

St. James' Settlement — Quarry Bay Harbourfront Community Space “Quarryside”
Guidelines and Regulations for Venue Application and Usage

(I) Venue Overview

Quarryside, situated at No. 20 Hoi Shin Lane, Quarry Bay, spans over 3,700 square meters, offering convenient access adjacent to Exit B of Quarry Bay MTR Station. The venue features diverse event spaces and facilities available for use by various organizations and individuals. It includes a semi-open performance space “Dockyard Theatre”, indoor multi-purpose “Function Room 1–3”, “Community Kitchen”, “Workshop Space”, and “Event Lawn”, all designed to accommodate a wide range of creative community activities. Quarryside envisions nurturing a creative, healthy, and sustainable community.

Booking Schedule:

- Days and Hours: Open from Mondays to Sundays, 9 a.m. to 9 p.m.
- Peak Hours: Saturdays, Sundays, and Public Holidays
- Non-peak Hours: Mondays to Fridays (excluding Public Holidays)

(II) Application Procedures

1. The application period for all venue facilities is 6 months. Telephone reservations will not be accepted. Please download the application form from the Quarryside website (<https://quarryside.hk/venuebooking/>).

2. Applicants should submit the completed form to the Site Office by email, post, or in person at 20 Hoi Shin Lane, Quarry Bay, accompanied by the following documents:

a. Organization Applicant:

- Proof of institutional registration (Business Registration Certificate/Society Registration Certificate/Charitable Institutions and Trust Registration Certificate issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance)
- Organizational information: articles of association, list of principal members, and board of directors

b. Individual Applicant:

- Copy of HKID card/passport
- Personal resume and art portfolio (only applicable for individual artists applying for the Concessionary Rate of Venue Administrative Fee)

It is the responsibility of applicants for any loss or damage of the documents during postal delivery.

3. Upon receipt of the applications, the Site Office will review the application based on the nature and content of the activities and will reply by email within 7 working days. All successful applications require confirmation by Quarryside. The Quarryside reserves the right for final approval and rejection of any application without explanation.

(III) Payment Procedures

1. Upon successful application, a payment invoice will be issued, and the payment must be made within 30 days from the issue date of the invoice or by the deadline stated in the payment notice. If not, the application will be automatically cancelled. Payment can be made using the following methods:

- a. Payment by crossed cheque (post-dated cheques will not be accepted)
- b. Payment by bank transaction, along with a copy of the payment advice slip sent to the Site Office for confirmation.

2. The deposit for venue booking must be paid by crossed cheque or cash on the first date of booking period. Upon payment, the Site Office will issue a temporary receipt. Any equipment damage or additional fees due to overtime during the use period will be deducted from the deposit. If no fees are incurred during the period of use, applicants can reclaim the deposit within 14 working days after the end of the booking period by presenting the temporary receipt.

3. The Concessionary Rate for the Venue Administrative Fee is intended for government departments, registered charities, non-profit organizations with relevant local certification documents, and individual artists organizing activities for arts promotion and education. Quarryside reserves the right to determine whether events are open to the public and whether activities are intended to promote art and art education. For further details, please refer the "Venue and Facility Rate Card."

(IV) Cancellation and Change of Booking

1. All requests to cancel a booking must be made in writing. Applicants must provide written notice to the Site Office at least 30 days prior to the date of function. Failing to cancel within this time frame will result in forfeiture of any refund. Refunds for already paid fees will be handled in accordance with the following cancellation notice period ratios:

Notice of Cancellation Received	Ratio of Refund
Less than 30 days	0%
30 days or above	50%

2. If the applicant wishes to change the booking venue and schedule after confirmation, a written notice must be provided to the Site Office at least 30 days before the booking date. Quarryside may consider the change based on venue availability. However, Quarryside is not responsible for any losses arising from the change. Any other circumstances will be addressed at Quarryside's discretion.

3. Quarryside reserves the right to cancel any function at any time during the booking period if the "Guidelines and Regulations for Venue Application and Usage" are violated. In such cases, no refund will be issued.



