

場地及設備使用守則

Terms of Use of Venues and Facilities



- (1) Good Lab 相信所有的租用人和活動參加者都是負責任的公民，會好好的遵守 Good Lab 團隊的指示，相互合作。

Good Lab believes all hirers and participants are responsible citizens who will follow the Good Lab team's instructions and work well with us.

- (2) Good Lab 為 co-working space，即共用工作空間。請租用人提醒參加者必須具備同理心，在設施走廊及入口位置不要高聲說話，以免打擾 Good Lab 會員的工作。此外，除租用設施，參加者不能隨便進入 Good Lab 的會員專區，也不能隨便使用會員專享的設施。如參加者有興趣參觀 Good Lab，我們非常歡迎，但請事先書面通知 Good Lab 作好安排。

Good Lab is a co-working space. Hirers should remind their participants to have empathy and not to speak in loud voices at the entrance or along the corridors of the Good Lab so that our members are not disturbed. Furthermore, apart from the hired venue, the hirer and participants should not wander around Good Lab and should not enter Members' Only areas and use members' only facilities. If anyone is interested in touring the Good Lab we will be more than happy to show people around but such tour must be booked with us in advance.

- (3) 為了妥善安排場地的租用事宜，租用人必須親身出席活動，作為設施使用者之一。到達 Good Lab 使用場地前，租用人須通知工作人員，好讓我們於有需要時提供協助。

To facilitate booking arrangements, hirer must be present throughout the event and must be a user of the rented venue. Please inform us upon your arrival at the Good Lab so that we can provide help needed.

- (4) 場地或設施一般只可作申請表上說明的用途，若租用人打算作其他用途，請於盡早向我們提出。我們會就有關的要求作出審核，並提供意見作參考。如有關安排不獲批准，租用人不可擅自在租用期間將場地改作其他用途。

Use of the venue and facilities are only limited to the purposes as stated in the application form. If the tenant wishes to use the venue and facilities for other purposes, please send us the requests as early as possible. We will review on a case by case basis and offer advices. Unless approval is granted, the tenant is forbidden to use the venue and facilities for any other purposes.

- (5) 為了保持場地清潔，租用人的一般情況下不可在租用場地飲食，亦不可飲用含酒精飲品。如有特別需要，請預先提出。因應實際情況，Good Lab 會收取額外清潔費用。

To keep the venues clean, eating and drinking at our venues are prohibited. Consumption of alcoholic beverages is also prohibited. Please inform us if your event involves consumption of food and beverage, we are happy to consider and make special arrangements. Depending on the actual situation, extra cleaning fee may be charged by Good Lab.

- (6) Good Lab 內嚴禁吸煙或使用明火。如吸煙或使用明火是整體演出或活動所需要的部分，必須事前知會及先取得我們同意。

Smoking or open flame is strictly prohibited unless smoking or open flame constitutes an essential part of the performance or event and prior approval has been obtained.

- (7) 租訂的時段結束後，租用人及所有參加者都應該離開場地，並交還一切租用/借用的器材。使用場地和設施期間，如有任何設備遭到損壞、破壞、失竊或被移走，租用人須支付修理或重新購置有關物品的費用。

When the event is over, hirer and all participants should leave the venue. Hirer needs to return all rented or borrowed items. During the rented period, hirer should undertake responsibility for any damage or loss caused to the venues and facilities. All costs in relation to repair or replacement of rented venue and facilities will be borne totally by hirer.

- (8) 任何租用人如不到場或沒有使用租用設施，而又未能提供合理解釋，Good Lab 有權不再接受其預訂。

If hirer fails to be present at the venue on the day of use or does not use facilities rented without providing reason, Good Lab reserves the right to reject future venue booking applications from the hirer.

- (9) 如天文台在活動開始前發出 8 號熱帶氣旋信號或紅色、黑色暴雨警告，而有關設施不宜開放給公眾人士使用，場地管理人員可基於安全或運作理由，行使酌情權將之關閉。如果 8 號熱帶氣旋信號或紅色、黑色暴雨警告在活動期間發出，主辦單位可以自行選擇是否繼續進行活動，唯 Good Lab 不會為參加者的安全負上任何責任。

If the Typhoon Signal no. 8 or above, Red or Black Rainstorm Warning is hoisted

before the booked session, the venues may be closed for safety reasons. If the Typhoon Signal no. 8 or above, Red or Black Rainstorm Warning is hoisted after the start of an event, the event may continue at the discretion of hirer until the end of that event. However, Good Lab will not be held responsible for the safety of participants.

- (10) 因惡劣天氣 (見第 7 項) 或任何無法預知的情況所取消的場地申請，租用人可在 30 天內 (包括原先訂場的一天) 申請補場，或就未能使用的訂租申請退款。如果 Good Lab 未能按補場申請提供所要求的場地，我們會安排退款。

If the event is cancelled due to bad weather conditions as stated in clause 7 or any other unexpected circumstances, hirer can apply to reschedule the booking of venue within 30 days (including the originally booked day) of cancellation or apply for refund of paid rental fees for unused venue or facilities. If we cannot provide the venue as required in the application, refund will be arranged.

