Ref. No._____**(For Office Use Only)**

Ref: 202610

To: Citywalk Management Company Limited / Citywalk 2 Management Company Limited ("The Office")

Date: _____

Attn: _____ Email: citywalkpromo@sino.com

From: _____ (*Mr. / Ms. / Mrs.) Tel: _____

Application Form For Use of Exhibition/Promotion Venue Citywalk / Citywalk 2

Particulars of The Applicant

Name of Organization/ Company (in English): _____

(in Chinese): _____

Nature of The Applicant:

- ☐ Commercial Organization
- ☐ Government Department
- ☐ Charity/ Social Service Group (please attach relevant document)
- ☐ Non-profit making organization but of no charity nature (please attach relevant document)
- ☐ Connected Company with Sino Group
- ☐ Others (please specify)

Business Registration No.: _____ **(Please attach BR copy)**

Office Address: _____

_____

Name of Applicant (in English): _____ Tel: _____

Position Held: _____ Fax: _____

Mobile: _____ E-mail: _____

Details of Proposed Event

Official Name of Event (in English): _____

(in Chinese): _____

Exhibition / Promotion Venue or TV Wall

Citywalk	☐	Event Hall, UG/F
	☐	Event Hall (Part of the Venue), UG/F
	☐	Nature Walk A, G/F
	☐	Open Piazza, G/F (*Charity or Government Event only)
	☐	TV Wall (30-second)
Citywalk 2	☐	Event Hall, UG/F
	☐	Event Hall (Part of the Venue), UG/F
	☐	Fame Walk A, G/F
	☐	TV Wall (30-second)

Preferred Exhibition / Promotion Period:

1. _____
2. _____
3. _____

Nature of Event: ☐ Exhibition (Product Promotion, no sales involved)
☐ Sales Exhibition ☐ Variety Show ☐ Carnival
☐ Stage Performance: _____
(Please specify: Debate, seminar, fashion show, variety show etc.)
☐ Charity activity (please specify): _____
☐ Others (please specify): _____

Products/ Theme to be promoted or displayed: _____

Any special activities to be held in conjunction with the above said event:
☐ Distribution of Samples ☐ Distribution of printing materials
☐ Others (please specify): _____

Number of personnel to be deployed to control the event: _____
Name of security company covering the event (if any): _____
Details of any pre-event publicity (e.g. press release, radio, TV, leaflet, banner, advertisement)
_____

Particulars of PR/Advertising Agency (if any)

Official Name of Agency (in English): _____
(in Chinese): _____

Office Address: _____

Name of Applicant (in English): _____ Tel: _____
Position Held: _____ Fax: _____
Mobile: _____ E-mail: _____

Facilities & Equipment Required (Please tick or specify quantity required)

Item	Quantity	Item	Quantity
☐ Table with Red Skirting		☐ 13 Amp (1 is included)	(Extra quantity)
☐ Folding Chair		☐ 30 Amp 3 phase	hours / day
☐ Stage Platform		☐ 60 Amp 3 phase	hours / day
☐ Folding Tent (3m x 3m)	(N/A in Citywalk 2)	☐ Spot Light at Event Hall	
☐ Connecting Tent (2m x 2m)		☐ Overnight Illumination	

The Applicant confirms that the information herein is true and correct and agrees to be bounded by and undertakes to comply with the attached **"TERMS AND CONDITIONS FOR USE OFEXHIBITION/PROMOTION VENUES"**.

The Applicant understands and agrees to make the following payment in the total sum of **HK$**_____ for use of the venue. Cheque for the said payment should be payable to **Citywalk Management Company Limited** and/or **Citywalk 2 Management Company Limited** and deliver to The Office at least 14 days before the event commencement date.

i) License Fee HK$_____;

ii) Equipment Charge HK$_____

The Applicant understands and agrees to comply with the following upon signing of this Application Form,

Compliance with Law & Regulations

(a) The Licensee undertakes and warrants that nothing in the contents of the Event shall or may be illegal, immoral, obscene, indecent, objectionable, defamatory, discriminatory or offensive to the general public or any person(s) or in violation of any legislation or regulations of Hong Kong or prohibited by Hong Kong Government, or which will or may infringe any intellectual property rights of other party or adversely affecting the image or reputation of the Licensor, Sino Group or the Urban Renewal Authority. The Licensee shall strictly adhere to the approved event rundown and shall not make any unauthorized changes to the content of the event. In the event of necessary adjustments due to force majeure, The Applicant shall immediately notify The Licensor and obtain prior approval, failing which shall be deemed a breach of the License Agreement. If The Licensor identifies any discrepancies between the actual event execution and the approved rundown, The Licensor shall have the absolute right to demand immediate rectification by The Licensee, suspend the event until compliance is achieved or terminate the event immediately without refunding any license fee paid and without compensation for any loss, damage and whatsoever nature to the Licensee. The Licensee shall be wholly responsible for the contents of creations or products of the Event and shall indemnify the Licensor, Sino Group and the Urban Renewal Authority against all claims, liability, cost, expense, loss or damage arising from or in connection with the contents or any part thereof.

