

LICENCE FEES FOR EXHIBITION/PROMOTION VENUES

Effective Date: 1st JAN – 30th JUN, 2019

Citywalk Area			
Venue	Size	License Fee	
		Mon. to Fri. (HK\$ / day)	Sat., Sun., & Public Holiday (HK\$ / day)
G / F 地下			
Nature Walk A 自然長廊 A (*慈善展覽)	10ft W x 7ft D 70 sq. ft.	\$4,000	\$8,500
Includes equipment: - Table with Red Skirting (1pc) - Folding Chair (3pcs)		*N/A	*N/A
UG / F 高層地下			
Event Hall (Whole Venue) 中庭 (整個場地)	3,799 sq. ft.	\$27,300	\$54,100
Event Hall (Part of the Venue) 中庭 (部份場地)	1,829 sq. ft. (A) 1,506 sq. ft. (B)	\$18,900	\$38,200

Citywalk 2 Area			
Venue	Size	License Fee	
		Mon. to Fri. (HK\$ / day)	Sat., Sun., & Public Holiday (HK\$ / day)
G / F 地下			
Fame Walk A 光影長廊 A	12ft W x 8ft D 96 sq. ft.	\$2,100	\$5,250
UG / F 高層地下			
Event Hall (Whole Venue) 中庭 (整個場地)	2,787 sq. ft.	\$16,000	\$27,000
Event Hall (Part of the Venue) 中庭 (部份場地)	1,076 sq. ft. (A) 1,431 sq. ft. (B)	\$11,800	\$19,500
Fame Walk B 光影長廊 B	16ft W x 6ft D 96 sq. ft.	\$4,000	\$8,500

Special Promotion Offers

- Tenants of Citywalk or Citywalk 2 are entitled to a 50% discount on usage fee.
- Government unit(s), non-profit making organization(s) & approved charitable organization(s) are entitled to a 30% discount on usage fee.

Remarks

- License Fee includes one 13 Amp electricity supply. Security and equipment rental are charged separately.
- Whenever security service is required by organizer of license area for any event, organizer is suggested to use nominated contractor(s) as provided by Citywalk Management Company Limited.
- Licensee is required to procure related insurance for the event, including but not limited to Public Liability Insurance with insured amount of HK\$5,000,000 or above, covering certain specific insured companies stated below, with insurance copy needed to be provided as proof.
- The above rating is subject to change without prior notice.

EQUIPMENT CHARGES

Items	Dimension / Specification	Unit Rental Charges (HK\$ / pc / day)
Table with Red Skirting	2'(W) x 6'(L)	\$150
Folding Chair	N/A	\$15
Stage Platform (Folding Type)	4'(W) x 8'(L), 30"(H) (Setup and Dismantle by Licensee)	\$500
Folding Tent	3m(W) x 3m(L)	\$600
Connecting Tent	2m(W) x 2m(L)	\$400

ADDITIONAL ELECTRICITY CHARGES

Power Supply	Electricity Cost (HK\$)
13 Amp	\$290 / pc / day (10am – 10pm)
30 Amp 3 phase	\$50 / hour
60 Amp 3 phase	\$100 / hour
Spot Light at Event Hall	\$400 / day (5pm – 10pm)
Overnight Illumination	\$1,100 / night (10pm – 8am)

SHOOTING FOR MOVIE / ADVERTISEMENT / TV PROGRAM

Duration	License Fee (HK\$)
4-hour	\$8,000

SECURITY CHARGES

Price will be quoted separately. Please contact us for details.

