

**Regentville Shopping Mall**  
**House Rules for Venue Exhibition**

**Centre Operating Time**

**10:00 am to 10:00 pm**

**Event Time:**

- For general exhibition: 10:00 am to 10:00 pm
- For charity event at the charity area: 11:00 am to 7:00 pm

**Licence Agreement and Payment**

- Application Form together with a detailed floor plan which indicated all facilities dimensions and electricity measurement must be submitted to our management & email back to [ntedpromo@sino-estates.com](mailto:ntedpromo@sino-estates.com) for approval **at least one month** prior to the proposed event commencement date.
- Licence Agreement **must be signed** and returned to our management **at least two weeks** before the commencement of the Licence.
- The application will not be confirmed until a written License Agreement (hereafter refers as The Agreement) is issued by Regentville Estate Management Co. Ltd (hereafter refers as **The Licensor**) & countersigned by both parties.
- Full Licence payment must be settled **at least five working days** before the commencement of the Licence.
- The Agreement is served as an invoice of the charges. No separate debit note / invoice will be issued.
- Failure to do so may be considered as cancellation of the Event by the Licensee.
- The Licensor reserves the right to accept or decline an application.

**Venue Setting and Dismantling**

- Licensee shall enter the licensed area at **8 am** for setting on the first exhibition day and leave with all their packed belongings by **10 pm** on the last day.
- Licensee is not encouraged to set up the area the night before the exhibition period. For special reasons, Licensee shall apply in writing, however, the Licensor has the absolute discretion to accept or refuse it.
- Overnight setting after **10 pm** is allowed, upon prior request and subject to our management approval, **up to 6 am** on the first day of licensed period.
- Licensee shall provide venue carpets in **grey color** covering the exhibition area. Any corporate color other than grey, Licensee must seek for prior approval from the Licensor.
- Licensee shall cover cable with white adhesive outside exhibition area (if necessary) and same color adhesive with carpet inside exhibition area.
- Licensee shall submit a floor plan and details (measurement & decorations to be used) of their setting to The Licensor for approval when applying exhibition area(s). (Remark: The height of backdrop in atrium must not exceed 8 ft. and the height of backdrop in Area A must not exceed 6.5 ft.)
- Licensee must apply the permission from Licensor by returning the **Appendix** if the venue setting and dismantling involve any jobs working at height. Otherwise, it is not allowed without the permission.
- Licensee is required to sign an undertaking for the license area before move-in and shall be liable to any damage caused to the structure or other fittings and equipment in the venue.
- Contractor person-in-charge must collect working pass for all workers from the Property Management Office before moving in.

**Licensed Area**

- All exhibition activities e.g. personal service consultation must be confined to the licensed area. No goods, decorations or publicity materials e.g. posters and banners could be put outside the area. And the display materials should not cause any blockage to shop front of any tenants.
- Licensee shall not transfer or sublet the licensed areas to other exhibitors.
- No hanging of banners, posters and other POPs on the curtain wall and window is allowed.
- Easy pull stand and any hand written signage is strictly prohibited in the mall.
- Licensor reserves the right to decline any application for selling or promoting any products /brands which are in direct conflict with existing tenants. List of products/ services/ brands to be promoted at the licensed area must be submitted for Licensor's approval upon submission of application form at least one month prior to the event commencement date.
- Licensee shall not sell or promote any illegal products or products not specified in the applications, the

Licensor shall have the absolute right to demand removal of any products, which are deemed unfit for the licensed area.

- Number of promoters must be informed and approved by the licensor prior of the event. The Licensor shall have the absolute right to demand reduction of promoters on site.
- The promoters should stay within the licensed area during the promotion/ exhibition unless prior approval has been sought from The Licensor.

#### **Delivery of Goods and Decorations to Licensed Area**

- No free parking and storage will be provided for Licensee(s) or Contractor(s).
- No trolley with **iron wheels** is allowed to use within the mall.

#### **Safety of Merchandise and Decorations**

- Licensee must take all precautions to protect their goods and decorations displayed or placed at the area and shall not hold the Licensor responsible for any loss or damage.
- No goods or decorations are allowed to place under the **fire shutters**.
- Licensee is advised to employ security guard(s) from Sino Security Services Ltd. to look after their overnight setting and goods. If other than Sino, Licensee shall seek approval from Licensor.
- Licensee undertakes not to do anything whatsoever that may cause fire risk or other hazards or that may be of nuisance in Regentville Shopping Mall.
- No storage will be provided to Licensee.