(b) The Licensee shall duly observe the provisions of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, the Safeguarding National Ordinance and other laws of the Hong Kong Special Administrative Region related to safeguarding national security, and shall not directly or indirectly in any way engage in any act or activities which may be reasonably believed as contrary to the interest of national security, the public interest of the Hong Kong Special Administrative Region, public morals, public order or public safety.

National Security Law

Without prejudice to any other remedy it may have under the License Agreement, Licensor may immediately terminate the License Agreement by written notice to the Licensee (without prejudice to the Licensor's rights and remedies in respect of any antecedent breach committed by the Licensee) upon the occurrence of any of the following events:-

(a) The Licensee and/or any sub-tenant and/or the Licensee's Agency has engaged, is engaging or is reasonably believed to have engaged or be engaging in acts or activities that are likely to constitute or cause the occurrence of an offence endangering national security or which would otherwise be contrary to the interest of national security;

(b) The continued engagement of the Licensee and/or any sub-tenant and/or the Licensee's Agency or the continued performance of the License Agreement and/or any sub-tenancy agreement is or is reasonably believed to be contrary to the interest of national security; or

(c) The termination of the License Agreement is necessary to protect the public interest of the Hong Kong Special Administrative Region, public morals, public order or public safety.

The Licensor shall not be responsible for any claim, legal proceeding, liability, losses, damages or any cost or expense, suffered or incurred by the Licensee arising from or in relation to such termination.

The terms of "national security" and "offence endangering national security" in this clause (18) shall have the same meanings as provided respectively under section 4 and section 7 of the Safeguarding National Security Ordinance.

Declaration and Consent of the Applicant (*must fill in with tick)

☐ 1. I/We hereby declare that all the information given in this application is true and accurate. I/We understand that any inaccurate information will make the application invalid.

☐ 2. I/We hereby consent that the information provided in this application form will be used by the Office to process the application and conduct evaluative studies and sharing sessions. All supporting documents provided by me/us in relation to this application will not be returned to me/us irrespective of whether this proposal is successful or not.

☐ 3. I/We agree that should this application be successfully accepted, I/we shall pay the license fee or/and deposit in accordance with the payment amount on the License Agreement issued by the email of Citywalk application.

4. I/We shall declare to the Office any interest where there may be real or apparent conflict, direct or indirect, during the application process:
   ☐ Yes
   ☐ Nil

☐ 5. I/We have read and agree to the **TERMS AND CONDITIONS FOR USE OF EXHIBITION/ PROMOTION VENUES**.

☐ 6. I/We have read and agree to the **Personal Information Collection Statement**.

7. The Office may wish to use your personal data for direct marketing. Such use is entirely optional and will occur only if you expressly opt in by ticking the box below. Your application will not be affected if you do not tick the box. A blank box or non-response does not constitute consent. Until a compliant consent mechanism has been implemented and valid consent has been obtained, personal data collected through this casual leasing application must not be used for direct marketing.

   ☐ I expressly consent to the use of my personal data for the direct marketing purposes described in the Personal Information Collection Statement below. I understand that I may withdraw my consent at any time, without charge, by email to citywalkpromo@sino.com or by writing to Shop 127e, 1/F, Citywalk, 1 Yeung Uk Road, Tsuen Wan, New Territories, Hong Kong.

PERSONAL INFORMATION COLLECTION STATEMENT

Citywalk Management Company Limited or Citywalk 2 Management Company Limited ("Citywalk", "us", "we"), the leasing agent of the Landlord of the Leasing Premises, and the Landlord of the Leasing Premises comply with the requirements of the Personal Data (Privacy) Ordinance, Chapter 486 of the laws of the Hong Kong SAR and are committed to safeguard your privacy, and notify you of certain matters when collecting personal information from you ("Personal Information").

For the purposes of this Personal Information Collection Statement , "Sino Group" includes Sino Club Limited, Sino Real Estate Agency Limited, Sino Estates Management Limited, Sino Security Services Limited, Best Result Environmental Services Limited, Sino Parking Services Limited, Sino Administration Services Limited, The Royal Pacific Hotel & Towers, City Garden Hotel, Hong Kong Gold Coast Hotel, Island Pacific Hotel, The Pottinger Hong Kong, The Olympian Hong Kong, Tai O Heritage Hotel and The Fullerton Ocean Park Hotel.

This Personal Information Collection Statement is also part of and is subject to Sino Group's Privacy Policy, information of which is provided on our website https://www.sino.com/en/personal-data-privacy-policy/.

COLLECTION OF PERSONAL DATA

At the time of completing this form, you may be asked to provide us with Personal Information. The provision of your Personal Information is voluntary. However, if you do not provide us with relevant Personal Information, we may not be able to provide you with the information, services and activities you requested.

