



Island School **Sha Tin Wai**
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 Sha Tin, New Territories

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Island School **Tai Wai**
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Island School Facility Hire Price List & Terms and Condition

Facilities at Island School are available for hire by friends of the school, organisations and the broader community. Availability is subject to School requirements. For more information, please contact Business Manager via email: school@online.island.edu.hk

Facility	Rental Price
<p>School Hall</p> <p>Suitable for: events, drama or music performances, functions, meetings, training programs, and indoor sports activities (eg badminton, volleyball, indoor soccer, yoga, dancing)</p> <p>Equipment included: Stage, backstage, projector, lighting panel, AV system, tables, chairs,</p>	\$700 per hour
<p>Outdoor Basketball Court</p> <p>Suitable for: basketball, soccer, learning to ride bikes and other outdoor sports activities</p> <p>Equipment included: basketball hoops, outdoor lighting</p>	\$200 per hour
<p>Covered Playground</p> <p>Suitable for: badminton, archery, learning to ride bikes, functions</p>	\$200 per hour
<p>Multi-Purpose Room or Creative Hub</p> <p>Suitable for: classes, presentations, events, meetings, functions, yoga, dancing, etc</p> <p>Equipment included in hire price: Projector, Screen, AV System, tables, chairs</p>	\$500 per hour
<p>Classroom</p> <p>Suitable for: classes, meetings, training programs, etc</p> <p>Equipment included in hire price: Projector, Interactive Whiteboards, AV System, tables, chairs</p>	\$400 per hour
<p>IT / Technical Support</p> <p>Island School can provide IT or Technical support for events.</p> <p>Minimum charge of 4 hours</p>	\$600 for a minimum of 4 hours, thereafter \$150/hour
<p>Additional Cleaning</p> <p>Where additional cleaning is required.</p> <p>Minimum charge of 4 hours</p>	\$830 for a minimum of 4 hours, thereafter \$205/hour
<p>Additional Security</p> <p>Additional security services are available for large events or upon request.</p> <p>Minimum charge of 6 hours</p>	\$585 for a minimum of 6 hours, thereafter \$98/hour

Notes:

1. Rental Prices are subject to review at any time.
2. The rental price includes use of the space, use of furniture as provided, use of electrical equipment as installed, utilities (electricity, water, sewerage, internet), basic cleaning services and basic security services.
3. Additional charges apply for additional cleaning or security services and IT / technical support.
4. Different rental price apply for Public Entertainment and/or commercial use.
5. The booking period includes setting up and packing up time.
6. Priority will be given wherever possible to local organisations in order to benefit the local community of which the School is a part of. The Principal may reduce the hiring charges if he considers it appropriate, especially for charitable organisations.
7. A full description of the purpose for hiring must be provided to Island School at time of application.
8. Island School accepts in good faith the information provided by individual hirers. It is incumbent on the individual company to ensure the authenticity of any information provided. In the case of information being invalid or untrue no responsibility will be accepted by Island School should a case of negligence be presented.
9. Please carefully review the terms and condition for Hire and the requirement to arrange for appropriate insurance to cover your activity/event.

Booking information required

Prior to a booking being confirmed, the Hirer must provide the following details:

- a. Purpose for hiring the facilities including expected number of instructors and participants, type of facilities required, hire period (dates and times) and contact details. Alternatively a completed [application form](#) may be submitted.
- b. Current company business registration
- c. Public liability insurance for HKD \$20Million, if applicable. (Island School will advise if Public Liability insurance is required)
- d. Details of instructors or people delivering the programme including:
 - their name(s) and
 - proof that instructor is legally allowed to work in Hong Kong, eg HKID card or work visa.

If instructors change during the hire period, the hirer must provide the name of the new instructor(s) and their HKID card / work visa (if applicable) to Island School as soon as possible.

Terms and Conditions

1. The Hirer shall indemnify and keep indemnified ESF/ESL and its school(s) against all actions, claims, and demands by any person who suffers or suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of the school premises and or facilities by the Hirer or any person so authorized by him due to the negligence on his part or on the part of such authorized person.
2. ESF will not accept responsibility for any loss of or damage to any of its property by the Hirer during the period of hiring. Any property brought on to the school premises by the Hirer is done so at the sole risk of the Hirer.
3. No advertising may be placed in any area of the school premises without the written permission of the Principal.

4. The Hirer does not have exclusive right of access or possession of the Premises at any time. ESF reserves the right to enter any premises, rooms or areas being used by the Hirer at any time and to re-assign premises, rooms or areas for use by the Hirer without prior notice.
5. The Hirer does not have any right to exclude anyone from the school premises or site or lot at any time, which remains the sole right of ESF.
6. This agreement is not assignable.
7. The Hirer will not be entitled to use any other area of the school save for reasonable access to the hired areas and use of toilets/ changing rooms as agreed.
8. It is the responsibility of the Hirer to ensure that the Premises being hired are not modified in any way and maintained in a safe condition during the period of Hiring.
9. The Hirer is responsible for ensuring that all areas being hired are left in a clean and tidy condition at the end of the hiring period and make good any damage caused by the Hirer through negligence or otherwise. If this is not done, the school reserves the right to charge the Hirer a penalty sum to cover the costs of any repairs or cleaning.
10. The Hirer is responsible for the behaviour and actions of any and all persons using the hired premises and under their control.
11. All instructors and participants are required to sign in and out at the Island School Main Entrance reception when entering and leaving Island School premises.
12. ESF operates strict smoking, drugs and alcohol policy which the Hirer will observe at all times during the hiring period.
13. No eating or drinking is allowed in the hired area(s) with the exception of drinking water.
14. There is no secure storage available for equipment or personal belongings.
15. The Hirer will comply with the ESF Health & Safety requirements at all times during the hiring period.
16. Any breach of the Terms and Conditions will result in the activity/programme being immediately cancelled without prior notice or refund.

Cancellations and Refunds

1. Island School requires three (3) days notice prior to your scheduled arrival to cancel or reschedule your event. Otherwise all charges paid will be forfeited.
2. Rescheduling an event is subject to venue availability and agreement between the Hirer and Island School.
3. For the safety of our Hirers, participants and Island School staff, and in accordance with the guidelines of the EDB and Hong Kong Observatory, the school will be closed in the event of adverse weather conditions. If an event is cancelled due to adverse weather ('adverse weather' here is defined as situations where the Black Rainstorm Warning or Typhoon Signal No. 8 or higher issued by the Hong Kong Observatory is in force 3 hours before the start of the hire period), natural disasters (e.g. earthquake, tsunami) or conditions which Island School considers justifiable for cancelling the event, the Hirer can either choose to postpone the event to a later date, subject to venue availability and agreement between the Hirer and Island School, or request a refund from Island School.