

Guidelines for Short-Term Hiring of Temporary Offices
(Room 1034 and 1035) at 1/F of Olympic House

This guideline is applicable to all Tenants of Olympic House (OH) applying to rent the **Rooms 1034 and 1035** at 1/F of OH with charges as Temporary Offices.

I) General Information

1. Room Size:

<u>Room</u>	<u>Gross Area</u>
1034	706 sq. ft
1035	785 sq. ft

2. Booking:
 - 2.1 Each Tenant of OH is eligible to book only one room from 1 week to 8 weeks on a first-come-first-served basis.
 - 2.2 Booking is accepted from 4 calendar days to 3 months before the first date of the hiring period.
 - 2.3 Booking confirmation by the hirers will have to be made within 1 week upon receiving notification of booking being successful given by the Management Company of Olympic House Limited (MCOHL).

3. Hire charge:
 - 3.1 **Normal Charge:**
 The normal charge is charged for a week or part thereof and included the rental of telephone line and meeting tables and chairs. The latest charge could be obtained from the management staff.
 - 3.2 **Additional Charge:**
 - (a) Electricity charge : **HK\$1.4 per unit**
 - (b) Internet Service (Optional): **HK\$100 per week**
 - Each service charge is for ONE login account (two users can login concurrently)

4. Payment:
 - 4.1 Full payment of the total hire charge should be paid at least 14 calendar days before the hired period.
 - 4.2 Alteration of days or cancellation made more than 14 calendar days before the first date of the hired period will be entitled to full refund the hired charges paid.
 - 4.3 If changes or cancellation are made less than 14 calendar days before the first day of the hired period, the management will forfeit 25% of the total hiring charges.
 - 4.4 All payment should be made in the form of a crossed cheque and payable to "Management Company of Olympic House Limited".

- 4.5 All failure to settle the payment on or before the set deadline will be considered as cancellation of the confirmed bookings initiated by the applicant Tenant resulting the forfeiture of deposits to be applied by MCOHL without prior notification to the applicant Tenant.
5. Password Access:
MCOHL will provide the hirer with password for the entry to the Room 1034 / Room 1035. Hirer should keep the password in confidence and safety until the termination of the approved booking period, and indemnify and keep indemnified MCOHL of any loss and damage due to the leakage of such password.
6. Transfer of Booking:
Under all circumstances, a confirmed booking cannot be transferred to other users.
7. Refund:
Applicant for refund of charge (full or partial refund) will be considered under the following circumstances:
- 7.1 Closure of Room 1034 / Room 1035 due to urgent maintenance;
- 7.2 Reasons provided by the applicant Tenant considered acceptable at the sole discretion of the MCOHL.
8. Penalty:
- 8.1 An accumulative overdue fine will be imposed for the late returning of each Room at the following rates:
- 1 day: HK\$200
 - 2 days: HK\$600
 - 3 days: HK\$1,200
 - 4 days: HK\$2,000
 - 5 days: HK\$3,000
 - 6 days: HK\$4,200
 - 7 days: HK\$5,600
- 8.2 Booking eligibility will be suspended for the overdue booking more than 7 days.
- 8.3 MCOHL has the right to remove the materials left in the Room 1034 / Room 1035 without prior notification. The removal cost incurred would be charged to the hirer.

II) General Conditions of the Room 1034 / Room 1035

1. Hirer should keep the venue clean and tidy during the booked period.
2. Smoking is strictly prohibited within the boundary of OH.
3. Hirer should use electricity economically.

4. Noise must be kept to a minimum at all times.
5. Hirer should keep the door close properly at all times.
6. Hirer should use the provided office equipments and facilities in a careful and proper manner and reinstating to its original condition after the renting period.
7. Hirer guarantees and undertakes that all owned property and material items are legal, entrusted and controlled by the hirer and hirer must take away all owned property and materials items when the specified booking period is terminated. The hirer should also compensate the MCOHL of the total cost incurred for such removal and storage.
8. MCOHL shall under no circumstances be liable for any damage caused to or loss of the hirer's property and materials items.
9. Hirer should not post materials on areas which may cause damages or stains to the venue fabrics including floor, wall, ceiling etc. Hirer should be responsible for the total cost in relation to repairing or eliminating damages and stains caused by the hirer.
10. Dangerous items (flammable, corrosive, etc), illegal items, items releasing strong smell or scent or affecting other people are forbidden to be stored in the boundary of OH.
11. Hirer should be responsible for all loading, unloading, storing, dismantling and removal of their own property and material items. The hirer should also compensate the MCOHL for any loss of revenue or liability for damages suffered by the MCOHL as a result of the failure of the hirer to remove their own property items from the boundary of OH on or before the last day of the approved hired period.
12. Hirer should indemnify the MCOHL and their staff members and agents against all claims, demands, actions or proceedings in respect of the death of or injury to any person which shall arise from any accident or occurrence arising out of loading, unloading, dismantling and removal of the storage items within the boundary of the OH within the approved hired period in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.
13. The provision of the designated loading / unloading area at G/F of OH is available for the assigned van/car(s) of the hirer for the disposal of the storage items.
14. MCOHL reserves the right to reject any application or cancel any confirmed booking without prior notice to the applicants.

Management Company of Olympic House Limited
1 April 2013