

愛不同藝術 - 胡李名靜藝廊

《愛不同藝術·體驗·共融空間》- 展覽場地租用

為促進社區上不同社群及各藝術媒介愛好者的互動交流，並以藝術連繫不同能力的藝術工作者和團體，愛不同藝術現提供場地租用，鼓勵公眾於共融和諧的環境下交換創意想法，體驗不同藝術。

A. 申請程序及須知

1. 因場地環境會按時轉換佈置，申請人應提早預約場地視察，了解場地使用情況。
2. 填妥場地租用申請表及其他所需資料，包括：所有展品實物圖片、尺寸及簡介、場地佈局圖及實際執行計劃，並於租訂日子前至少三個月，透過郵寄或電郵遞交申請。
3. 如有需要，本單位會邀請與申請人會面或電話聯絡，或在任何階段要求申請者提交補充資料或文件，以進一步了解活動內容及細則、申請者及合辦單位的背景和性質。
4. 如申請者遞交的資料不足，本單位將要求申請者在限期內提交補充資料。如未能在限期內提交補充資料，該訂租申請將不獲接納，而不作另行通知。
5. 有關申請結果，將於遞交表格後三星期內收到書面或電話通知。
6. 倘若申請獲接納，申請人或團體須在收到通知後兩星期內簽妥租用合約及繳交租場費用的 50% 作訂金。餘款須於租用期前兩個星期繳交。所有繳交之訂金，恕不退還。逾期交回簽妥合約及訂金，將作自動放棄租用申請。
7. 本單位保留批核訂租申請與否的最終決定權，而不需作任何解釋。

B. 租用場地資料

地址：香港灣仔摩理臣山道 78 號永祥大廈地下後舖

營業時間：星期二至日 11:30am - 7:00pm，逢星期一及公眾假期休息

電話：3598 2920 電郵：i-dart@tungwah.org.hk

網址：<http://i-dart.tungwahcsd.org/> Facebook: i-dArtTWGHs Instagram: idart_twghs

面積及可容納人數	可供租用時間	租金△			設備(租金已包括)	付費設備 HK\$200/日
		每天	每週 (以 7 天計)	每月 (以 30 天計)		
745 平方呎 (樓底: 240 厘米) 可容納人數: 座位: 約 20-30 人 企位: 約 40-50 人 (可容納人數或根據 展覽裝置情況變動)	星期二至日 11:30 – 18:45				- 宣傳* - 冷氣 - 無障礙洗手間 - 摺檯(5 張) - 椅(26 張)	- 音響/手提無線咪 - 投影機及屏幕 - DVD 播放器
	星期一及公眾假期休息	HK\$1,800	HK\$11,600	HK\$49,000		

△ 租用期包括事前佈置、拆除展品及事後清理。逾時則按日收費。

* 活動宣傳服務包括於愛不同藝術 Facebook 及 Instagram 發佈介紹活動之貼文各一則。貼文內容包括申請人於場地租用表格提供的簡介及宣傳圖像。本單位保留最終決定發佈內容的權利。

- 如有需要，敬請自備手提電腦。
- 活動期間將有本單位的當值職員駐場。
- 請參考附錄(一)場地平面圖及其他付費租用設備。

C. 場地租用規則

1. 申請人不可向其他人士或團體轉租任何租用場地和設備。
2. 如發現申請人違反「場地租用規則」的條款，或發現活動影響當值職員工作，本單位有權於租用期間在任何時間要求申請人暫停或終止相關活動。在此情況下申請人一律不獲退還場地租用費。
3. 本單位恕不對活動參加者之個人損傷，以及任何財物損壞或遺失承擔責任。
4. 倘租用日期包括星期一及公眾假期，租金亦會一併計算。
5. 如因惡劣天氣或其他不可預見的情況下，藝廊無法開店營業。申請人可接受影響日數延

長租用申請或按比例申請退還租金。實際決定需按情況而定。

6. 租借場地作非展覽活動期間，請勿在未經當值職員允許下改動原有展品位置。如場地租用後發現場內展品損毀，本單位將保留一切追討賠償的權利。
7. 請保持場地清潔和整齊。如租用場地後發現場地遭弄污及破壞，租用人必須自行負責還原工作及支付相關費用。
8. 請勿在場內飲食。
9. 請勿在場內吸煙。
10. 請勿在場內進行任何形式的非法活動。
11. 請勿在場內使用任何產生煙霧、火焰、爆炸或類似效果之裝置或物品，以及派對紙屑炮及派對火炮等類似物品。
12. 除導盲犬外，請勿携同動物進入場內。
13. 申請人可於租借場地作非展覽活動當日使用店內冰箱，冷藏品必須於同日帶走，否則將被丟棄。
14. 展品買賣活動：
如申請人需於愛不同藝術內出售藝術作品，作品出售後將被收取售價的 20% 作行政費。
15. 申請人請自行為展品/活動購買相關需要的保險。