If you provide Personal Information of any third parties to us, you must ensure that you have obtained the third party's consent and that the third party is fully aware of our Privacy Policy on our website, including this Personal Information Collection Statement.

PURPOSE AND USE OF PERSONAL DATA

The Personal Information we collect will be used for the following purposes:

- considering and processing your application for use of exhibition/promotion venue, including contacting you regarding administrative notices and communications relevant to your application and responding to your request;
- identity verification and records and to maintain contact lists for correspondence;

- conducting researches and/or analyses from time to time for any purpose in connection with our business or the business of Sino Group or the Landlord of the Leasing Premises;
- operating internal control, resolve disputes, troubleshoot problems and enforcing our terms of use;
- with your consent, delivering information that you may be interested in, including targeted banners, new services and products and other promotions and marketing materials (please refer to the Direct Marketing section below);
- designing or improving products, services or facilities to meet customers' need or fulfilling their interest;
- complying with any disclosure requirements under any applicable law;
- prevention, detection and/or investigation of activities that may be illegal or reasonably be suspected of committing any offence;
- protecting the rights, property or safety of our employees, members, and others; and
- any other purpose directly relating or incidental to the above purposes.

DISCLOSURE AND TRANSFER OF PERSONAL DATA

Personal Information held by us will be kept confidential but we may provide or transfer your Personal Information to the following parties or any of them for their use for the purposes set out above:

- any member of the Sino Group or the Landlord of the Leasing Premises;
- any agent, contractor or third-party service provider who provides administrative, leasing, management, computer technology outsourcing, cloud services, payment processing, data processing, marketing and research, distribution, telecommunications, accounting, auditing services to us or any member of the Sino Group;
- government, law enforcement, regulatory or other authorities where required by or otherwise permitted by law.

DIRECT MARKETING

We may wish to use your name, contact details and other personal data for direct marketing of promotion, products, services and facilities offered or provided by Citywalk and Sino Group. We will not use such personal data for direct marketing unless we have received your express consent or indication of no objection through a clear opt-in mechanism. A blank box, silence or non-response does not constitute consent. The following classes of products, services and subjects may be marketed:

- corporate information; investment, sale and leasing and marketing promotion services with respect to industrial properties, offices, shops, shopping malls, residential properties and storage spaces;
- property management services such as security, parking, hygiene, cleaning and/or security services; arts, cultural, leisure and/or entertainment services; environmental protection, volunteer and community events services;
- hotels, hospitality-related products and services, conference facilities and services, travel, tours, spas, sailing, yachts, and country clubs;
- promotion of food & beverages, restaurants, catering, confectionary & groceries, wine and liquor, household products, general merchandise, health & beauty, pharmaceuticals, baby/ children/ educational or pet products & services, stationery & books, fashion items & accessories, jewelry & watches, furniture, sports & leisure equipment, electronics & electrical appliances, music, motor related services, financial services/products, travel/ hospitality/ lifestyle services, and e-commerce (including trading and payment platforms and online auctions);
- membership, loyalty, bonus point and reward programs (including S+ REWARDS, etc.) managed or operated by any member of Sino Group.

In addition to marketing the above products, services and subjects ourselves, we may provide your name and contact information to other members of Sino Group for use by them in direct marketing those products, services and subjects, and we require your consent (which includes an indication of no objection) for that purpose.

You may withdraw your consent at any time, without charge, through the following channels:

1. Email to citywalkpromo@sino.com
2. Request in writing and send to Shop 127e, 1/F, Citywalk, 1 Yeung Uk Road, Tsuen Wan, New Territories, Hong Kong

ACCESS TO PERSONAL DATA

You have the right to request access to, and correction of, your Personal Information held by us. If you wish to check whether we hold your Personal Information or if you wish to have access to or correct your Personal Information which is inaccurate, please write via e-mail us at citywalkpromo@sino.com or via mail to Shop 127e, 1/F, Citywalk, 1 Yeung Uk Road, Tsuen Wan, New Territories, Hong Kong.

個人資料收集聲明

荃新天地管理有限公司及荃新天地2管理有限公司（「荃新天地」，「我們」）為租賃物業代理，與租賃物業的業主於收集　閣下的個人資料（「個人資料」）時，將遵守《個人資料（私隱）條例》（香港法例第 486 章）的規定，致力保障　閣下的私隱及通知　閣下若干事宜。

就本個人資料收集聲明而言，「信和集團」包括 Sino Club Limited、信和地產代理有限公司、信和物業管理有限公司、信和護衛有限公司、恒毅環衛服務有限公司、信和停車場管理有限公司、信和行政服務有限公司、皇家

太平洋酒店、城市花園酒店、香港黃金海岸酒店、港島太平洋酒店、中環·石板街酒店、香港遨凱酒店、大澳文物酒店及富麗敦海洋公園酒店。

此個人資料收集聲明乃信和集團私隱政策的一部份，並受其約束。信和集團私隱政策資料於網址https://www.sino.com/tc/personal-data-privacy-policy提供。