VIDEO DISPLAY SYSTEM (NO SOUND OUTPUT)

Operating Hours: 10am – 10pm (12 hours per day)

Location	Size	Pixel	Spots	License Fee (HK\$)
Event Hall at Citywalk	6,240mm W x 3,360mm H	1,560 x 840	30-second 4 spots / hour	\$8,000 / week / 3 locations
Open Piazza at Citywalk	10,240mm W x 7,680mm H	1,024 x 768		
Event Hall at Citywalk 2	5,280mm W x 3,360mm H	1,320 x 840		

TERMS & CONDITIONS

1. Material should be submitted by advertisers & Citywalk provides air-time only.
2. Video clip (**format: MPEG 2**) is required to be submitted at least 7 working days before air-date for approval.
3. 50% discount will be given to properties under management of Sino Group and Citywalk and Citywalk 2 tenants, whereas Government bodies, approved charitable organizations and non-profit making organizations will enjoy 30% discount.
4. The Applicant shall obtain at his own costs all necessary approvals or licenses related to the video or broadcasting content.
5. Re-scheduling of air-date will be made if TV wall is occupied by event/promotion activities and maintenance without prior notice. No refund will be arranged.

TERMS AND CONDITIONS FOR USE OF EXHIBITION/PROMOTION VENUES

1. Application

- 1.1 Applicant should submit the “Application Form for Use of Exhibition/Promotion Venue” by filling in all the required information with event proposal, proposed event rundown and tentative venue set up layout to Citywalk Management Company Limited and Citywalk 2 Management Company Limited (hereinafter refer as “The Office”) **at least 30 days** before the event commencement date for further processing by The Office.
- 1.2 Applicant shall make its own arrangements for the necessary decoration. Finalized layout plan including measurement details, fixtures design or photo with dimension, event backdrop layout, and visual layouts of all display materials and promotion materials should be submitted to The Office for approval **at least 14 days** before the event commencement date. Otherwise, The Office reserves the right to cancel the captioned application and forfeit all fees and charges paid in advance.
- 1.3 In case of a stage event, performance or ceremony, a detail programme rundown and guest list of the event should be submitted to The Office for approval **at least 14 days** before the event commencement date.
- 1.4 “Event Information Form” and details of involvement of other parties should be submitted to The Office by written **at least 14 days** before the event commencement date.
- 1.5 The Office reserves the right to decline any application without any reason.

2. Booking Confirmation & Payment

- 2.1 Unless and until both parties have countersigned the written License Agreement (hereafter refer as “The Agreement”) issued by The Office, there is no commitment for The Office to grant to The Applicant the right to use the venue subject to the terms herein contained.
- 2.2 The Agreement must be signed and returned to our management **at least 14 days** before the event commencement date.
- 2.3 Full payment of fees/charges has to be settled **at least 14 days** before the event commencement date. Any delay in payment of the said fees/charges will result in cancellation of the venue booking.
- 2.4 The Applicant shall not transfer, assign, share or part with the possession of the venue(s) and/or equipment(s) to any other party.

3. Event Cancellation

- 3.1 In the event that The Applicant intends to cancel the booking, a prior written notice to The Office is required. The Applicant will be subject to a forfeiture of 50% of the license fee if the cancellation of booking is made within 7 to 14 days before the event commencement date; and 100% of license fee if the cancellation is made less than 7 days before the event commencement date. The Office reserves the right to revoke the permission for the use of venue should The Applicant fail to comply with any of the terms and conditions herein contained and reserves the right to claim for damages in consequence thereof.
- 3.2 The license charge shall be returned to The Applicant in full, but without interest, if this application is not accepted by The Office within 7 days.
- 3.3 Once the Application is accepted by The Office, if The Applicant fails to take possession of the venue on or before the event commencement date or if The Applicant fails to perform or comply with any of The Applicant's obligation contained herein, The Office shall be entitled at its absolute discretion forfeit the license charge paid in full and terminate the permission without affecting The Office's other rights and remedies which it is entitled hereunder or under any law..

