

醫院管理局大樓會議設施 病友組織租用申請表

- 租用申請由活動日期前四個月開始受理（註）。並請最少於活動日期前六個星期遞交，以便處理。
- 遞交申請前，**申請機構必須先進行場地風險評估**
- 遞交表格方式：電郵至健康資訊天地(hahealthinfoworld@ha.org.hk)

(由病友組織填寫) (請在適當的方格加✓號)

活動名稱：

活動簡要說明：

(必須夾附程序表，活動
不可涉及任何商業元素)

活動日期：

_____年 _____月 _____日 (星期 _____)

時間：

_____ (包括場地預備及佈置)

形式：

- 健康講座 工作坊 研討會 會議
- 其他 (請註明)

活動詳情：

➤ 病人服務發展相關：

是 否

➤ 傳媒採訪：

有 沒有

➤ 收費活動：

是，請註明_____ 否

合作機構：

有，機構名稱：_____

請註明： 合辦 協辦

沒有

贊助：

有，機構名稱：_____

(請夾附詳細資料以便審閱)

沒有

醫院管理局大樓

閣樓演講廳 (300-330 人) 閣樓展覽廳 (80-100 人)

會議設施：

閣樓研討室(一) (120-150 人)

健康資訊天地 地下 G056 室 (40-60 人)

預計總參與人數：

_____人

飲食安排：

沒有

(一般而言，除非獲醫管局事先批准，不得在會議設施場地飲食)

如有，請註明所需原因：_____

使用醫院管理局大樓會議設施（「會議設施」）

條款及細則

容許進行的活動

- a) 會議設施須用於病人服務發展*的相關活動（或其他獲准進行的活動）。
- b) 研討會的活動或內容及租用人的演述須符合醫管局的機構角色和目標，以及有關專業人員的專業守則。
- c) 在會議設施進行的活動，須與租用人向醫院管理局（「醫管局」）提交獲准的活動程序表一致。
- d) 向租用人發出會議設施使用批准，並不代表醫管局或其任何醫院／機構（「醫院」）或僱員認同租用人主辦的活動、觀點或主張。

彌償及責任

- e) 租用人須賠償及使醫管局及其僱員及代理免於承擔任何及所有因使用會議設施而引致的法律程序、訴訟、申索、要求、損失、開支、責任及損壞（若有關受傷或死亡是因醫管局或其僱員或代理疏忽而引致則除外）。
- f) 租用人及其任何成員、代表及受邀人士使用會議設施須自行承擔風險。任何人士因使用會議設施或任何於該處進行的活動而引致的損失或損壞，醫管局概不承擔任何責任。

適當使用會議設施

- g) 租用人及其任何成員、代表及受邀人士須行為得體，舉止合宜，並須遵守本條款及細則，否則醫管局可隨時終止使用權，並沒收租用會議設施所繳付的任何費用。
- h) 未經醫管局事先書面同意，租用人不得使用醫管局或任何醫院的名稱及／或標誌。
- i) 除非獲醫管局事先批准，否則租用人不得在會議設施所在場地放置指示牌、通告、海報或橫額。
- j) 租用人不得把會議設施使用權轉讓或轉移給其他人或機構。
- k) 租用人須維護醫管局的良好名聲、形象及信譽，並不得從事或作出破壞或有損醫管局名聲、形象及／或信譽的行為。
- l) 租用人須保持會議設施（包括固定裝置、器械、家具或設備）內外清潔及妥善完好，如有任何損壞須作出賠償。
- m) 在會議設施所在場地不得從事業務經營、籌款、銷售或交易。
- n) 除非獲醫管局事先批准，否則不得在會議設施場地飲食，並嚴禁吸煙。

醫管局的權利

- o) 醫管局職員有權在任何時候進入租用人所租用會議設施的任何部分，並因應當前情況就會議設施的繼續使用設定額外條款。
- p) 醫管局保留因緊急情況或其他突發事件取消或中止租用人使用會議設施的權利。在惡劣天氣情況下（包括但不限於八號或以上颱風警告或黑色暴雨警告生效）會議設施亦會關閉。如因上述原因關閉或中止使用設施，租用人將不獲任何賠償或退款。

Permitted Activities

- a) The Conference Facilities shall be used for activities related to healthcare training or patient services development (or any other permitted activities as approved).
- b) The activities or the content of the seminars and presentations made by the User must be consistent with HA's corporate role and objective, and the codes of practice for the relevant professionals.
- c) The activities must be held in accordance with the programme of activities submitted by the User to Hospital Authority ("HA") at such Conference Facilities as agreed by HA.
- d) Approval for use of the Conference Facilities is not an endorsement by HA or any of its hospitals/institutions ("Hospitals") or employees of the User's activities, views or propositions.

Indemnity and Liability

- e) User shall indemnify and hold harmless HA and its employees and agents from and against any and all actions, proceedings, claims, demands, losses, costs, liabilities and damages arising out of or in connection with the use of the Conference Facilities (except for injury or death caused by the negligence of HA or any of its employees or agents).
- f) User and any of its members, representatives or invitees use the Conference Facilities at their own risk. HA shall not be liable to any person for any loss or damage arising as a result of such use or any activities held thereat.

Proper Use of Conference Facilities

- g) User and any of its members, representatives or invitees shall conduct themselves at all times in accordance with high standards of decorum and observe these terms and conditions, failing which HA may terminate the right of use at any time and any amount paid in respect of the use of Conference Facilities will be forfeited.
- h) User shall not use the names and/or logos of HA or any Hospital without prior written consent of HA.
- i) Except with prior approval from HA, User shall not place signage, notices, posters or banners in the venue where the Conference Facilities are located.
- j) User shall not assign or transfer to other persons or organisations the right to use the Conference Facilities.
- k) User shall at all times uphold the good name, image and reputation of HA and not engage in any action or conduct which may damage or bring into disrepute the name, image and/or reputation of HA.

- l) User shall maintain the Conference Facilities (including the fixtures, machines, furniture or equipment) in a thoroughly clean, wholesome and good condition and shall be liable to pay for any damage caused thereto.
- m) No business, fund raising, sale or transaction shall be allowed in the venue where the Conference Facilities are located.
- n) Except with prior approval from HA, there shall be no food or drink consumed at the Conference Facilities. Smoking is strictly prohibited.

HA's Rights

- o) HA staff members shall have the right to enter at any time any part of the Conference Facilities used by the User and impose additional conditions for its continued use in the light of prevailing circumstances.
- p) HA reserves the right to cancel or discontinue the use of Conference Facilities by User due to an emergency situation or other unforeseen circumstances. The Conference Facilities will also be closed in adverse weather situations including but not limited to the hoisting of typhoon No. 8 or above or a black rainstorm warning. The User shall not be

Fees

- q) User is required to pay the prescribed fee for the use of the Conference Facilities in the manner as required by HA.

Governing Law

- r) These terms and conditions are governed by the laws of Hong Kong Special Administrative Region. The application of the Contracts (Rights of Third Parties) Ordinance is expressly excluded and no person who is not a party to these Terms and Conditions shall be entitled to enforce any right or term of these Terms and Conditions pursuant to the Contracts (Rights of Third Parties) Ordinance.