個人資料的收集

當提交此短期租務申請表格時， 閣下可能會被要求向我們提供個人資料。 閣下提供個人資料屬自願性質。然而，如果 閣下未能提供相關的個人資料，我們可能不能向 閣下提供所要求之資訊、服務及活動。

如果 閣下向我們提供任何第三方的個人資料， 閣下須確保已取得該第三方同意，而且該第三方完全知悉我們的私隱政策，包括本個人資料收集聲明。

收集個人資料之目的及用途

我們所收集之個人資料將用作以下用途：

- 考慮及處理 閣下的使用場地的申請，包括就有關申請的行政通知及通訊與 閣下聯絡及回應 閣下的要求；
- 核實身份和記錄，並備存聯絡人資料以作通訊之用；
- 不時進行與我們、信和集團或租賃物業業主業務有關的研究及/或分析；
- 進行內部控制、解決爭議、處理問題以及執行有關使用條款；
- 經閣下同意，向 閣下提供可能感興趣的資訊，包括廣告、新服務和產品及其他宣傳和市場推廣資料（請參閱「直接促銷」一節）；
- 為配合客戶所需或迎合其興趣，設計或改善產品、服務或設施之用；
- 遵守任何適用法律下的任何披露規定；
- 防止、偵查及/或調查可能屬違法或有合理嫌疑涉及任何犯罪的活動；
- 保護我們的僱員、會員及其他人士的權利、財產或安全；及
- 任何與上述用途直接相關或附帶的其他用途。

個人資料轉移及披露

我們將對所持有的個人資料保密，但我們可能會向以下多方或任何一方提供或轉移 閣下的個人資料以供他們就上述用途作出使用：

- 信和集團任何成員公司或租賃物業業主；
- 向我們或信和集團任何成員公司提供行政、租賃、管理、電腦技術外判、雲端服務、支付處理、數據處理、營銷及研調、分銷、電訊、會計、審計服務的任何代理商、承包商或第三方服務供應商；
- 按法律規定或在法律允許的情況下：政府、執法、監管或其他機關。

市場推廣

我們擬使用 閣下的姓名、聯絡資料及其他個人資料，直接促銷荃新天地及信和集團提供的推廣活動、產品、服務及設施。除非我們已透過清晰的主動選擇同意機制取得 閣下的明確同意或不反對表示，否則我們不會把該等個人資料用於直接促銷。未有剔選、保持緘默或沒有回覆均不構成同意。我們可能會向 閣下促銷下列各類產品、服務及主題：

- 企業資訊；工業物業、辦公室、商舖、商場、住宅物業及存儲空間的投資、銷售及租賃、營銷及推廣服務；
- 物業管理服務，例如保安、泊車、衛生、清潔服務及/或保安服務；藝術、文化、休閒及/或娛樂服務；環境保護、義工及社區活動服務；
- 酒店、提供居間相關產品及服務、會議設施及服務、旅遊、旅行團、水療、航行、遊艇及鄉村俱樂部；
- 食品及飲料、餐廳、餐飲、糖果及雜貨、酒類、家居用品、一般商品、健康及美容、藥物、嬰兒/兒童/教育或寵物產品及服務、文具及書籍、時裝及配飾、珠寶及鐘錶、傢俱、運動及休閒設備、電子產品及電器、音樂、汽車相關服務、金融服務/產品、旅遊/居間/ 生活服務以及電子商務（包括交易和支付平台及網上拍賣）的零售促銷；
- 信和集團任何成員公司管理或營運的會籍、顧客忠誠計劃、積分及獎勵計劃(包括 S+ REWARDS等)。

除由我們促銷上述產品、服務及主題之外，我們還可能向信和集團其他成員公司提供 閣下的姓名及聯絡資料，以供他們用作直接促銷上述產品、服務及主題，惟我們須就此用途取得 閣下同意（包括表明不反對）。

閣下可隨時透過以下途徑免費撤回同意：

1. 電郵至citywalkpromo@sino.com

2. 以書面形式郵寄至香港新界荃灣楊屋道1號荃新天地1樓127e號舖

個人資料之查閱

閣下有權要求查閱及更正我們所持有關於 閣下之個人資料。如 閣下希望查核我們是否持有 閣下之個人資料，或想查閱或更正 閣下之不正確個人資料，敬請電郵至citywalkpromo@sino.com 或以書面形式郵寄至香港新界荃灣楊屋道1號荃新天地1樓127e號舖與我們聯絡。

Note:

- *The Office has absolute discretion to accept or refuse any application.*
- *The Applicant shall promote the specified business in the specified format aforesaid Terms and Conditions as approved by The Office. If in the opinion of The Office, The Applicant fails to comply with the requirement in the aforesaid sentence, The Office may terminate the permission without notice and no license fee or equipment charge shall be refunded.*
- *The use of exhibition/ promotion venue is subject to the attached "TERMS AND CONDITIONS FOR USE OF EXHIBITION/PROMOTION VENUES". The Applicant should read the said terms and conditions thoroughly and carefully. Please call us at 3926-5708 for details if you have any queries concerning them. The Office reserves the right to alter or cancel any approved applications should The Applicant fail to comply with any of the terms and conditions.*

For and on behalf of

Authorized signature of The Applicant with Company Chop **Date**

This form should be sent or emailed to the following office **at least one month** prior to the proposed event commencement date.