- (11) Good Lab 會基於公眾安全和管理上的考慮因素等理由，行使應有的權限，規定所訂設施使用者人數的上限。

Good Lab has the right to limit the maximum number of participants for any event for concerns of public security, management, and other issues.

- (12) 租用人不可分租所租用的場地和設施。

Hirer is not allowed to sublet or transfer the rented venue and facilities.

- (13) 租用期間如有活動參加者或任何其他人士受傷，或設施遭到損毀，必須即時向我們報告。如租用人或其授權的人士在使用設施時因本身的疏忽而引致任何人士傷亡、財物損壞或蒙受損失，以致有關人士向 Good Lab 提出訴訟、申索等要求，租用人須向 Good Lab 作出補償，並須負上全責，確保 Good Lab 無須承擔責任。

If participants or other people are injured or facilities are damaged during the event, hirer should report to us immediately. If hirer or an authorized party of the hirer causes injuries of other people or damages and losses of properties for their own reasons, which results in Good Lab being sued or required to make compensation, hirer needs to make proper compensation to Good Lab, takes full responsibility of the injuries and losses caused, and ensures that Good Lab does not need to take any responsibility.

- (14) 租用人應該為所有工作人員購買保險，如在使用 Good Lab 場地期間，工作人員有任何傷亡，租用人需承擔一切責任。

Hirer should provide insurance for all participants and staffs involved in the event held at the rented venue of Good Lab. Hirer should take full responsibility of injuries or deaths of participants or staffs if any of these happen during the rented period.

- (15) 租用人攜帶進場地的所有佈景、道具及儀器，必須合乎及遵守有關的政府條例及條款。租用人必須在租用時間結束時，清理所有帶進場地的佈景、道具及儀器。

All the stage décor, setting and appliances brought into the venue by hirer must comply with related government rules and regulations. Hirer needs to clear all the stage décor, setting and appliances by the time the renting period is over.

- (16) 除了特別情況外，Good Lab 不會為租用人提供物資暫存服務，租用人必須在租用場地當天自行安排物資調動，並在活動完成後清場，把物資清走。

Except for special circumstances, Good Lab would not provide the hirer with any storage service. Hirer should arrange the logistics on the day of use and clear the venue and all materials after the event is over.

- (17) 租用人不得在沒有 Good Lab 工作人員的陪同下進入小劇場的控制室。只有合資格技術人員及 Good Lab 工作人員才可進入小劇場控制室，並控制場地音響控制台、燈光系統及投影設備。

Hirers cannot enter the control room without being accompanied by the Good Lab team. Only qualified technicians and the Good Lab team are allowed to enter the Control Room of the Mini Theatre, to operate the audio control system, lighting system and projection facilities.

- (18) Good Lab 可拒絕任何不遵守使用條件的人士使用有關場地及設施，並請其離開。如果租用人不遵守使用條件，Good Lab 有權取消預訂，沒收所繳費用，並拒絕接受租用人再次申請租用 Good Lab 的任何場地和設施。

If any person do not comply with the terms of use, Good Lab has the right not to allow them to use the venue and facilities, and ask them to leave Good Lab. If hirer does not comply with the terms of use, Good Lab has the right to cancel the booking without refunding paid rental fees, and refuse to accept future booking applications from such hirer to use venues and facilities of Good Lab.

- (19) 租用人不可製作、發佈、展示或派發任何與活動無關，或含有失實、偏頗、具誤導或欺騙性內容的宣傳物品。除非事先得到 Good Lab 書面許可，否則租用人不可在任何宣傳物品中，以任何方式提及 Good Lab。若租用人違反或不遵守此條文，以致引起任何索償、法律行動或訴訟時，租用人須負全責，並保障 Good Lab 及其僱員毋須負任何責任。

Hirer is not allowed to produce, spread or display any untrue, biased or cheating publicity material related to the event held at the rented venue of Good Lab. Hirer is not allowed to mention Good Lab in any publicity material without obtaining prior written approval of Good Lab. If hirer does not follow this rule resulting in any request for compensation or legal actions, hirer needs to take full responsibility and ensure that Good Lab and its employees are indemnified and exempted from responsibility.

- (20) 若(a)租用人不遵守或不履行本場地守則內任何一項規定；或(b)當租用場地的活動進行時，公眾秩序或公眾安全受到危害，Good Lab 可視乎情況而無須事先通知租用人，取消已獲批核的租訂，或退回已獲租訂場地的全部或部份費用。

Good Lab reserves the right to cancel a booking without giving further notice to hirer or refunding part or all of the paid rental fees, if (a) hirer does not comply with any of the rules in this Terms of Booking, or (b) public order or security is under threat during the event held at the rented venue of Good Lab.