4. Event Time

- 4.1 Event time for general exhibition: 10:00am - 10:00pm

5. Venue Setting and Dismantling

- 5.1 The Applicant shall cover the venue with dark red or grey carpet or carpet of any other colour as approved by The Office.
- 5.2 The Applicant shall enter the venue after 12:30am to 9:00am on the event commencement date; dismantle should start only after 10:00pm and move out with all their packed belongings by 11:59pm on the last day of the event unless with prior written consent of The Office. Separate written application should be made to The Office for any exception to the timeframe.
- 5.3 During move-in and move-out period, The Applicant shall arrange to cover the venue floor with protective materials.
- 5.4 The Applicant is required to sign an undertaking for protection of the venue from damage before moving in and shall be liable to any damage caused to the structure or other fittings and equipment in the venue.
- 5.5 The Applicant is required to inform on-site Property Officer prior to set-up or dismantling of the event setting.
- 5.6 Person-in-charge of The Applicant's contractor must collect working pass for all workers from the Property Management Office before moving in the venue.
- 5.7 The Applicant must apply the permission from The Office by returning the Appendix I if the venue setting and dismantling involve any jobs working at height. Otherwise, it is not allowed without the permission.
- 5.8 Cargo lifts but not passenger lifts or escalators shall be used for delivery of goods.
- 5.9 No trolley with iron wheels shall be used within the shopping mall.

- 5.10 No storage will be provided for The Applicant or his contractor(s).
- 5.11 The Applicant shall and shall procure its contractors, agents, employees to obey and comply with all instructions and directions in respect of the setup and/or dismantling reasonably given by The Office and its staff.

6. Operation

- 6.1 The Applicant shall be responsible for maintaining order and crowd control throughout the event.
- 6.2 All activities must be confined to the venue. No goods, decorations or publicity materials shall be put outside the venue.
- 6.3 No hanging of banners, posters and other POPs on wall, barriers or window is allowed. All displayed materials should not cause any blockage to shop front of any tenants.
- 6.4 The Applicant shall not carry out any illegal or immoral activities at, in, on or upon the venue nor sell or promote any illegal products or products not specified in the approved application. The Office shall have the absolute right to remove from the venue any products, which are considered by The Office at its absolute discretion, unfit for the venue and which The Applicant has failed to remove upon demand by The Office. The Applicant shall indemnify The Office for all loss or damages arising from all and any activities or display of The Applicant.
- 6.5 The on-site staff hired by The Applicant should stay within the venue during the promotion/exhibition unless prior approval has been sought from The Office.
- 6.6 The Applicant shall set audio-visual equipment at a volume level that will not create any noise nuisance or inconvenience to the public or nearby tenants. The Office has the right to demand and The Applicant shall upon such demand make adjustments on the sound volume to an acceptable level.
- 6.7 The Applicant undertakes not to do anything whatsoever that may cause fire risk or other hazards or that may be of nuisance in Citywalk or Citywalk 2.
- 6.8 The Office has the right to demand and The Applicant shall upon such demand cause stoppage or cancellation of the event should, in the opinion of The Office, a safety hazard is posed or is likely to pose to the public.
- 6.9 The Applicant shall observe all rules and regulations from time to time prescribed by The Office for the proper management and maintenance of the Citywalk or Citywalk 2.

7. Safety of Merchandise & Decorations

- 7.1 The Applicant must take all precautions to protect their goods & decorations displayed or placed at the venue from any loss or damage and The Office shall not be responsible for any loss or damage of The Applicant's properties irrespective of the cause thereof whether during the event, venue setting or dismantling period.
- 7.2 No goods or decorations are allowed to place under the fire shutters.
- 7.3 The Applicant is suggested to employ security guard(s) from companies as approved by The Office to look after their setting and goods during the night and The Office is not responsible for any security or safety of such setting and goods.

8. Power Supply & Telephone Line

- 8.1 The Applicant shall employ a licensed electrician to connect electricity in the presence of representative of The Office.
- 8.2 The Applicant will be responsible for arranging telephone/ cashier line if needed by The Applicant.