Address: Citywalk Management Company Limited
Leasing Marketing & Promotions Department,
Shop 127e, 1/F, Citywalk, 1 Yeung Uk Road, Tsuen Wan, N.T.
Email: citywalkpromo@sino.com

CITYWALK MANAGEMENT COMPANY LIMITED
CITYWALK 2 MANAGEMENT COMPANY LIMITED

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 carpet of any other colour as approved by The Office.

5.2 The Applicant shall enter the venue after 00:30am 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 II 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. The Applicant shall strictly adhere to the approved event rundown and shall not make any unauthorized changes to the content of the event. In the event of necessary adjustments due to force majeure, The Applicant shall immediately notify The Office and obtain prior approval, failing which shall be deemed a breach of the casual leasing agreement. If The Office identifies any discrepancies between the actual event execution and the approved rundown, The Office shall have the absolute right to demand immediate rectification by The Applicant, suspend the event until compliance is achieved or terminate the event immediately without refunding any licence fee paid and without compensation for any loss, damage and whatsoever nature to the Applicant. The Applicant shall not 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 without compensation for any loss, damage and whatsoever nature to the Applicant. The Applicant shall indemnify The Office, Sino Group and Landlord 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. The Applicant shall comply with the Noise Control Guidelines for Music, Singing and Instrument Performing Activities issued by Environmental Protection Department at all times.

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. The Licensee is required to submit the undertaking letter in Appendix VII before commencement 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 Applicantin relation to the application or the event or any incidental matters, if any.

Enquiry:
Leasing Marketing & Promotions - Citywalk
Email: citywalkpromo@sino.com

Effective: 1st July 2026

Appendix I

To: Citywalk Management Company Limited ("The Office")

Date: _____

Email: citywalkpromo@sino.com

From: _____ (*Mr. / Ms. / Mrs.)

Tel: _____

Event Information Form

For better co-ordination with your event, please email the completed form to Leasing Marketing and Promotions Department **14 days prior** to the first exhibition/ promotion day.

Event Title:				
Event Date:				
Event Time:				
Event Venue:				
Move-in Time:				
Move-out Time:				
Company Name:				
Contact Person:			Title:	
Tel:	(during office hours)		(after office hours)	
Fax:				
Email address:				
Signature: (with company chop)				

*** The following documents are attached for further review and approval**

- ☐ Confirmation of all third parties involvement
- ☐ Finalized layout plan with measurement details
- ☐ Fixture design or photo with dimensions
- ☐ Event backdrop layout
- ☐ Visual layouts of all display materials and promotion materials
- ☐ Confirmed guest list and program rundown

Appendix II

高空工作許可證

第一部份申請：（由負責 維修工程人員 或 承辦商負責人（例如：清潔分判商）填寫）

公司名稱 _____

負責人姓名及職位 _____ 聯絡電話 _____

部門名稱 _____

工作地點： _____ 離地面高度： _____ 米

工序簡述： _____

工作日期： 由： _____ 至： _____ (最長祇可簽發十四日。期間如有重大的環境或天氣轉變，必須重新簽發)

工作時間： 由： _____ 至： _____ (天氣： 晴／陰／微雨／大雨／雷暴／ _____)

