

TERMS AND CONDITIONS OF USE FOR PRIVATE EVENTS AND FUNCTIONS AT ZETLAND HALL

1) Application Procedures

- a) Applications to hold Private Events and Functions at Zetland Hall, should be made by sending completed application forms to the General Manager by post to "Zetland Hall, 1 Kennedy Road, Mid-Levels, Hong Kong", or by email to admin@zetlandhall.com.
- b) A confirmation letter and debit note will be sent to the applicant by email once the application is accepted. Additional debit notes may be sent to the applicant for any agreed pre-paid food and beverages or for the use of other facilities.

2) Payment

- a) Payment should be settled on or before the due date shown on the debit note. Failure to do so will result in the booking application being cancelled.
- b) Crossed cheques, payable to "The Zetland Hall Trustees", should be sent by post to "The Zetland Hall Trustees, Zetland Hall, 1 Kennedy Road, Mid-Levels, Hong Kong".

3) Postponement and Cancellation of Bookings

- a) The applicant may reschedule the booking only if the event has been cancelled due to the inclement weather conditions detailed in paragraph 4) below, or due to other unforeseen circumstances that prevent the use of Zetland Hall. In these circumstances, the applicant may choose to reschedule the booking or request a refund.
- b) Cancellation of bookings will only be accepted in writing, otherwise no refund will be made. If a booking is cancelled 30 days or more before the date of the event a 100% refund of the total amount paid will be made. If the booking is cancelled between 7 and 29 days before the event a 50% refund of the total amount paid will be made. If the booking is cancelled 7 days or less before the event no refund will be made.
- c) If a booking is cancelled less than 5 working days before the event, 50% of the total estimated food and beverage cost, and other unbilled charges (if any) will be levied. In the event of cancellation less than 24 hours before the event or a no-show, the full estimated amount will be charged.

4) Typhoon and Rainstorm Arrangements

- a) If a Tropical Cyclone Warning Signal No.8 or above is hoisted 8 hours before the starting time of the event, or if a Black Rainstorm Warning is issued 6 hours before the starting time of the event, the booking may be cancelled by the applicant, who may choose to reschedule the event or request a refund.
- b) If a Tropical Cyclone Warning Signal No.8 or above is hoisted or is expected to be hoisted, or if a Black Rainstorm Warning is issued within 4 hours of the starting time of the event, the event will be cancelled. The applicant may choose to reschedule the event or request a refund.
- c) If a Tropical Cyclone Warning Signal No.8 is lowered, or if a Black Rainstorm Warning is cancelled 4 or more hours before the starting time of the event, and the event has not already been cancelled as permitted by 4(a) or (b) above, the event will go ahead as scheduled.
- d) If a Tropical Cyclone Warning Signal No.8 or above is hoisted during the event, then Zetland Hall will close as soon as it is practicable and safe to do so. Applicants may choose to reschedule the event or request a refund.

5) Booking Regulations

- a) All participants (applicants and attendees) must comply with the Zetland Hall House Rules.
- b) Applicants must attend the event and may not transfer their booking to other groups or individuals.
- c) Participants may begin to use the facilities of Zetland Hall up to 30 minutes before the starting time of the event and should vacate the premises promptly afterwards.
- d) Participants may not consume food or drink inside or decorate Zetland Hall in any way without the prior consent of the General Manager.
- e) Participants are restricted to the facilities which have been specifically allocated for use during the event. Those facilities may include the banquet hall, bar area, basement changing room, ground and first floor toilets and lift. No one attending the event may enter any part of Zetland Hall that is above the first floor without the prior consent of the General Manager.
- f) Applicants are responsible for the behaviour of any children under the age of 18 years.
- g) The delivery of event materials, including band equipment, decorations and other supplies, is restricted to the day of the event. Prior consent from the General Manager is required, subject to space limitations. All materials must be removed promptly following the event.
- h) Participants are not permitted to move furniture or equipment within Zetland Hall without prior approval. All equipment and facilities must be restored to their original settings before leaving the premises.
- i) Applicants are responsible for compensation for any damage to or the loss of any equipment or facilities of Zetland Hall.
- j) Applicants are responsible for any loss of property and/or any injuries suffered by attendees during the period in which Zetland Hall facilities are in use. Neither the Zetland Hall Trustees nor the General Manager or any of his staff shall be held liable for any such losses to property or personal injury.
- k) The Zetland Hall Trustees reserve the right to terminate the use of the premises if the applicants or users violate the rules mentioned above, without any refund.