9. Insurance & License

- 9.1 The Applicant shall take out and maintain throughout the event and setup period at his own costs insurance for public liability and all risks on their properties including goods and decorations in respect of the event and the setup. The Applicant shall indemnify and keep The Office indemnified against all actions, proceedings, demands, costs, expenses and claims whatsoever by any third party causing by or arising from the act, omission, neglect or default of The Applicant, his contractors, employees, servants, agents, invitees, licensees, visitors or customers.
- 9.2 The Applicant shall obtain at his own costs all necessary approvals or licenses from the Government or other related authorities including CASH, IFPI or HKRIA etc. for all activities of the event.

10. Cleaning

- 10.1 The Applicant shall keep the venue in good, clean and tidy condition and never leave any packing or wrapping materials e.g. carton boxes elsewhere during and after the event.
- 10.2 All goods and exhibit items should be covered with clean and tidy red cloth after event hours.
- 10.3 All carton boxes and miscellaneous items must be placed carefully and kept out of public view during the event
- 10.4 All rubbish or unwanted things should be disposed at the refuse collection point.
- 10.5 Upon expiry or revocation of the permission, The Applicant shall remove all his properties and belongings and surrender the venue in a clean tidy and proper condition to The Office's reasonable satisfaction. A cleaning charge of HK\$1,000 will be imposed on The Applicant should The Applicant leave the area with garbage or in a condition that, in the opinion of The Office, requires cleaning service.

11. Arrangement for Adverse Weather

- 11.1 Special arrangement will be made due to adverse weather. When the typhoon signal No.8 or above, or a black rainstorm is hoisted before 12 noon on the event day, so as to render unfit for continuation of the event, The Applicant may then apply to The Office for rescheduling the event subject to the final decision at its discretion of The Office.
- 11.2 If typhoon signal No.8 or above, or a black rainstorm is hoisted after 12 noon on the event day, The Applicant is not entitled to reschedule the event nor any compensation whatsoever as a result thereof.

12. Force Majeure

- 12.1 If the event is cancelled due to force majeure, The Applicant shall have no claims for compensation whatsoever against The Office or for refund of the license fee or equipment charge or any part thereof.

13. Charity Organization

- 13.1 Any Applicant who applies to use the venue for fund-raising or charity sales must submit the application with a valid license for such purpose from the related Government Department for prior checking.

The Office reserves the right at its discretion to and The Applicant shall upon request by The Office stop any activity that infringes the terms and conditions as stated in the Application Form for Use of Exhibition/Promotion Venue, including the terms and conditions herein contained.

The Office has the right to alter, cancel, withdraw or revoke any approval/permission for the application without any cause by giving written notice to The Applicant. The Applicant shall not be entitled to any compensation whatsoever for any loss, damages, costs and expenses as a result of the alteration, cancellation, withdrawal or revocation. In case of cancellation, withdrawal or revocation or if the alteration is not acceptable to The Applicant, any license fee, equipment and other charges which have already been paid to The Office shall be returned to The Applicant after deducting all expenses which have been incurred by The Office on behalf of The Applicant in relation to the application or the event or any incidental matters, if any.