工作許可證編號： _____

一般安全措施:	**是**	**不適用**
1. 工作前已進行相關的風險評估	☐	
2. 工地已妥善圍封並設有合適的警告牌	☐	
3. 手工具扣在手腕或放在合適的容器內 (例如袋子和桶子)，防止高空墮物	☐	
4. 提供安全出入口及上落通道	☐	
5. 工人已佩戴安全帽及帽繩	☐	
就涉及的工具機器，請在 ☐ 內加上 ✓ 號，並確定有關的安全措施：		
☐ A) 吊船		
A1. 附有有效的檢驗證書 (表格二及三：有效日期至_____)	☐	
A2. 附有由合資格操作員簽發的檢查書 (表格一：有效日期至_____)	☐	
A3. 由公司授權/委任的合資格人士操作 (操作員姓名:_____)	☐	
A4. 不會容許超出吊船的安全負重 (最高安全負重：_____千克)	☐	
A5. 不會容許超出吊船的限定盛載人數 (最多盛載人數：_____人)	☐	
A6. 工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩上	☐	
☐ B) 竹棚／金屬棚架／吊棚 -- 搭建或拆卸		
B1. 如高度超出15米時，棚架已交由專業工程師設計	☐	☐
B2. 搭建、拆卸或改建時，由合資格人士監督，並由已受訓練的工人進行	☐	
B3. 工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩或其他牢固點上	☐	
☐ C) 竹棚／金屬棚架／吊棚 -- 使用		
C1. 裝有合規格的圍欄及踢腳板 (高欄900-1150, 中欄450-600, 踢腳板200毫米)	☐	
C2. 工作平台以夾板、木板 或橋板鋪密 防止人體或物件下墮	☐	
C3. 棚架位置已被固定 (例如：裝有斜撐 或/和 連牆器)，及調較至水平位置	☐	
C4. 吊棚的狗臂架上已裝有最少三粒爆炸螺絲	☐	☐
C5. 流動式金屬架的車轆已被鎖上	☐	☐
C6. 附有由合資格人士簽發的檢查書 (表格五：有效日期至_____)	☐	
C7. 使用吊棚的工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩或其他牢固點上	☐	☐
☐ D) 升降台		
D1. 已確定升降台設有合規格的圍欄及踢腳板 (高欄900-1150, 中欄450-600, 踢腳板200毫米)	☐	
D2. 附有有效的檢驗證書 (表格四及五：有效日期至_____)	☐	
D3. 附有由合資格操作員簽發的檢查書(或表格一)	☐	
D4. 由公司授權/委任的合資格人士操作 (操作員姓名:_____)	☐	

D5. 不會容許超出升降台的安全負重 (最高安全負重：_____千克)	☐	
D6. 不會容許超出升降台的限定盛載人數 (最多盛載人數：_____人)	☐	
D7. 升降台放置在堅固而平坦的地面、將支撐腳完全伸展、並調教至水平位置	☐	☐
D8. 工人已佩帶全身式安全帶，並將尾繩繫於製造商指定的牢固點上	☐	☐
☐ E) 防墮系統 (包括牢固點)		
E1. 附有有效的檢驗證書 (有效日期至_____)	☐	☐
E2. 工人已佩帶橫向的防墮系統工作 (例如清潔遮蓬)	☐	☐

以下簽署人士已清楚明白該項工作的潛在風危、安全措施、及工作證的內容，並會承諾遵守一切安全施工的安排：

所屬公司	職位	姓名	簽署
	(負責監督)		

本申請人 謹此簽署 確實所提供的資料無誤，並執行相關的安全措施。 姓名及簽署：_____

申請日期和時間：_____

第二部份批准申請：（由本公司 一級技術員或以上 / 助理大廈主管或以上 填寫）

***批准人必須是已完成平安咭安全訓練並持有有效平安咭**

本人 已檢查上述的安全措施並批准申請。如在工作許可證的期限之內遇有重大的天氣變化，此工作許可證將會自動取消。

批准人姓名 _____ 日期 _____

簽署 _____ 時間 _____

平安咭號碼 _____ 平安卡有效日期至 _____

完工通知：

第三部份完成工序：（由負責維修工程人員或承辦商負責人（例如：清潔分判商）填寫）

工作已完成及移除任何危險

負責維修工程人員或承辦商負責人姓名 _____ 日期 _____

簽署 _____ 時間 _____

第四部份註銷：（由客戶服務中心負責人填寫）

上述工作已完成經檢查及移除任何危險

管理處負責人姓名 _____ 日期 _____

簽署 _____ 時間 _____

查詢電話：3926 5708 工作許可證編號：_____

Appendix II

Supplementary (補充資料)

