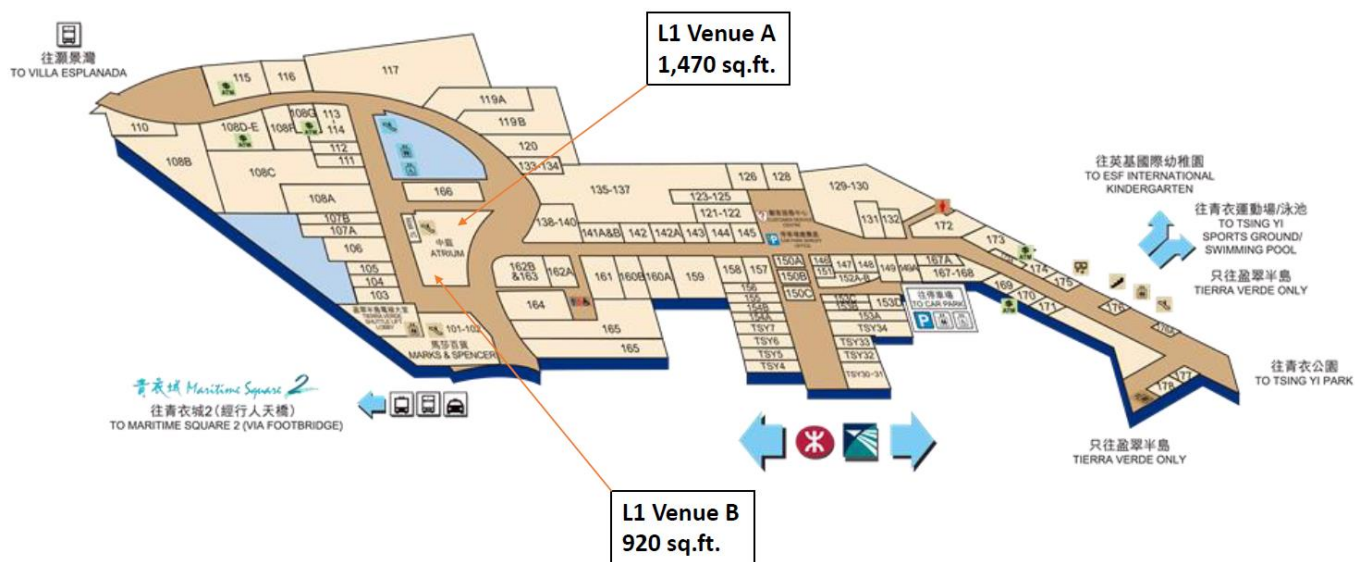
Signature of Exhibitors and Decoration Contractors:

(with Company chop)

(Name of Applicant / Name of Company)

Promotion Venue Location Map:

L1 Venue A & B



L3 Venue A & B