Enquiry: Retail Marketing & Promotions - Citywalk

Tel: (852) 3926 5800

Email: citywalkpromo@sino-estates.com

Effective: 20th August, 2018

FLOOR PLAN G/F, Citywalk

Nature Walk A 自然長廊A

Size: 10' W x 7' D



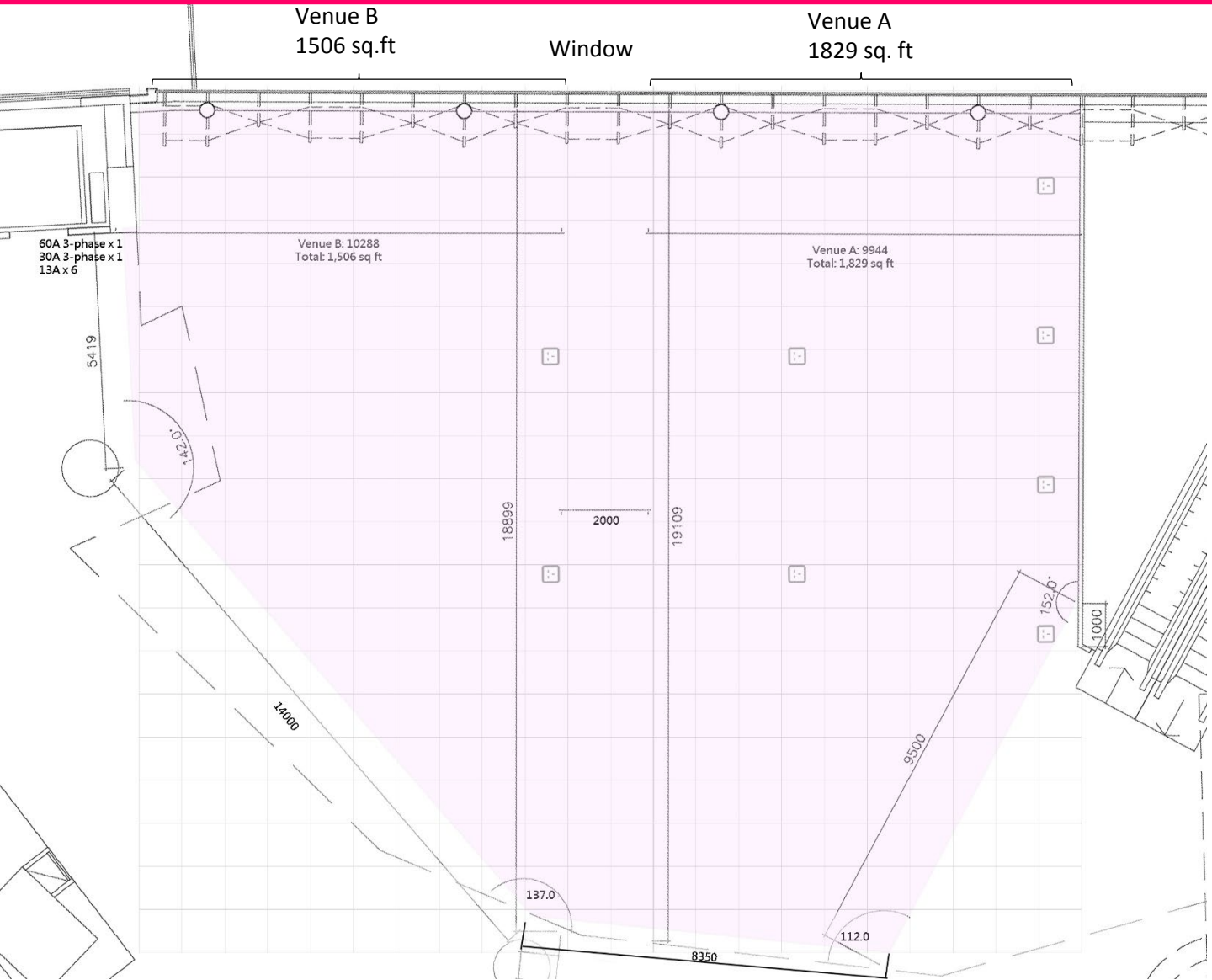
FLOOR PLAN UG/F, Citywalk