#### **Insurance**

- Licensee must insure against their properties including goods and decorations in respect of exhibition and setup period and keep the Licensor indemnified against all actions, proceedings, demands, costs and claims whatsoever by any third party causing by or arising from the act, neglect or default of the Licensee.
- Licensee is responsible for application of all necessary licenses and of all public liability insurance.
- Licensee and its contractor should provide Public Liability Insurance coverage with the limit not less than HK\$5,000,000 for the whole duration of their activity/event, including both the installation date and the dismantle date. Copies of relevant documents must be sent to the Retail Marketing & Promotions Department together with completed Agreement 5 working days before moving in.
- The policy shall be in the joint names of Landlord (Fairview Mount Limited) and the Property Manager (Regentville Estate Management Co. Limited and/or Sino Estates Management Limited) and shall contain a Cross Liability Clause.
- Licensee is responsible for application of all necessary licenses and of all related insurance. Licensee has to indemnify Regentville Shopping Mall and Sino Estates Management Limited and/or its related subordinate for any damage done to the venues or facilities, and/or for any injury to persons that might incur.
- The Licensor has the right to demand stoppage or cancellation of the event should, in the opinion of The Licensor, a safety hazard is posed to the public.

#### **Power Supply and Telephone line**

- Licensor will provide ONE 13A socket for Licensee's use. Extra power supply must be applied with the Licensor and The Licensor reserves the right to accept or decline such application.
- Licensee is required to sign the handover form and supply a private licensed electrician to connect electricity with the presence of representative of Licensor.
- Telephone / cashier line must be arranged by the Licensee.

#### **Cleaning**

- Licensee shall keep the licensed area in good, clean and tidy condition and never leave any packing or wrapping materials. e.g. paper boxes elsewhere during and after the exhibition period.
- All carton boxes and miscellaneous items must be placed carefully and kept out of public view in the exhibition period.
- All rubbish or unwanted things should be disposed at the refuse collection point at the shopping mall.
- A cleaning charge of HK\$1,000 will be imposed on those Licensees who leave the area in a dirty condition after use or damage the utilities provided by the Licensor.

#### **Audio-visual Equipment**

- Licensee shall set audio-visual equipment at a volume level that would not create any noise nuisance or inconvenience to public or nearby tenants.

- Licensee shall obtain necessary approval or licenses from the authorized societies e.g. IFPI, HKRIA & CASH for producing music.
- Promotions / Roadshows with stage events and PA broadcast shall only be done in the **Atrium** only, not any other venues.

**Force Majeure**

- If the exhibition is cancelled due to the force majeure, the Licensee shall have no claims against the Licensor or refund of the licence fee of exhibition venue.

**Arrangement for Adverse Weather**

- Special arrangement will be made due to adverse weather, such as the hoisting of typhoon signal No.8 or above, or black rainstorm.
- When the typhoon signal No.8 or above is hoisted before 12:00 nn on the exhibition day, the Licensee may then apply to the Licensor for re-scheduling of the exhibition subject to the final discretion of the Licensor.
- If the typhoon signal No.8 is hoisted after 12:00 nn, there will be no compensation to the Licensee.

**Charity Organization**

- Any Licensee who applies venue for fund-raising or charity sales must submit their application with valid license from the related Government Department for prior checking.
- The venue will not be granted for solicitation of pedestrians for collection of donations or selling of flags / stickers or badges.
- Number of volunteers shall not exceed 4 and they should not allow walking around the mall.

**Cancellation**

- In the event that the Licensee has to cancel the booking after the issue of The Agreement from The Licensor, a written notice to **the Licensor** is required and the Licensee will be subject to a penalty of **50% of the license fee** if the cancellation of booking fall within 7 to 14 days before event date; and **100% of license fee** if the cancellation is less than 7 days before event date. Administration fee will not be refundable whenever the cancellation is made within two weeks from the date of intended event.
- No cancellation is allowed upon signing of confirmation by the Licensee or within two weeks from the date of exhibition.
- The Licensor reserves the right to alter or cancel any approved applications should the Licensee fail to comply with the above rules. The Licensee shall have no claims against the Licensor in respect of such alternation or cancellation.

On behalf of \_\_\_\_\_(Name of Licensee), I hereby submit our application with understanding of all the above house rules and agree to fulfill all the requirements set by Regentville Shopping Mall.

\_\_\_\_\_  
Signature of Applicant with  
Company Chop

\_\_\_\_\_  
Date

Enquiry: Retail Marketing & Promotions – Regentville Shopping Mall: 3165 6608  
Effective: 3 March 2016

