

## Breakthrough Centre Detailed Conditions of Use

Breakthrough Centre, 191 -197 Woo Sung Street, Jordan, Kowloon

### I. Service Mission:

The venues of Breakthrough Centre are available for booking and suitable for holding lectures, seminars, workshops and training for young people.

### II. Type of Application:

Function Rooms and Auditorium in Breakthrough Centre will be rented to The Government of the Hong Kong Special Administrative Region registered organization only.

### III. Rental Period:

1. Rental period: Monday-Sunday (9:00am-10:00pm)
2. Minimum rental time will be 2 hours. Rental time after the initial 2 hours will be calculated hourly. An extra hour will be added for late returns exceeding 15 minutes.
3. Rental after 10pm will **not be accepted**.

### IV. Application Procedures:

1. Please send the completed application form together with a copy of the Business Registration/Organization Registration document by email [btc@breakthrough.org.hk](mailto:btc@breakthrough.org.hk).
2. Selection of successful application is on a first-come-first-serve basis and is decided by the nature of activities. Applicants will be informed within 7 working days after application form received no matter the application is successful or not.
3. **Debit Note** will be sent to applicant by email once application is accepted. If you would like to receive hard copy by post, please contact us for arrangement.
4. **Confirmation Letter** will be sent to applicant by email once payment is well received by Breakthrough.
5. No telephone booking is accepted.
6. To facilitate organizations in preparing their activities, we can offer site visit service to organizations that are interested in booking our facilities. Please contact us at 2632 0111 for visiting appointment.

### V. Payment:

1. Payment should be settled on or before the due date shown on the Debit Note. On failure to do so, the booking application will be cancelled.
2. Applicants should send a crossed cheque (bank drafts are not accepted) payable to "Breakthrough Limited" by post to Breakthrough Youth Village, No. 33 A Kung Kok Shan Road, Sha Tin, N.T., Hong Kong. (Please remark "BTC Admin Group" on the mail.)
3. If an application is made less than 14 working days prior to the booking date and is accepted, payment must be settled **immediately** by bank in to one of Breakthrough account, please email the bank slip to us for our reference.
  - Hang Seng Bank: 279-037360-002
  - Hong Kong and Shanghai Banking Corporation Limited (HSBC): 165-302381-001
4. When payment is well received by Breakthrough, receipt(s) will be handed to applicants on the rental date. If you would like to receive hard copy by post, please contact us for arrangement.

### VI. Cancellation / Postponement of Booking

1. If notice is received **1 month before** the rental date in case of:
  - Cancellation: 50% of the total service fee will be charged by the Breakthrough while the balance will be refunded to the applicants.
  - Postponement: 20% of the total fee will be charged as an administration fee, and the balance will be automatically transferred to the new booking. Only ONE time of such arrangement is allowed.

- We reserve the rights to amend and revise the above regulations without prior notice. -

2. If notice is received **less than 1 month before** the rental date in case of:
  - Cancellation: All payment will not be refund.
  - Postponement: The booking will be treated as cancellation and all payment will not be refunded.
3. Once an application is accepted, a notice of cancellation shall be made by formal writing.

#### **VII. Arrangement under Tropical Cyclone Warning Signal and Rainstorm Warning Signal:**

1. If a Tropical Cyclone Warning Signal No.8 or above / a Black Rainstorm Warning will be **hoisted 4 hours before the check-in time**, booking **can be cancelled** by applicants. Applicants may decide reschedule booking date or request refund after the cancellation.
2. If a Tropical Cyclone Warning Signal No.8 or above is **hoisted during the usage**, all activities will be **requested to stop immediately**. Booking can be rescheduled or refund in a pro-rata basis.
3. If a Tropical Cyclone Warning Signal No.8 or above / a Black Rainstorm Warning are **lowered 2.5 hours before the check-in time**, all activities will stay in **normal operation**.

#### **VIII. Booking Regulations:**

1. Rental parties and users must comply with all rental rules defined by Breakthrough Centre.
2. Applicants must register at the 1/F reception of Breakthrough Centre before the booking time, and the confirmation letter must be presented to our staff.
3. Rental parties and users may begin to use the venue up to 15 minutes before the booked time and should return the venue on time.
4. Rental parties should revert back to original setting of equipment or facilities before leaving the venue.
5. Rental parties are responsible for compensation for any damages or losses of facilities.
6. Rental parties should submit relevant information to Breakthrough Centre 5 working days before the rental period if a change of venue's facilities is required.
7. Promotional activities are prohibited in the Breakthrough Centre.
8. Rental parties may not transfer or re-rent the venue to other groups or individuals.
9. Rental parties are responsible for physical injury or property damage of their users during the rental period.
10. Rental parties and users are not allowed to eat, drink and post bills inside the rental area unless prior approval has been given.
11. Rental parties should not exchange the booked venue and/or furniture unless prior approval has been given.
12. Rental parties should not move equipment inside the rental area.
13. Smoking, gambling and drinking of alcoholic beverages are prohibited in the Breakthrough Centre.
14. Breakthrough Centre has the right to terminate the usage of the venue if the rental parties or users violate the rules mentioned above without any refund.

#### **IX. Inquiries:**

Office hours:	Monday, Wednesday-Friday	9:00am-1:00pm; 2:00pm-6:00pm
	Tuesday	2:00pm-6:00pm
	Saturday, Sunday and public holidays	Closed

Tel: 2632 0111 | Email: [btc@breakthrough.org.hk](mailto:btc@breakthrough.org.hk) | Website: [www.breakthrough.org.hk](http://www.breakthrough.org.hk)

Office and mailing address: Breakthrough Youth Village, 33, A Kung Kok Shan Road, Shatin, New Territories, Hong Kong (Please remarks "Attn: BTC Admin Team" on mails)

**We reserve the right of final decision on rental application.**