Event Hall 中庭
Size: ~3,799 sq. ft



FLOOR PLAN UG/F, Citywalk

Event Hall 中庭
Size: ~3,799 sq. ft



FLOOR PLAN G/F, Citywalk 2

Fame Walk A 光影長廊A

Size: 12' W x 8' D x 8' H

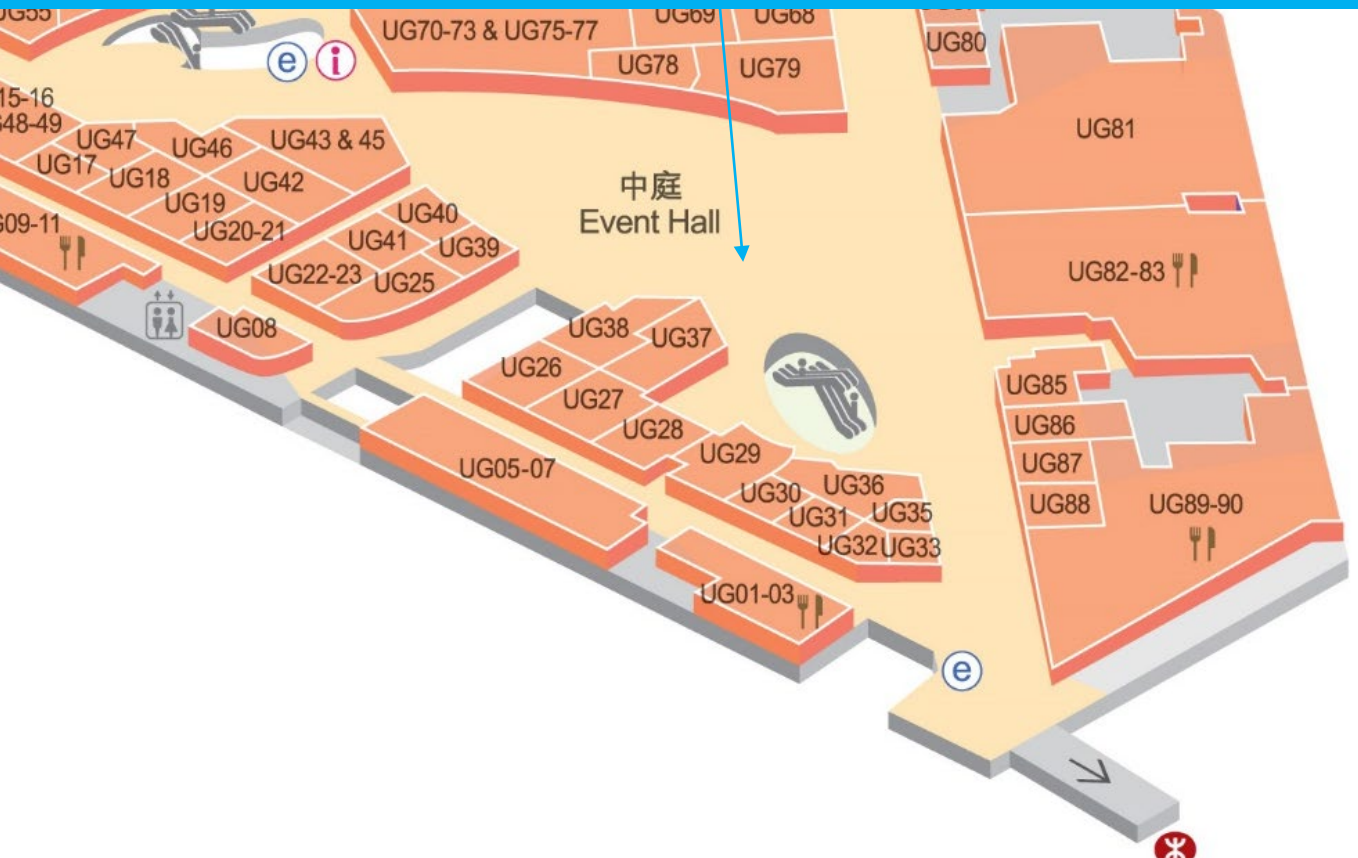


FLOOR PLAN

UG/F, Citywalk 2

Event Hall 中庭

Approx.: ~2,787 sq. ft.

