



MANAGEMENT COMPANY OF OLYMPIC HOUSE LIMITED

Booking Procedure and Pricing Policy of Olympic House

I) Booking Procedure

This booking procedure is applicable to all National Sports Association (NSA) hirers of all meeting facilities, equipment and services of Olympic House (OH).

1. **Opening Hours**

OH meeting facilities, equipment and services are open for use daily from 0800hrs to 2300hrs on sessional basis starting either on the hour or on the half hour.

2. **Types of Booking**

2.1 All hirers are eligible to book the meeting facilities in OH provided that the date, time and venue are available on a first-come-first-served basis. Bookings of OH facilities, equipment and services include the following categories:

(a) 12 months Advanced bookings:

- (i) Each NSA is eligible to book for one international level event each year;
- (ii) One more advanced booking is accepted from elite sports NSAs for holding international events;
- (iii) Advanced bookings are accepted from more than 6 months to 12 months before the event and confirmation will be made within one month upon receipt of the application form.

(b) Normal bookings:

Normal bookings are accepted from 4 calendar days to 6 months before the event and confirmation will be made within two working days or one month, upon receipt of the application form.

(c) Late-booking:

Any booking later than 4 calendar days before the event is defined as late booking. Late booking will not be entertained but will be treated as “On-site bookings”.

(d) On-site bookings:

On-site booking would be considered subject to the layout labour work, the technical services and equipment provision to be undertaken solely by the user NSAs concerned. Rooms will be allocated on first-come-first-served basis.

2.2 Supporting documents may be requested from the management office before confirming the application.

2.3 The management of OH reserves the right to reject any application or cancel the confirmed booking without reasons given to the applicant / hirer.

3. Priority Users

Booking of OH facilities and services are allocated in the following priority order:

3.1 Events / activities organized by the Sports Federation & Olympic Committee of Hong Kong, China or the Home Affairs Bureau;

3.2 Events / activities organized by NSAs;

3.3 Events / activities organized by Sports-related Organizations (SRO) as well as affiliated clubs of NSAs;

3.4 Events / activities organized by corporate users.

4. A Separate Booking Policy for Tournament Office, Work Rooms, and Temporary Offices

4.1 In general, normal bookings to all hirers are not subject to quota control except the bookings of special facilities such as Tournament Office, Work Rooms, and Temporary Offices which are reserved for NSAs booking.

4.2 The maximum usage period for both Tournament Office and Work Rooms will be 3 weeks while Temporary Offices for 8 weeks for each Association. Each Association is only entitled to book for either the Tournament Office or Work Room or Temporary Office at any period for one occasion in each calendar year.

4.3 The guidelines for booking of Temporary Offices is attached at **Appendix I**.

II) Payment Policy

Charges to all facilities of OH are based on the charges table valid during the confirmation of booking. These hire charges are revised from time to time by the management and updated to all hirers. The latest charges for each facility can be obtained from the office of Management Company of Olympic House Limited (MCOHL).

1. Payment Categories

1.1 For meeting facilities and equipment with charge:

- (a) Full payment should be paid on or before the assigned date stated in the “Facilities and Services Agreement”.
- (b) Changes or cancellation could be made not less than 14 calendar days before the first date of the hired period. No penalty will be charged.
- (c) If changes or cancellation have been made less than 14 calendar days before the first day of the hired date, the management office will charge a penalty, being 25% of the total hiring charge.
- (d) All payment should be made in the form of a crossed cheque and payable to “Management Company of Olympic House Limited”.

1.2 For free meeting facilities and equipment:

- (a) \$50 nominal charge for a booking should be paid as a deposit.
- (b) Changes or cancellation could be made not less than 14 calendar days before the first date of the hired period.
- (c) All deposit will be refunded to hirer for no changes or changes with adequate notice having been made.
- (d) If changes or cancellation has been made less than 14 calendar days before the first day of the hired date, the management office will forfeit the deposit (being \$50).
- (e) All payment should be made in the form of a crossed cheque and payable to “Management Company of Olympic House Limited”.

2. Late Payment

No payment having been made by the hirer before the set deadline will imply the cancellation of the confirmed bookings. The MCOHL has the right to cancel the booking.

3. No Show

If the NSA did not use the confirmed facilities, the management will forfeit the deposit for the free facilities and the full payment for the paid facilities.

4. Transfer of Booking

Under normal circumstances, a confirmed booking cannot be transferred to other users or to other dates or other time slots.

5. Reallocation of Booking

Reallocation of booking will only be arranged when either (5.1) or (5.2) listed below is hoisted two hours before the time of booking:

5.1 Black Rainstorm

5.2 Typhoon Signal No.8

6. Refund

Application for refund of fees and charges will be considered under the following circumstances:

6.1 Full refund

- (a) Venue closure as a result of adverse weather;
- (b) Venue closure due to urgent maintenance;
- (c) Unsuccessful reallocation of venues;
- (d) Any other justifiable grounds considered acceptable by the management.

6.2 Partial refund will be given when:

- (a) Change the venues with lower charges by hirer with timing accepted by MCOHL;
- (b) Venue closure as a result of adverse weather or any unforeseen circumstances inhibiting the continuous use of facilities. Partial refund is to be made for unused time of the facility or equipment on 30 minutes' time slot basis; and
- (c) Any other justifiable ground considered acceptable by the management.

III) General Conditions of Use

1. All users of OH shall abide by the “Terms and Conditions for Use of Meeting Facilities & Services at Olympic House” at **Appendix II**.
2. If hirers / users fail to observe the “Terms and Conditions for Use of Meeting Facilities & Services at Olympic House” or fail to follow the payment schedule, the management may refuse such hirers / users from using the facilities, or without notice cancel the confirmed booking or immediately terminate the hiring of the facilities, in whole or in part. Any charges paid by the hirer to the management may not be refunded and the management has the right to deduct from the charges paid or claimed from the hirers any loss of the management as a result of the breach.
3. The latest facility charges, booking application forms and other related forms can be obtained from the MCOHL or MCOHL’s website (www.olympichouse.org).
4. A Flow Chart of booking and payment procedures is attached at **Appendix III** for easy reference.

2 October 2013

Management Company of Olympic House Limited