

## **Activity Room of Flower City Park**

### **Points to note for activity**

- 1 Please make sure that staff or security guards are arranged to guard the exhibits and maintain order at the exhibition venue, as well as counting the number of people admitted as required by the Municipal Affairs Bureau (IAM).
- 2 The decoration and clearing of the venue for the activity should be carried out within the normal opening hours of the venue. The relevant staff are required to wear the identification cards issued by the organiser. The air-conditioning system inside the venue should be switched off during the decoration and clearing period but fans can be temporarily installed for ventilation.
- 3 The operation of the equipment installed in the venue (such as lights and air-conditioners) must be done by IAM staff or under their guidance. Changing, moving or removing the various equipment or furnishings and the installation of additional equipment inside the venue are not allowed without IAM approval.
- 4 Staining, driving in nails, drilling holes, installing shelves and other measures which can damage the walls, floor skirting and floor surface inside and outside the venue are not allowed. The banners, posters and signs installed in the periphery of the venue should be placed in designated locations and cannot be arbitrarily affixed, placed or hung without permission.
- 5 Please maintain order inside and outside the venue and pay attention to public safety. Playing, gambling, eating, drinking, smoking, lighting objects on fire, cooking and any other illegal matters are prohibited inside the venue. It is also prohibited to place exhibits or installations which cause danger to the visitors or go against local traditions and customs inside the venue.
- 6 The organiser is responsible for all the decoration and clearing work inside the venue arising from the organisation of the activity. IAM staff will not keep or accept any objects for the organiser.
- 7 The organiser should remove the congratulatory flowers after the opening ceremony and properly dispose of the flowers or recycle them.
- 8 The organiser must keep the venue clean and tidy during the rental period. They must switch off the electricity sources, water sources and lock the doors and windows after the activity ends. The venue, the relevant facilities and equipment must be in the same condition as when they were rented out. The organiser is liable for all the responsibilities arising from any damage, destruction or loss and has to pay the repair fees.
- 9 The nature, scope, content and the users of the activity should be consistent with the description in the application letter. If it is found that the organiser has not complied with the mentioned regulations, or has violated existing laws and regulations or engaged in other inappropriate acts when the activity is held, IAM reserves the right to take the necessary measures or hold the organiser accountable (including forbidding the organiser to use the venue immediately). The organiser is liable for all the legal responsibilities arising from the use of the venue.

- 10 The organiser is required to comply with the instructions of on-site security guards or IAM staff on duty during the rental period.
- 11 IAM will take into account the organiser's use of the venue as a factor for consideration in approving future activity applications.