

舞蹈室租用申請表 Studio Hire Agreement

舞蹈室可供個人或團體租用

Studio for Hire by Individuals or Institutions

舞蹈室 Studio	面積 Area	收費(每小時計) Hourly Rate	設施 Facilities
A 室/room	1000 平方呎/sq. ft.	\$300 (考試用 / examination use \$350)	設有 CD 及 MD 音響系統、全身鏡、彈性地板及舞蹈排練槓 Facilities include CD/MD audio systems, wall mirrors, dance floors and dance bars
B/C 室/room	500 平方呎/sq. ft.	\$150	

收費條款

Payment Terms

- 一、 如連續租用三小時或以上，可享九折優待。長期租用者，價錢另議。
A 10% discount will be offered when hiring 3 continuous hours or more. Special discount may be considered for long-term hire.
- 二、 使用逾時十五分鐘作一小時計算。
Use of studio in excess of 15 minutes after the end of the hiring period will be charged as 1 extra hour.
- 三、 如需租用其他設施、如鋼琴等，可與本舞蹈室職員聯絡，價錢另議。
Please enquire with studio staff for use of other facilities such as the piano. Fees will be negotiated upon enquiry.
- 四、 租用舞蹈室，須繳付按金，費用為租金的一半，可於繳付租金時扣回。
Hiring is confirmed upon receipt of a 50% deposit which will be offset from the hiring fees.
- 五、 租用舞蹈室後，若取消租用，所付按金恕不退回。若更改租用時間，必須最少於一個工作天前通知，否則，本舞蹈室有權向租用者收取租金的 50% 作為失場損失之補償。
Once hiring is confirmed, no refund will be made. 24-hours notice is required for a change to the hiring schedule. The deposit may be forfeited if less than 24 hours notice is given.
- 六、 使用舞蹈室前，請先辦理手續及清繳費用。
Registration must be completed and payment must be made prior to use of the studio.

租用詳情及費用

Hiring Schedule and Fees

租用日期 Dates of Hire	租用時間 Period of Hire	舞蹈室 Studio (請列明是 A、B 或 C 室) (Please specify room A/B/C)	租金 Hiring Fees
	-		HKD
	-		HKD

	-		HKD
	-		HKD
	-		HKD
	-		HKD
	-		HKD
	-		HKD
	-		HKD
	-		HKD
	-		HKD
其他 Others			
總數 Total Sum			HKD
來訂 Deposit			HKD
尚欠金額 Outstanding Sum			HKD

租用條款

Hiring Terms and Conditions

- 一、 申請人/團體必須在使用舞蹈室前清繳全數租金。
 Hirer(s) must pay the full hiring fee prior to use of the studio.
- 二、 申請人/團體必須自行承擔一切於租用期間因意外所導致的受傷或財物損失。
 Hirer(s) are fully liable for any accident resulting in injuries or loss or damage during the hiring period.
- 三、 申請人/團體只可在舞蹈室進行已申報的活動。如用作排舞或練舞用途，只可用於租用時已申報的舞蹈類別。否則，本舞蹈室有權隨時終止租用，不作任何賠償。
 Hirer(s) should only use the studio for activities as declared at the Studio Hire Agreement. If the studio is hired for choreography or dance teaching, only the declared dance genres should be practised. The Studio management has the right to terminate the hire at any time due to deviation from the declared activities by the Hirer and no compensation will be given.
- 四、 未經本舞蹈室書面同意，申請人/團體不得以任何形式提供本舞蹈室予第三者使用。否則，本舞蹈室有權隨時終止租用，不作任何賠償。
 Hirer(s) should not allow any third parties to use the studio in whatever ways and means without the written agreement of the Studio management. The Studio management has the right to terminate the hire at any time due to deviation from the declared purpose of use by the Hirer and no compensation will be given.
- 五、 申請人/團體必須小心使用舞蹈室及其設備，如有損毀，須照價賠償。
 Hirer(s) must exercise due care in the use of the studio and its facilities and will be required to make good any damage caused in full.
- 六、 申請人/團體必須保持舞蹈室清潔衛生，不得在內飲食。
 Hirer(s) must keep the studio clean and hygienic. The consumption of food or beverages inside the studio is prohibited.
- 七、 請在離開前關上冷氣機、燈光、音響等器材，以免浪費能源。
 To conserve energy, hirer(s) should switch off air-conditioners, lighting and audio systems before departure.

申請人/機構資料 Details of the Hirer

申請人/機構名稱 Name of Hirer	
通訊地址 Correspondence Address	
電話 Telephone	手機 Mobile Phone
傳真 Fax	電郵 Email Address
負責人姓名 Name of Responsible Person	職位 Position/Job Title
聯絡電話 Contact Telephone	電郵 Email Address
活動性質 (如:排舞、授舞、考試等) Nature of Activities (e.g. choreography, teaching or examination, etc.)	
舞蹈類別 Dance Genres	
活動人數 Number of Participants	

申請人/機構聲明 Declaration of the Hirer

- 一、 本人/機構證明此表格上所填報的資料真確無誤。
 I/We declare that the information provided in this form is true and correct.
- 二、 本人/機構明白並同意遵守上述租用舞蹈室的收費及使用條款。
 I/We understand and agree to abide by the terms and conditions of payment and use of the studio.

申請人簽署 Signature of Hirer	機構印章 Seal of Institution
申請人姓名 Name of Hirer	
日期 Date	

舞蹈室填寫 Studio Use (檔案編號 Reference Number)

處理人員姓名 Handled by	處理日期 Date Processed
審批人員姓名 Approved by	審批日期 Date Approved