相片記綠	相片記綠
相片記綠	相片記綠
相片記綠	相片記綠

如有需要，請自行加印此頁

Appendix III

安裝及清拆工程注意事項

1. 基於保安理由，所有工人於進行任何工程前須於**保安室登記個人資料**，請予合作。
2. 工人於工作時必須配帶工作證及反光衣。
3. 如須高空工作(即離地面兩米之工程)，承建商必須於工作前 5 天提交高空工作許可證、風險評估報告以及裝修工人工作證申請表。
4. 所有電力工程須由合資格人士負責執行。管理公司有權即時要求終止工作如工人未能出示相關證明文件。
5. 所有戶外(包括花園廣場及禾笛街)之安裝工程、清拆工程、噪音工程、大型物料搬運及所有其他發出聲浪之工作只可於每天上午八時至晚上七時內進行。而室內工程可於每天上午七時正至凌晨十二時進行。若工作人員須於上述時間以外工作或逗留過夜工作，承建商必須於48小時前向管理公司作出申請。
6. 工作時間使用發出噪音之機件，如破碎機、鑽及鋸會被定義為噪音工程，戶外(包括花園廣場及禾笛街)之工程必須於上午八時至晚上七時進行；而室內工程必須於上午七時至上午十時的指定時段內進行。
7. 焊接工程及異味工程必須於工作前48小時向管理公司作出申請。申請批准後方進行。而工程只可在每天晚上十一時至翌日上午七時前於室內進行。
8. 所有安裝或清拆範圍均須以圍板圍封。
9. 運送物料時，須小心避免損壞公眾地方之設施及影響顧客，如有損壞，照價賠償。如有須要搬運大量物料，請預先通知管理公司以便安排載貨升降機及上落貨區時間。
10. 運送任何物料須使用指定之貨運升降機上落，嚴禁使用客用升降機或扶手電梯。如須經過室內公眾位置，只限於商場非營業時間內，即上午七時至上午十時或晚上十時至晚上十二時進行。如須於上述指定時間以外經由室內公眾位置運送大型物料，必須向管理公司作申請。
11. 所有廢料及雜物嚴禁堆放於公眾地方、貨運升降機堂或貨物起卸區。承建商須自行安排清理裝修廢料及雜物等。
12. 如管理公司發現有裝修廢料及雜物私自堆放於公眾地方、貨運升降機堂或貨物起卸區，管理公司有權立即清理該裝修廢料或雜物，而有關的清理費用則須由判頭負責支付。
13. 如須使用高空吊環，必須向管理公司作出書面申請並由管理公司人員操作吊環。掛飾安裝或拆除後，管理公司人員檢查後方操作吊環升降。
14. 所有工人工作時須注意言行，不可在工作範圍內睡覺、吸煙、留宿、賭博、半裸身體、穿著背心、赤腳而行及行為不檢，以免對顧客造成滋擾。
15. 如有違反上述事項，客戶服務中心會先予口頭警告。若情況未有改善，管理公司有權即時要求撤離該工人及終止工作而無須預先通知。

查詢電話: 3926 5700

Appendix IV

裝飾安裝及清拆工程時間表

	戶外(包括花園廣場及禾笛街)	室內
7:00am - 8:00am	X	室內工程 / 噪音工程 物料搬運
8:00am 9:00am	戶外工程 物料搬運	室內工程 / 噪音工程 物料搬運
9:00am 10:00am	戶外工程 物料搬運	室內工程 / 噪音工程 物料搬運
10:00am 11:00am	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
11:00am 12:00nn	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
12:00nn 1:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
1:00pm 2:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
2:00pm 3:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
3:00pm 4:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
4:00pm 5:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
5:00pm 6:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
6:00pm 7:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
7:00pm 8:00pm	X	室內工程 (焊接 / 噪音 / 異味工程除外)
8:00pm 9:00pm	X	室內工程 (焊接 / 噪音 / 異味工程除外)
9:00pm 10:00pm	X	室內工程 (焊接 / 噪音 / 異味工程除外)
10:00pm 11:00pm	X	室內工程 物料搬運
11:00pm 00:00am	X	室內工程 物料搬運 焊接工程 / 異味工程 (須一天前申請)
00:00am 7:00am	X	室內工程 (須兩天前申請) 焊接工程 / 異味工程 (須一天前申請)

管理公司有權對上述工作時段作出調整而無須另行通知。

Appendix V

音樂、曲藝或歌唱表演活動的噪音管制指引

1. 引言

本指引旨在為於非住用處所、非公眾地方或非建築地盤所舉行音樂、曲藝或歌唱表演活動（特別是使用多個擴音系統，並很可能對鄰近「噪音感應強的地方」，例如居民，造成噪音滋擾的大型活動）的主辦機構提供有關噪音管制規定的資料，以及把活動產生的噪音盡量減低的方法。

2. 噪音管制規定
活動發出的噪音應在主辦場地任何鄰近「噪音感應強的地方」外牆正面1米處量度。活動（包括綵排和主體活動）發出的噪音在日間和晚間，即上午7時至晚上11時，不得超過現存的背景噪音10分貝(A)。 活動發出的噪音聲級應以 Leq (15 min) 15分鐘A加權等效連續聲壓量度及背景噪音聲級應以Leq (5 min) 5分鐘A加權等效連續聲壓量度。至於在夜間，即晚上11時至上午7時，活動發出的噪音不應在鄰近「噪音感應強的地方」聽見。

3. 噪音監測
主辦機構應指派一名適當人士，在其中一個活動主辦場地的鄰近「噪音感應強的地方」（最好是最受影響的地方），以聲級計監測噪音情況。如主辦機構未能進入任何鄰近「噪音感應強的地方」監測噪音，他們應在其他噪音情況相若的地點監測噪音。當噪音監測並非在最受影響的「噪音感應強的地方」進行，所量度到活動發出的噪音，可能須要因不同的噪音傳送路綫（例如不同的距離和屏障的隔聲影響）予以調整，務求所量度到的噪音聲級可反映在最受影響的「噪音感應強的地方」的噪音水平。該名適當人士應在活動前和活動後量度背景噪音，及密切監測活動進行時的噪音聲級。該名適當人士亦應該向主辦機構作出反映，要求他們立即採取行動，例如，有需要便調校擴音器的音量，以避免違反上述的噪音管制規定。活動進行期間，至少每隔一 小時便需要量度噪音Leq (15 min)，正確地記錄量度結果，然後提交場地負責人。在需要進行跟進調查時，場地負責人會向環境保護署提供測量記錄以作參考。聲級計須符合 國際電器委員會刊物 651:1979 (第 1 級)及 804:1985 (第 1 級)的規定，或同等的專業水準。

