



臻訓中心活動室及跨越奇園
租用價錢及須知
ANCHOR ROOM & ADVENTURELAND
PRICE LIST & DETAILS



The Boys' Brigade, Hong Kong
ANCHOR HOUSE
香港基督少年軍 臻訓中心

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繩網陣收費 (A、B、C 及 D 區) Rope Course Charge (Zone A, B, C and D)

機構 Organization	每節場租連2位教練* Rental per session with 2 instructors	人數上限 User limit	備註 Remarks
教會／學校／非牟利團體 Church/School/ Non-profit Organization	\$2300	每區60人 60 people in each zone	於同一場地連續租用2節繩網可享有七五折優惠 (繩網導師費用除外)。 A concession of 25% off will be granted for renting the same venue for 2 consecutive sessions (Excluding instructors' fee).
公司／個人 Corporation/Private	\$4000		

- 繩網陣基本租用時間為一節 (1.5 小時)，不足者亦作一節計算；
The basic **renting session** of the rope course lasts for **1.5 hours**; less than 1.5 hours is also counted as ONE session.
- 繩網導師費用：非牟利團體 \$ 375位/節，公司 \$ 500位/節；教練與參加者的人數比例為1：10。
Rope course instructors' fee: Non-profit Organization HK\$375/instructor/session; Corporation HK\$500/instructor/session. The ratio of instructor to participants is 1:10.

繩網導師的條件及安排

Instructions for inviting rope course instructors

- 必須為本中心註冊的『場地繩網導師』，方可帶領相關項目；
The instructor-in-charge must be one of our registered "Rope Course Instructors".
- 如自行安排繩網導師，需於使用場地前兩星期遞交負責導師資料；
If you are arranging your own instructor(s)-in-charge, you must file his/her information 2 weeks before using the venue(s).
- 如需要本中心安排繩網導師，請在申請表內填寫所需導師之人數；
If you want us to arrange instructor(s), please fill in the number of instructors needed.
- 繩網導師須於活動舉行前 30 分鐘向本中心報到，檢收場地及物資；
The instructor-in-charge must report to the Anchor House 30 minutes before the activity starts to final check the venue and the required equipment.
- 使用者需準時交還場地及器材，逾時視作延長租用一節計算；
Participants must return the venue and all equipment on time, otherwise the organizer will be charged for ONE extra session.
- 申請人須在表格上列明參與人數，租用繩網費用已包括每一個項目(關)4 條安全帶及頭盔。額外裝備須另行租用。
Applicants should state clearly the total number of participants. The rope course rental includes 4 sets of harness and helmet for each task. Extra safety equipment can also be rented from us.

兒童繩網 (B 區) Funnyland (Zone B)

機構 Organization	人次上限 User limit	每節場租連教練 Rental per session
教會／學校／非牟利團體 Church/School/Non-profit Organization	50人 50 people	\$1500
公司／個人 Corporation/Private		\$1750

- 兒童繩網基本租用時間為一節 (半小時)，不足者亦作一節計算；
The basic **rental session** of Funnyland lasts for **half an hour**, less than half an hour is also counted as ONE session.
- 教練與參加者的人數比例為1：20。
The ratio of instructor to participants is 1:20.

保險事項 Insurance Issues:

- 本繩網場地只提供第三者保險；如有需要請自行購買保險。
We provide only third party liability insurance for our rope course users. If needed, please purchase your own insurance.



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室內場地收費 Indoor Venue Charge

場地 Venue(s)	人數上限 User limit	每三十分鐘場租 (括號內為晚上六時後、星期六日及公眾假期的費用) Rental per 30 minutes (number in the blank is price for night time after 6pm, Sat., Sun. and public holiday)	
		教會/學校/非牟利團體 Churches/Schools/Non-profit Organizations	公司/個人 Corporation/private
活動室 1 Anchor Room 1	40人 (people)	\$140 (\$150)	\$190 (\$210)
活動室 2 Anchor Room 2	80人 (people)	\$220 (\$240)	\$375 (\$410)
活動室 3 Anchor Room 3	25人 (people)	\$110 (\$120)	\$150 (\$160)
活動室 1-3 Anchor Room 1-3	180人 (people)	\$440 (\$480)	\$625 (\$690)
祈禱室 Prayer Room	30人 (people)	\$140 (\$150)	\$190 (\$210)
會議室 Conference Room	8人 (people)	\$65 (\$70)	\$90 (\$100)

- 晚上六時前：每個房間之最少租用時間為 1 小時。 Before 1800 : Minimum booking time for each venue is 1 hour.
- 晚上六時後：每個房間之最少租用時間為 2 小時。 After 1800 : Minimum booking time for each venue is 2 hours.
- 場地費用已包括空氣調節、照明、枱、椅、白板、白板筆、投影機及無線咪一支。租用者需自備手提電腦。
White boards, white board pens, chairs, over-head projector, and ONE wireless microphone will be provided in each Anchor Room. User(s) will need to bring their own laptops.
- 祈禱室不設白板。 White board is not available in the Prayer Room.
- 如延遲交還場地需繳付額外租場費用。 Extra payment will be charged if the venue(s) is returned late.

