

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

### **1) Application Procedures**

- a) Applications to hold Private Functions at Zetland Hall, should be made by sending completed application forms to the General Manager by post to "Zetland Hall, 1 Kennedy Road, 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, Hong Kong".

### **3) Postponement and Cancellation of Bookings**

- a) The applicant may reschedule the booking only if it has been cancelled due to the inclement weather conditions detailed in paragraph 4) below, or due to other unforeseen circumstances which prevent the use of Zetland Hall. The applicant may decide 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 29 and 7 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 decide 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 decide 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 decide to reschedule the event or request a refund.

### **5) Booking Regulations**

- a) Applicants and users must comply with the Zetland Hall House Rules.
- b) Applicants and users may begin to use Zetland Hall up to 30 minutes before the starting time of the event and should leave Zetland Hall on time.
- c) Applicants must not transfer their booking to other groups or individuals.
- d) Applicants and users are not allowed to eat, drink and post bills inside the venue unless prior approval has been given.
- e) Applicants and users are responsible for the behaviour of any children under the age of 18 years attending the event, who are restricted to the event area.
- f) Applicants and users are not permitted to move equipment inside Zetland Hall unless prior approval has been given and should restore equipment and facilities to the original setting before leaving Zetland Hall.
- g) Applicants are responsible for compensation for any damage to or the loss of any equipment or facilities of Zetland Hall.
- h) No storage can be provided at Zetland Hall for materials related to any event. Materials can only be delivered on the day of the event (subject to space availability and by the prior approval of the General Manager) and must be cleared away immediately after the event.
- i) The use of Zetland Hall by the applicant and those attending the function for which Zetland Hall has been booked shall be restricted to the basement changing room, ground and first floor lavatories, dining hall, bar area and lift. No one attending the function may enter any part of Zetland Hall that is above the first floor, unless by prior arrangement with the General Manager.
- j) Applicants are responsible for any loss of property and/or any injuries suffered by their users 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 venue if the applicants or users violate the rules mentioned above, without any refund.