(V) Inclement Weather or Other Unexpected Situations Arrangement

1. When a Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No.8 or above is issued, the following provisions will apply:
 - a. If the warning signal is still in effect at 6 a.m., bookings from 9 a.m. to 2 p.m. will be cancelled.
 - b. If the warning signal is still in effect at 11 a.m., bookings from 2 p.m. to 6 p.m. will be cancelled.
 - c. If the warning signal is still in effect at 3 p.m., bookings from 6 p.m. to 9 p.m. will be cancelled.

2. When Amber and Red Rainstorm Warning Signals or Tropical Cyclone Warning Signals No.1 and No.3 are in effect, the venue will remain open. The final decision concerning the on-site environment's suitability for activities, considering public safety, will be made by Quarryside.

3. If the booking is cancelled due to adverse weather, Quarryside will offer an alternative booking date or provide a refund after deducting a HK\$500 administrative fee. Quarryside will not be responsible for any losses resulting from venue unavailability.

4. If the applicant chooses not to use the venue when the facilities are open, no reallocation or refund of the booking will be granted.

(VI) Venue and Facilities Usage Policy

1. Venue users are required to comply with all laws and regulations of the HKSAR Government and relevant departments.
2. Venue users are responsible for covering all expenses related to their scheduled events.
3. Venue users are prohibited from transferring or lending the use of the designated venue and facilities, or any part thereof.
4. Venue administrative fees include general cleaning and basic equipment. Additional equipment and services will incur separate charges (please refer to the “Venue and Facility Rate Card” for more information). All additional equipment and service fees are not eligible for any discounts.
5. Venue users are permitted to use the space only within the designated booking time and should not enter the venue more than 15 minutes prior to their scheduled time. If users remain at the venue after the allotted time, they should pay additional fees accordingly. All fees are calculated on an hourly basis, and any duration over 15 minutes will be considered as one full hour for billing.
6. Venue users are only permitted to use the space within their booking period. If installation and dismantling of objects are required, the time for these activities must be factored into the booking schedule. All event materials and equipment belonging to the venue users must be delivered and collected within the booking period. Venue users are responsible for removing any materials or equipment they brought to the venue.
7. It is the responsibility of the venue users to ensure the safety of event participants and their property, and to obtain the necessary insurance, including Third-Party Liability Insurance, valid during the event. The venue user shall bear sole responsibility for any injuries, loss, or damage caused due to their negligence or that of their authorized persons.
8. The venue is not liable for any claims, demands, or legal liabilities incurred by users in connection with the hosting of events.
9. Venue users are responsible for regularly checking the operational condition of their equipment and exhibits, providing maintenance and technical support as needed to ensure compliance with legal requirements and safe operation within the venue.
10. In the event of injury to participants or damage to venue facilities, users must immediately report to the Site Office staff.
11. Venue users must handle the space and equipment in the venue with care and ensure that all equipment and facilities are restored to their original condition after use. Venue users are not permitted to alter, modify, remove or add external objects.
12. Following the use of the venue, users will be held accountable for any damage (except for reasonable normal wear and tear), loss, or theft of items such as walls, floors, ceilings, doors, windows, furniture, curtains, lawns or any equipment. The venue user must cover the costs for repairing, restoring, or repurchasing the relevant items as necessary.

13. Venue users are responsible for maintaining cleanliness and tidiness at all times. Prior consent from the Site Office is required for arranging catering at the venue, along with the payment of an “Additional Cleaning Fee for Food and Beverage” (refer to the “Venue and Facility Rate Card” for details). Following any activities, all relevant garbage and waste must be promptly cleaned up. If the venue cannot be cleaned and returned on time, the Site Office will perform the cleaning and charge the relevant fees to the venue user.