付款方式：

- 請填妥租用場地申請表，連同劃線支票抬頭為「香港基督少年軍有限公司」；或
- 把費用存到渣打銀行「香港基督少年軍」戶口(411-2-125789-2)，並將存款收據副本；
寄交本會馬灣方舟臻訓中心（地址：馬灣珀欣路 33 號挪亞方舟 2/F 臻訓中心）或傳真至 34118822，取場地時交回正本到本中心。（請勿郵寄現金。本會對因郵遞失誤而遺失的款項，概不負責）
- 租用者須填妥申請表格遞交至本中心，並須於指定日期前繳交費用。如未能在指定日期內繳付費用，本會有權取消有關申請，不作另行通知。

Please send to us:

- The completed venue rental form; AND crossed cheque payable to "The Boys' Brigade, Hong Kong Limited"; OR
- Bank receipt slip after cash deposit into the account of "The Boys' Brigade, Hong Kong" (411-2-125789-2) in Standard Chartered Bank (Hong Kong) to "Anchor House, 2/F, Noah's Ark, 33 Pak Yan Road, Ma Wan" by Post; or Fax to 3411 8822. Please hand in the original copy to our centre while claiming the venue(s).
- Users should completely fill in the application form to us and settle the rental payment before the appointed date. If the payment is not settled on time, we reserve the right to cancel the application without further notice.
- Do NOT send cash by mail. We are not responsible for any loss caused by postal failure.



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場地租用須知及守則 Rules and Regulations for Venue Rental

1. 租用須知 Regulations for Venue Rental

租用場地所需文件 Documents for Venue Rental:

申請本中心場地，必需填妥及遞交以下表格：

To rent our venue(s), you must fill in and hand in the following:

- 租用場地申請表；
- 繩網導師名單（如自行安排）；
- 旅遊巴禁區紙（如需租用旅遊巴）；

- Application Form
- List of rope course instructors (if self-arranged)
- Closed area permit for coaches (if you come by coaches)

場地租用程序 Venue Rental Procedures:

- 申請人可致電本中心查詢場地使用情況，本中心會以電話回覆，並初步確認是否接納該申請。
- 申請人須於本中心初步回覆後盡快遞交申請表。
- 申請人須按本中心繳費通知書內的日期繳交所需之費用，該申請方獲正式接納。
- 所有場地之申請均按已填妥之表格及已繳交之款項為準。
- 正式確認場地申請以後，所付之費用將不獲退回及不能轉作其他用途。
- 確認申請後本中心將發出確認信，請帶同信件於活動前 15 分鐘辦理領取場地手續。
- 未能於指定日期內繳費者，本中心將取消其場地租用而不另作通知。

- Applicants can make phone calls to check the availability of the venue(s). We will call back and confirm if the application is accepted or not.
- Applicants should file the Venue Rental Application Form as soon as possible.
- The application will be considered as complete after the applicants settle the payment within the given date.
- Applications will be handled on a first-come-first-served basis.
- Upon confirmation, the payment will not be refunded or transferred for other uses.
- We will send a confirmation letter to you. Please bring along the letter to claim the venue 15 minutes before activities start.
- If the payment remains unsettled before the appointed date, we will cancel the application without further notice.

有關退款事宜 Refunding:

- 繳款後如自動放棄或自行取消租用場地，所繳費用概不發還。
- 如活動前三小時因惡劣天氣導致活動未能舉行，可保留費用，另選擇三個月內之營期，或全數發還。
- 如活動已進行，所繳交之費用將不獲退還。

- The payment will NOT be refunded if the applicant rejects the offer or cancels the application.
- If the activities are cancelled 3 hours beforehand due to bad weather condition, the activities can be rescheduled to another date within 3 months, or the payment will be refunded in full.
- NO refund will be given for activities in progress.