## 高空工作許可證

第一部份申請：（由負責 維修工程人員 或 承辦商負責人（例如：清潔分判商）填寫）

公司名稱 \_\_\_\_\_

負責人姓名及職位 \_\_\_\_\_

聯絡電話 \_\_\_\_\_

部門名稱 \_\_\_\_\_

工作地點： \_\_\_\_\_

米

離地面高度： \_\_\_\_\_

工序簡述： \_\_\_\_\_

工作時間： \_\_\_\_\_

由： \_\_\_\_\_

至： \_\_\_\_\_

（當日天氣： 晴 / 陰 / 微雨 / 大雨 / 雷暴 / \_\_\_\_\_）

工作許可證編號： \_\_\_\_\_

### 一般安全措施:

是

不適用

1. 工作前已進行相關的風險評估

2. 工地已妥善圍封並設有合適的警告牌

3. 手工具扣在手腕或放在合適的容器內（例如袋子和桶子），防止高空墮物

4. 提供安全出入口及上落通道

5. 工人已佩戴安全帽及帽繩

就涉及的工具機器，請在  內加上  號，並確定有關的安全措施：

#### A) 吊船

A1. 附有有效的檢驗證書

（表格二及三：有效日期至 \_\_\_\_\_）

A2. 附有由合資格操作員簽發的檢查書

（表格一：有效日期至 \_\_\_\_\_）

A3. 由公司授權/委任的合資格人士操作

（操作員姓名： \_\_\_\_\_）

A4. 不會容許超出吊船的安全負重

（最高安全負重： \_\_\_\_\_ 千克）

A5. 不會容許超出吊船的限定盛載人數

（最多盛載人數： \_\_\_\_\_ 人）

A6. 工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩上

#### B) 竹棚/金屬棚架/吊棚 -- 搭建或拆卸

B1. 如高度超出 15 米時，棚架已交由專業工程師設計

B2. 搭建、拆卸或改建時，由合資格人士監督，並由已受訓練的工人進行

B3. 工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩或其他牢固點上

#### C) 竹棚/金屬棚架/吊棚 -- 使用

C1. 裝有合規格的圍欄及踢腳板

（高欄 900-1150, 中欄 450-600, 踢腳板 200 毫米）

C2. 使用工作台前，已鋪設橋板

（空隙不可超過 4000 平方米）

C3. 棚架位置已被固定（例如：裝有斜撐 或/和 連牆器），及調較至水平位置

C4. 吊棚的狗臂架上已裝有最少三粒爆炸螺絲

C5. 流動式金屬架的車輪已被鎖上

C6. 附有由合資格人士簽發的檢查書

（表格五：有效日期至 \_\_\_\_\_）

C7. 使用吊棚的工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩或其他牢固點上

#### D) 升降台

D1. 已確定升降台設有合規格的圍欄及踢腳板（高欄 900-1150, 中欄 450-600, 踢腳板 200 毫米）

D2. 附有有效的檢驗證書

（表格四及五：有效日期至 \_\_\_\_\_）

D3. 附有由合資格操作員簽發的檢查書(或表格一)	<input type="checkbox"/>	
D4. 由公司授權/委任的合資格人士操作 (操作員姓名: _____)	<input type="checkbox"/>	
D5. 不會容許超出升降台的安全負重 (最高安全負重: _____ 千克)	<input type="checkbox"/>	
D6. 不會容許超出升降台的限定盛載人數 (最多盛載人數: _____ 人)	<input type="checkbox"/>	
D7. 升降台放置在堅固而平坦的地面、將支撐腳完全伸展、並調教至水平位置	<input type="checkbox"/>	
D8. 工人已佩帶全身式安全帶，並將尾繩繫於製造商指定的牢固點上	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E) 防墮系統 (包括牢固點)		
E1. 附有有效的檢驗證書 (表格六及七: 有效日期至 _____)	<input type="checkbox"/>	<input type="checkbox"/>
E2. 工人已佩帶橫向的防墮系統工作 (例如清潔遮蓬)	<input type="checkbox"/>	<input type="checkbox"/>

以下簽署人士已清楚明白該項工作的潛在風危、安全措施、及工作證的內容，並會承諾遵守一切安全施工的安排：

所屬公司	職位	姓名	簽署
	(負責監督)		

本申請人 謹此簽署 確實所提供的資料無誤，並執行相關的安全措施。

姓名及簽署： \_\_\_\_\_

申請日期和時間： \_\_\_\_\_

**第二部份批准申請：(由本公司 高級技術員或以上 填寫)**

本人 已檢查上述的安全措施並批准申請。如在工作許可證的期限之內遇有重大的天氣變化，此工作許可證將會自動取消。

客戶服務中心負責人姓名 \_\_\_\_\_ 日期 \_\_\_\_\_  
 簽署 \_\_\_\_\_ 時間 \_\_\_\_\_

**完工通知：**

**第三部份完成工序：(由負責維修工程人員或承辦商負責人(例如：清潔分判商)填寫)**

工作已完成及移除任何危險

負責維修工程人員或承辦商負責人姓名 \_\_\_\_\_ 日期 \_\_\_\_\_  
 簽署 \_\_\_\_\_ 時間 \_\_\_\_\_

**第四部份註銷：(由客戶服務中心負責人填寫)**

上述工作已完成經檢查及移除任何危險

管理處負責人姓名 \_\_\_\_\_ 日期 \_\_\_\_\_  
 簽署 \_\_\_\_\_ 時間 \_\_\_\_\_

工作許可證編號： \_\_\_\_\_

## Supplementary (補充資料)

<p>相片記錄</p>	<p>相片記錄</p>
<p>相片記錄</p>	<p>相片記錄</p>
<p>相片記錄</p>	<p>相片記錄</p>

# 如有需要，請自行加印此頁