D. 有關個人資料(私隱)條例

1. 愛不同藝術收集表格上的個人資料的目的旨在使用該等資料作下列用途：
 - (a) 辦理場地租用申請事宜；
 - (b) 在一般情況下或發生緊急事故時聯絡申請人。
2. 表格上的個人資料均由申請人自願提供。若申請人提供的資料不足，則有關場地租用申請，可能會因此而未能及時審批，或甚至不被接納或不能辦理。

i-dArt - Kitty WOO Gallery : Experiential and Inclusive Art Space Venue Rental

To provide a platform for people with different abilities in the community to interact and exchange through arts, i-dArt now offers our space for rental. Let's gather at this inclusive and relaxing space to explore and experience, and to enjoy arts and appreciate differences.

A. Application Procedures and Notes

1. The venue setting may change from time to time. Applicant should make a site-visiting appointment in advance to check the availability of venue and rental situation.
2. Completed application form together with other necessary information, including images, size and summary of ALL original artworks, venue layout plan and implementation plan, shall be submitted at least 3 months before the commencement of the rental period by email or by mail to the address stated below.
3. If required, i-dArt will request an interview with the applicant in person or by telephone, or request the applicant to provide additional information and documents, to understand more about the contents and details of the proposed event, the background and nature of the applicant and co-organiser(s).
4. In case of inadequate information or missing supporting information, the applicant may be required to provide it by a deadline, failing which i-dArt may cease processing the application and cancel the booking without further notice.
5. Result of the application will be notified in writing or by telephone within three weeks from submission of the application.
6. If the application is successful, the applicant or the responsible person of the organization concerned shall, within two weeks from the date of receipt of the notification of successful application, sign the contract for use of the venue and pay a sum of 50% of the rental as deposit. The balance of the rental must be paid in full two weeks before the commencement of the rental period. All deposit paid is non-refundable. Any delay in returning the signed contract for use of the venue or paying the deposit shall be considered a voluntary abandonment of the right to use the venue.
7. i-dArt reserves the right of the final decision on processing the application without the need to provide any explanation to the applicant.

B. Venue Information

Address: Back Shop, G/F, Wing Cheung Mansion, 78 Morrison Hill Road, Wan Chai, HK

Opening Hours: Tue - Sun 11:30am - 7:00pm, Closed on Mon and Public Holidays

Tel: 3598 2920

Email: i-dart@tungwah.org.hk

Website: <http://i-dart.tungwahcsd.org/>

Facebook: i-dArtTWGHs

Instagram: idart_twghs

Area and Maximum Capacity	Available Duration for Booking	Rental Rates			Facilities provided (Inclusive in Rental)	Charge for other facilities (HK\$200 per day (all items))
		Daily	Weekly (7 days consecutively)	Monthly (30 days consecutively)		
745 Sq.Ft. (Ceiling Height: 240 cm) Seated: 20-30 max Standing: 40-50 max (Maximum capacity may vary depending on exhibition setting)	Tue - Sun 11:30 – 18:45 Closed on Monday and Public Holidays	HK\$1,800	HK\$11,600	HK\$49,000	- Publicity* - Air-conditioning - Accessible toilet - Folding Table (5 pcs) - Chair (26 pcs)	- Sound/ Handheld wireless mic (1pc) - Projector and Screen - DVD Player

△ Rental period is inclusive of set-up, dismantling, clean up and move-out. Overtime will be charged on day rate.

* Publicity refers to one promotional introduction on Facebook and Instagram of i-dArt, which contains event description and images from application form provided by the applicant. i-dArt reserves the right to revise the content for promotion.

- Applicant should prepare their own personal computer if necessary.
- i-dArt staff will be present during the whole booking session.

Please refer to Appendix (1) for floor plan and images of facilities provided.

