

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:

The venue of Breakthrough Centre only be used by The Government of the Hong Kong Special Administrative Region Registered Organization.

III. Period of Use:

1. Period of Use: Monday-Sunday (9:00am-10:00pm); after 10:00pm, no overtime usage will be accepted.
2. Each booking is for a minimum of 2 hours and will be calculated in units of 1 hour thereafter, overtime of 15 minutes will also be counted as one hour.
3. Applicants shall arrange manpower and reserve enough time for venue set up (if needed); for general venue setting please refer to the floor plan.

IV. Application Procedures:

1. Please send the completed application form with a copy of the Business Registration or Organization Registration document by email to btc@breakthrough.org.hk.
2. Selection of successful applications 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 the application form is received, whether the application is successful or not.
3. **Debit Note** will be sent to the applicant by email once the application is accepted. If the applicant would like to receive a hard copy by post, please contact us for arrangement.
4. **Confirmation Notification Email** will be sent to the applicant once payment is well received by Breakthrough.
5. No telephone booking is accepted.
6. To facilitate organizations in preparing their activities, we can offer a one-time site visit service to organizations that are interested in booking our facilities, please note that no testing of AV equipment is provided. Please contact us at 2632 0111 for a visit application before 7 working days.

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 before the booking date and is accepted, payment must be settled **immediately** by the bank into one of the Breakthrough accounts, 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 issued to applicants.

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.

We reserve the rights to amend and revise the above regulations without prior notice, and the right of final decision on rental application.

- 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.
- 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 to reschedule the booking date or request a 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 refunded on 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. The applicant organization and users must comply with all booking regulations defined by Breakthrough Centre.
2. The applicant of the organization must register at the **G/F Lobby Counter** of Breakthrough Centre before the booking time, and **the email of confirmation letter** must be presented to Breakthrough Centre staff.
3. The applicant organization may begin to use the venue up to 15 minutes before the booking time and should return the venue to Breakthrough Centre on time.
4. Please refer to the floor plan for the general venue setting.
5. The applicant organization should revert to the original setting of equipment or facilities before leaving the venue. (Please refer to the floor plan)
6. The setting of the Auditorium is preset as a seminar setting, organizations shall arrange manpower and reserve enough time for venue set up (if needed). Please refer to the floor plan for the general setting.
7. The applicant organization is responsible for compensation for any damages or losses of facilities.
8. Promotional activities are prohibited in the Breakthrough Centre.
9. The applicant organization is not allowed to transfer or rent the venue to other groups or individuals.
10. The applicant organization is responsible for their users' physical injury or property damage while using the venue.
11. The applicant organization and users are not allowed to eat, drink, or post bills inside the venue unless prior approval has been given by Breakthrough Centre.
12. The applicant organization should not exchange the booked venue and/or furniture unless prior approval has been given by Breakthrough Centre.
13. The applicant organization should not move any equipment inside the venue unless prior approval has been given by Breakthrough Centre. Please contact our staff for arrangement application at least 5 working days before.
14. Smoking, gambling and drinking of alcoholic beverages are prohibited in the Breakthrough Centre.
15. Breakthrough Centre has the right to terminate the usage of the venue if the applicant organization or users violate the regulations 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 | Website: 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)

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