4. 投訴熱線
活動舉行期間，主辦機構應提供有人接聽的投訴熱線(不能使用電話錄音)，因應附近居民的投訴或其他方面如食物環境衞生署／康樂及文化事務署或警方轉介的投訴，立即採取行動減低噪音。

5. 預先向附近「噪音感應強的地方」發出通知書
主辦機構應作出安排，預先向附近的居民、醫院或其他對噪音感應強的地方發出通知書，把活動的日期、時間、地點、節目等知會有關人士，並載明投訴熱線，讓他們認為活動噪音過大時提出關注。

6. 如使用擴音或揚聲系統，建議採取以下減輕噪音措施：
舞台不應向著附近「噪音感應強的地方」；
使用一組小功率揚聲器代替數個大功率揚聲器；
使用導向揚聲器。該等揚聲器應指向聽眾，而不應指向附近「噪音感應強的地方」。

7. 綵排
綵排也可能造成噪音滋擾。 音響系統的測試工作時間，應盡可能縮短，並應盡量避免形同真正表演的綵排。 第2至第6段提及的所有工作，包括噪音量度，均應悉數辦妥。 為盡量減低對鄰近居民造成的不便，綵排應在上午9時至晚上7時間進行。

8. 其他會產生噪音的有關活動
其他會產生噪音的有關活動，如場地的準備和清理工作，也可能造成噪音滋擾。 第4和第5段提及的所有工作，均應悉數辦妥。 為盡量減低對鄰近居民造成的不便，該等活動應在上午9時至晚上7時間進行。

(03/2015)
注意：至於由當區有代表性的社區團體所支持舉辦的元旦除夕夜倒數活動，如該活動的音樂、曲藝或歌唱表演會持續超逾子夜十二時，主辦單位須另向環境保護署分區辦事處查詢有關活動意見。
環境保護署分區辦事處聯絡電話載於以下網頁https://www.epd.gov.hk/epd/tc_chi/about_epd/facility/offices.html

Appendix VI

Time table for The Applicant to follow

Number of days before the event commencement date	Materials to be submitted to The Office	Remarks
30 days	1. Application Form for Use of Exhibition/Promotion Venue 2. Event proposal 3. Tentative venue setup layout	
14 days	1. Full payment of the licence fee 2. Confirmation of all third parties involvement 3. Finalized layout plan with measurement details 4. Fixture design or photo with dimension 5. Event backdrop layout 6. Visual layouts of all display materials and promotion materials 7. Confirmed guest list and program rundown 8. Event Information Form 9. Public Liability Insurance proof	
Event Cancellation		
7 to 14 days	Written notice	Forfeiture of 50% of the license fee
Less than 7 days	Written notice	Forfeiture of 100% of the license fee

Appendix VII

_____ [Date]

To: Citywalk Management Company Limited

Shop 127e, 1/F, Citywalk,
1 Yeung Uk Road, Tsuen Wan,
New Territories, Hong Kong

Subject: Undertaking for Obtaining Necessary Approvals and Licenses

Dear Sir/Madam,

We, _____ **[Licensee's Full Company Name]**, hereby undertake and confirm that we have obtained, at our own cost, all necessary approvals, licenses, permits, and consents required from the relevant government authorities and other related bodies (including but not limited to CASH, IFPI, HKRIA etc. and any other applicable regulatory bodies) for all activities related to the event:

Event Name: _____ [Name of the Event]

Date: _____ [Event Date(s)]

Venue: _____ [Event Location]

We further confirm that:

1. All approvals/licenses obtained are valid and in full force for the duration of the event.

2. We shall bear full responsibility for any penalties, claims, or legal actions arising from non-compliance with any regulatory requirements.

3. We shall indemnify and hold harmless Citywalk Management Company Limited, Citywalk 2 Management Company Limited, Sino Estates Management Limited, Prime Harvest Development Limited, Ocean Treasure (Hong Kong) Limited and Urban Renewal Authority against any liabilities, losses, or damages resulting from our failure to secure the necessary approvals.

Should any additional permissions be required, we undertake to secure them promptly at our own expense.
This undertaking shall remain in effect until the completion of the event and the fulfillment of all related obligations.

Yours Sincerely,

_____ [Authorized Signature with Company Chop & Full Name]

_____ [Title]

_____ [Company Name]

_____ [Date]