惡劣天氣安排 Bad Weather Arrangement:

- 如天文台發出黃色暴雨訊號或以上及 3 號以上颱風訊號，繩網將暫停開放。
- 如天文台於活動開始後，發出黃色暴雨訊號或以上及 3 號以上颱風訊號，各團體必須停止一切戶外活動。
- 如於入營時間前 3 小時，天文台發出黃色暴雨訊號或以上及 3 號以上颱風訊號，則該租用時段予以取消，所繳費用可申請發還或另擇日期進行。
- 如活動進行時天文台發出紅色暴雨訊號，為安全起見，參加者須繼續留在本中心室內地方，直至安全情況下才離開。

- If the AMBER Rainstorm Signal or Typhoon Signal No.3 or above is in force, the rope course will suspend.
- If the AMBER Rainstorm Signal or Typhoon Signal No.3 or above is issued during the activities, ALL outdoor activities will be suspended immediately.
- If the AMBER Rainstorm Signal or Typhoon Signal No.3 or above is hoisted THREE hours before the activities start, the activities can be rescheduled or the applicants can apply for a total refund.
- If the RED Rainstorm Signal is issued during the activities, for the safety reasons, applicants should remain in our indoor area and stay until the condition is safe.

2. 場地守則 Rules & Regulation of the Venue(s)

1. 使用者須遵守本場地之『場地租用守則』，並必須遵守『場地教練』及『當值職員』指示。若使用者違反本規則，本中心職員有權立即終止其使用場地之權利，已繳付之費用概不退還。
2. 本中心之租用場地收費，將以使用場地團體為依歸，租場費用如有調整，本中心不作另行通知。如有爭議的性質，本中心負責人有權作最終闡釋及決定。
3. 使用場地期間，團體領隊需維持秩序；所有活動場地不准飲食。
4. 所有入場人士不可攜帶外帶食物。
5. 本中心範圍內嚴禁生火及吸煙。一切佈置、標貼或懸掛旗幟，須事先徵得本中心職員許可。
6. 使用者不得擅自移動或拆除場地內的固定設施，並保持場地整潔。用畢後，設備及用品須放回原位及維持原狀；嚴禁攜帶違禁品、危險物品或有違本會立場物品進入場地範圍。租用期間，所有設施如有損毀、破壞或遺失，必須照重置價格賠償。
7. 申請人不得將已租用場地分租或轉讓予其他團體 / 人士。未經本中心職員准許，不得擅自進出場地、招待外賓、及使用申請以外之場地。非租用申請表格內列明之人士不得進入租用場地。
8. 使用者於場地內不按本中心指示進行活動而引致人身傷亡，本中心概不負責。
9. 使用者需自行照管個人財物，使用者於場內的財物損失，本中心概不負責。
10. 如因場地問題以致申請人不能使用場地，租用單位/團體可於兩週內向本中心申請更改租用日期(三個月內)，或申請取回已繳之費用，惟逾期將不受理。
11. 本場地保留場地租用規則的修改及最終解釋權。

1. Users must follow our rules and regulations of the venue(s), and the instructions of the course instructors and our staff-in-charge. Those who violate our rules will lose their right to use our venue(s) and no refund will be given.
2. The rental will be determined based on the background of renting parties. No further announcement will be posted for rental adjustment. We hold the right to determine the rental if any argument arises.
3. Group leaders please maintain good order while using the venue(s). NO eating or drinking is allowed in all the venue(s).
4. NO outside food for all is allowed inside Noah's Ark.
5. NO smoking or fire is allowed in the Anchor House. Please seek our permission before decorating, posting or hanging any flags.
6. DO NOT remove or take away the provided items in the venue(s). Please keep the venue(s) clean. After using, please rearrange everything into the original position. DO NOT bring prohibited and dangerous items against our (religious or political) stance. Users must compensate for any damage and loss of the items within the venue(s) during their use.
7. Applicants of the venue(s) are NOT allowed to lease or transfer the venue(s) using right to other parties. Do NOT invite outsiders or use non-applied venue(s) without our permission. People who are not included on the application form are NOT allowed to enter the venue(s).
8. We will not be responsible for any injury or loss of life caused by actions not following our instructions.
9. Participants should look after their personal belongings. We will not be responsible for any loss within the venue(s).
10. If the activities are suspended because of the problems of the venue(s), the using groups/organizations can apply, within 2 weeks, for a rescheduling of date within next 3 months; or apply for a full refund. Late application will be declined.
11. We reserve the right to adjust and annotate the rules and regulation over renting and using the venue(s) without prior notice.