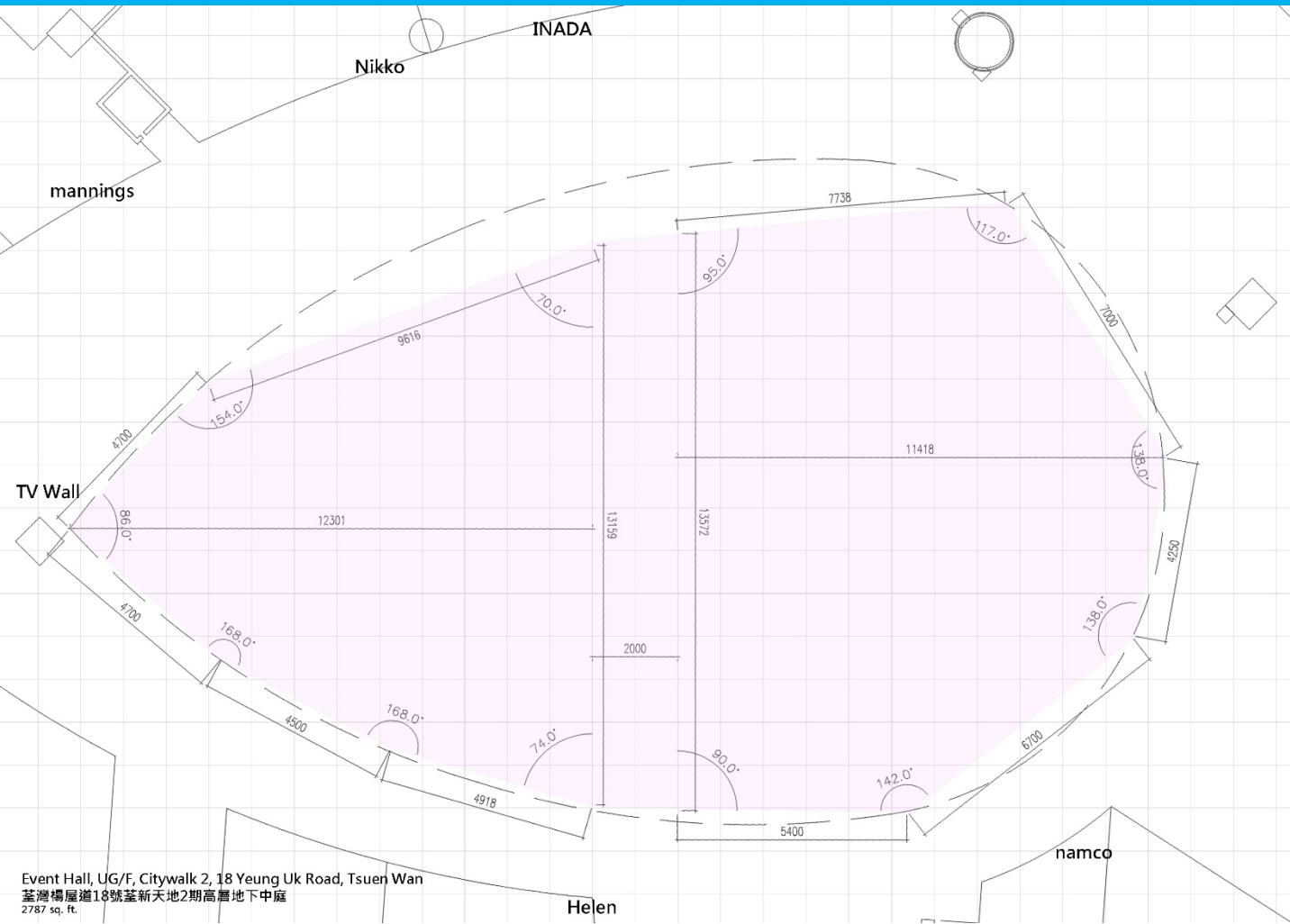


往荃新天地/西鐵線/楊屋道市政大廈
To Citywalk / West Rail Line /
Yeung Uk Road Municipal Services Building



FLOOR PLAN UG/F, Citywalk 2

Event Hall 中庭
Approx.: ~2,787 sq. ft.



FLOOR PLAN UG/F, Citywalk 2

Fame Walk B 光影長廊B

Size: 16' W x 6' D