C. Venue Renting Terms and Conditions

1. The applicant shall not sublet any part of the gallery and/or facilities applied by him/her.
2. i-dArt reserves the right to demand the applicant to suspend or discontinue any function at any time during the hiring period if any terms of the “Rental Guidance” are deemed to be violated or if the function disturbs the normal operation of i-dArt staff. In such circumstances, no refund will be made.
3. i-dArt will not be responsible for any personal injuries, damages or loss of belongings to the event participants.
4. For hiring period including Mondays and public holidays, rental fee will be calculated as well.
5. Should the booking be cancelled due to bad weather conditions or any unforeseen situations which disallow the gallery to open, the applicant may extend the hiring period based on the number of days during the affected period or receive a refund on a pro-rata basis.
6. For non-exhibition event, original exhibits shall not be modified by the applicant without the permission of i-dArt staff. i-dArt reserves all the right to claim damages if exhibits are found damaged by the applicant as recognized by i-dArt staff.
7. The hirer shall keep the space clean and tidy throughout the whole rental period. The hirer is responsible to return the venue in its normal conditions. If any contaminations or damages are found, s/he is responsible to restore the conditions at her/his own costs.
8. Eating and drinking is strictly prohibited in the gallery.
9. Smoking is strictly prohibited in the gallery.
10. Illegal activity is strictly prohibited in the gallery.
11. The use of any smoke, flame, explosion, or devices or substances causing smoke, flame or explosion to create effects, party cannons, confetti cannons and/or confetti shooters alike are prohibited in the gallery.
12. No animals are permitted inside the gallery except for guide dogs.
13. For non-exhibition event, applicant’s chilled or frozen items could be stored in the refrigerator of the gallery during booking period. The applicant shall carry away all items stored or they will be disposed immediately by i-dArt staff after the event.
14. If any sale of art works is to be carried out by the applicant at the venue during the rental period, 20% on the selling price of the works sold will be charged as administration fee.
15. The applicant could purchase the necessary insurance for the exhibit/ event yourself.

D. Private Data (Privacy) Ordinance

1. The purposes of i-dArt to collect the personal data by means of the Hiring of Venue- Application Form are to



use the data for:

- a. processing the hiring application;
 - b. communication in the normal course and in case of emergencies.
2. The provision of personal data is voluntary. However, if insufficient information is provided, the application may be delayed or not be considered or processed.

2. 設備租用收費 Facilities Hire Charges

3. 項目 Item	描述 Description	費用 Charge
摺檯 Folding Table  	長 Length: 151 厘米 cm 闊 Width: 75 厘米 cm 高 Height: 74 厘米 cm 數量 Quantity: 5	免費 Free
椅子 Chair 	數量 Quantity: 26	
手提無線咪 Handheld wireless mic	aiwalw UF-2	HK\$200/日 Day
投影機 Projector	Epson	

東華三院 愛不同藝術-胡李名靜藝廊

i-dArt – Kitty WOO Gallery, Tung Wah Group of Hospitals

場地租用申請表 Booking Application Form

申請人資料 Particulars of Applicant

申請人/機構名稱 Name of Applicant/Organization

聯絡人 Contact Person

電郵 Email

聯絡電話 Telephone No.

手提電話 Mobile No.

聯絡地址 Correspondence Address

擬舉辦活動 Particulars of Event

活動性質 Nature of Event 展覽 Exhibition 工作坊 Workshop 其他 Others: _____

活動名稱 Name of Event

簡 介

Introduction

(請註明活動主題、
內容、參與人員等)

(Please indicate the
theme, content and
participated member...)

藝術媒體

繪畫 Painting

陶藝 Ceramic

攝影 Photography

Art Media

雕塑 Sculpture

裝置 Installation

其他 Others: _____

佈展日期 Date of Set-up

撤展日期 Date of Dismantle

活動舉辦日期及時間

Duration of Event

設備租用 Facilities Hire

摺檯數量

No. of folding table

_____張

椅數量

No. of chair

_____張

租用額外設備(全套) Hire additional equipment (All items)

需要 Yes (HK\$200/日 Day) : _____日 Day(s)

不需要 No

本人確認已閱讀及接受「場地租用須知」的內容，並聲明及保證訂租表格及附件所有資料全部屬實。

I confirm that I have read and accepted the contents of the “Venue Rental Scheme”, and declare the information filled in this application form and supplementary information attached is correct and true.

申請人/團體負責人簽署

Signature of applicant/responsible person of organization _____

申請人/團體負責人姓名

Name of applicant/responsible person of organization _____

日期

Date _____

(i-dArt 專用)

有關場地租用申請已被 *接納/拒絕。

Your application for hiring the venue is *SUCCESSFUL / UNSUCCESSFUL.

項目 Item	內容 Content	收費 Amount
場地租金		
額外設施		
總收費 Total:		

一旦申請成功，請於兩星期內，即_____ (日期)前，以親臨遞交現金或郵寄支票形式繳付訂金 HK\$ _____ (租場費用的 50%)。餘款須於租用期開始前兩個星期繳清。所有繳交之訂金，恕不退還。

If your application is successful, please pay the deposit (50% of the rental) being HK\$ _____ to us within two weeks (from receipt of the contract), i.e. before _____. If the deposit is paid in cash, please do so IN PERSON at i-dArt. Cheque payment may be made by mail. The remaining balance of the rental must be paid in full two weeks before the commencement of the rental period. All deposit paid is non-refundable.

批核人簽署 Signature of responsible officer _____

批核人 Name of responsible officer _____

日期 Date _____

多謝申請租用愛不同藝術-胡李名靜藝廊。

Thank you for your application for use of i-dArt - Kitty WOO Gallery.