14. Venue users are obligated to adhere to the requirements of relevant Government departments or copyright owners/licensing bodies to obtain the necessary licenses or permits for events and submit copies of such licenses to the Site Office at least one week prior to the event. This includes but is not limited to licenses such as Temporary Places of Public Entertainment License, Film Censorship Certificate, Public Fundraising License, and Lottery License, and music licenses issued by CASH, PPSEAL or HKRIA. Failure to obtain such a license may result in the withdrawal of approval for organizing the event without any compensation.

15. Venue users should ensure that the noise level generated by activities is maintained within an acceptable level to avoid unnecessary disturbance to other users, visitors, the public, and staff.

16. Special Booking Application Notes for “Event Lawn”:

16.1 Venue users are required to ensure the protection of the lawn, turf, trees, plants, and other facilities during the installment of temporary structures and equipment on the “Event Lawn”. This includes:

16.1.1 Refraining from hanging activity equipment on trees or placing it in parterres;

16.1.2 Avoiding the direct placement of stakes or supports into the soil and using alternative methods such as sandbags or weights to provide stable support;

16.1.3 Installing temporary protective coverings as needed to distribute weight and reduce soil compaction under equipment;

16.1.4 Showing respect for the environment by refraining from digging up the grass, using spikes, or wearing football boots on the turf;

16.1.5 Using designated entrances, exits, and pedestrian passages for equipment and supply transport, and avoiding parking heavy equipment or trolleys directly on the grass;

16.1.6 Avoiding moving or throwing stones in order to prevent endangering other visitors;

16.1.7 Conducting a thorough inspection of the lawn area after the event and promptly cleaning up any waste.

16.2 In the event of any damage incurred during the use of the event, the venue user is responsible for covering the relevant maintenance fee in full to restore the lawn to its original condition.

17. Smoking, gambling, or sale of tobacco or alcohol is strictly prohibited within Quarryside. Venue users must notify the Site Office in advance and obtain approval for catering services if needed.

18. Lighting fires or using open flame cooking stoves, any gas, high-voltage electrical appliances, canned gas fuels, or flammable items anywhere on the site without prior approval from the Site Office is strictly prohibited.

19. Venue users are responsible for oversee crowd management and ensure that the number of people present at the event does not exceed the specified limit.

20. Venue users should keep passageways, exits, and access to fire service installations clear and unobstructed.

21. Prior permission from the Site Office is mandatory for all photography, filming, audio or video recording, television broadcasting, radio broadcasting activities, or press conferences within the venue. Any commercial filming or recording activities will incur a “Royalty for Commercial Filming within the Premises” fee (Please refer to the “Venue and Facility Rate Card” for details).

22. If aerial photography using a drone is needed during the event, a licensed remote pilot recognized by the Civil Aviation Department must be responsible. Furthermore, a copy of the remote pilot’s license must be provided to the venue for record-keeping. In the event of any damage or loss incurred as a result of the aerial photography, Quarryside retains the right to seek appropriate compensation.

23. Without prior approval from the Site Office, venue users are prohibited from erecting any permanent or temporary structures or displaying any advertising or promotional materials in the booking venue.

24. Entry of pets or animals into the Event Area inside the gated area is not allowed except for guide dogs or with prior approval from the Site Office.

25. When publicly announcing, promoting, or placing advertisements for their activities, venue users are not allowed to create the belief that such activities have any relationship or connection with “St. James’ Settlement” or “Quarryside” except for using the address of Quarryside as the venue for holding activities.

26. There is no parking facility provided at this venue.

27. Venue users acknowledge that venue staff may take photos or videos during the event for record-keeping and promotional purposes.

28. All venue applications and users must adhere to the regulations stipulated in the “Quarryside” issued “Guidelines and Regulations for Venue Application and Usage”, “Venue Application Form”, “Venue and Facility Rate Card”, and “Venue Information” of each event venue. “Quarryside” reserves the right to modify the relevant terms and fees for venue applications at any time and has the final interpretation right without prior notice.

Quarryside envisions co-creating a more vibrant experience for event participants and visitors, promoting mutual respect and acceptance among all users of the space.