

聖安德烈堂

St Andrew's Church
KOWLOON

Facilities Booking

May 2017

GENERAL INFORMATION

St Andrew's is an Anglican, international church located in the heart of Kowloon. The original church building is over 110 years old, Grade 2 listed, with an UNESCO award for Heritage Conservation. In 2015 the new multi-purpose Life Centre was opened which coupled with existing facilities provides St Andrew's with wonderful facilities for church and other activities. These facilities are now available for hire to various organisations.

Facilities include the original St Andrew's Church building, the Life Centre and Seeds Garden, the Old Vicarage and Christian Centre.

Throughout its history St Andrew's has sought to engage with the community using the facilities God has provided. We cherish our heritage and strive to upkeep and maintain it properly conscious of its history in a rapidly changing city. Fees charging for hiring facilities are used to contribute to our high repair and maintenance costs as well as making a contribution to the costs incurred through usage.

St Andrew's welcomes bookings from all recognised charitable organizations (including Government and NGOs) and Christian organizations.



North Lobby Entrance (Above)

South Lobby Entrance (Bottom)





Nathan Road Level

The St Andrew's Life Centre

This new state of the art building is multifunctional and can accommodate a variety of set-ups and events depending on your needs. There are a number of different options available, all fully air-conditioned and fitted out to a high quality, comfortable standard with hi-tech audio/visual facilities. Most facilities can be booked for Monday – Saturday. No bookings are available for Sundays.



The Life Auditorium

Suitable for lectures, conferences, presentations, concerts etc.

Seating Capacity: 800

Facilities included: Grand Piano, A/V System¹, Technical support.

Hire cost

Monday - Friday: HK\$17,500 (First 3 hours),

Each additional hour, or part thereof: HK\$5,000.

Saturday & public holiday: HK\$18,500 (First 3 hours).

Each additional hour, or part thereof: HK\$5,300.

¹ Wireless (handheld & clip) microphones (max. 6), Projection system, Stage based flow back speakers, Audio recorder, Computer, Blu-Ray DVD player.

Note:

- No food or drinks are permitted inside the Auditorium
- Grand Piano and Audio Rack must be left in-situ on stage
- Lectern must remain on stage



Lower Ground Level

Menear Amphitheatre and Grand Hall

Suitable for lectures, seminars, presentations, etc.

Seating Capacity: Amphitheatre - 120 (max.);
 Grand Hall - 150 (max.)
Facilities included: Keyboard, A/V System¹,
 Technical support.

Hire cost

Monday – Friday: HK\$6,000 (First 3 hours).

Each additional hour, or part thereof: HK\$1,300.

Saturday & public holiday: HK\$6400 (First 3 hours).

Each additional hour, or part thereof: HK\$1,400.

¹ Wireless (handheld & clip) microphones (max. 4), Projection system, Stage based flow back speakers, Computer, Blu-Ray DVD player.

Note:

· No food or drinks are allowed in the Amphitheatre and Grand Hall.



Rooms 1-8 (Available for individual hire)¹

Suitable for meetings and seminars, no food or drinks are permitted inside these rooms

Seating capacity: 20 persons (max.) each room.

Facilities included: A/V System², Projector (Rooms 1,3,5,7 only).

Hire cost.....

Monday – Friday: HK\$750 (First 3 hours).

Each additional hour, or part thereof: HK\$200.

Saturday & public holiday: HK\$900 (First 3 hours).

Each additional hour, or part thereof: HK\$250.

¹ These rooms are only available for hire in conjunction with either the Life Centre Auditorium or Menear Ampitheatre and Grand Hall.

² Microphones, Blu-Ray player, 50"TV.



Rooms 1&2; 3&4; 5&6; 7&8¹

Suitable for meetings and seminars, no food or drinks are permitted inside these rooms

Seating capacity: 40 persons (max.) each room.

Facilities included: A/V System², Projector.

Hire cost.....

Monday – Friday: HK\$1,200 (First 3 hours).

Each additional hour, or part thereof: HK\$300.

Saturday & public holiday: HK\$1,500 (First 3 hours).

Each additional hour, or part thereof: HK\$400.

¹ These rooms are only available for hire in conjunction with either the Life Centre Auditorium or Menear Ampitheatre and Grand Hall.

² Microphones, Blu-Ray player, 50"TV.



Church Level

Seeds Garden¹

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An open garden space with integrated seating suitable for receptions, tea/coffee and meal breaks. Pantry facilities available. Available for hire on exclusive use basis.

Capacity: About 200 persons

Facilities included: 4 long serving tables; 3 bar tables.

Portable PA system with microphone.

Hire cost

Monday - Friday: HK\$8,000 (First 4 hours).

Each additional hour, or part thereof: HK\$1,500

Saturday & public holiday: HK\$8,500 (First 4 hours).

Each additional hour, or part thereof: HK\$1,700

¹Seeds Garden can only be booked in conjunction with the Life Centre Auditorium, Menear Ampitheatre and Grand Hall or St. Andrew's Church.



St Andrew's Church

Suitable for concerts and Christian meetings, no food or drinks are permitted in the Church

Seating capacity: 387

Facilities included: Grand Piano, A/V System¹,
Technical support.

Hire cost

Monday - Friday: HK\$8,500 (First 3 hours).

Each additional hour, or part thereof: HK\$1,600

Saturday & public holiday: HK\$9,500 (First 3 hours).

Each additional hour, or part thereof: HK\$1,800

¹ Wireless (handheld & clip) microphones (max. 4), Projection system, Stage based flow back speakers, Audio recorder, Computer, Blu-Ray DVD player.



St Andrew's Church Christian Centre

The Hall¹ and Lounge¹ in the Christian Centre are ideal for accommodating groups for entertaining, casual meetings or informal receptions. Pantry facilities are available for use with these rooms.

1st Floor Hall

Capacity: About 120

Facilities included: Keyboard, A/V system²

Hire cost

Monday – Friday: HK\$1,600 (First 2 hours).

Each additional hour, or part thereof: HK\$500

Saturday & public holiday: HK\$1,700 (First 2 hours).

Each additional hour or part thereof: HK\$600

¹ A surcharge of HK\$1,000 will be made to cover cleaning costs when meals are involved in the booking.

²Microphones (max.5), Projection system, Stage based flow back speakers, Computer, Blu-Ray DVD player.



1/F Lounge

Capacity: 30 persons

Facilities included: TV, DVD player

Hire cost

HK\$600 (First 2 hours).

Each additional hour, or part thereof: HK\$200

1/F Pantry Facilities

Facilities for reheating food or preparing snacks and drinks are available at an extra charge when hiring the Life Centre Auditorium, Menear Amphitheatre and Grand Hall, St Andrew's Church and the 1st Floor Christian Centre Hall and Lounge.

Facilities available include: Microwave Oven, Fridge/ Freezer, Induction hobs and Water Boiler.

Hire cost

HK\$300 per hour (Minimum 2 hours).

Hirers are required to bring their own utensils, crockery, and other materials as needed.



G/F Lounge

Capacity: About 60

Facilities included: A/V system¹

Hire cost

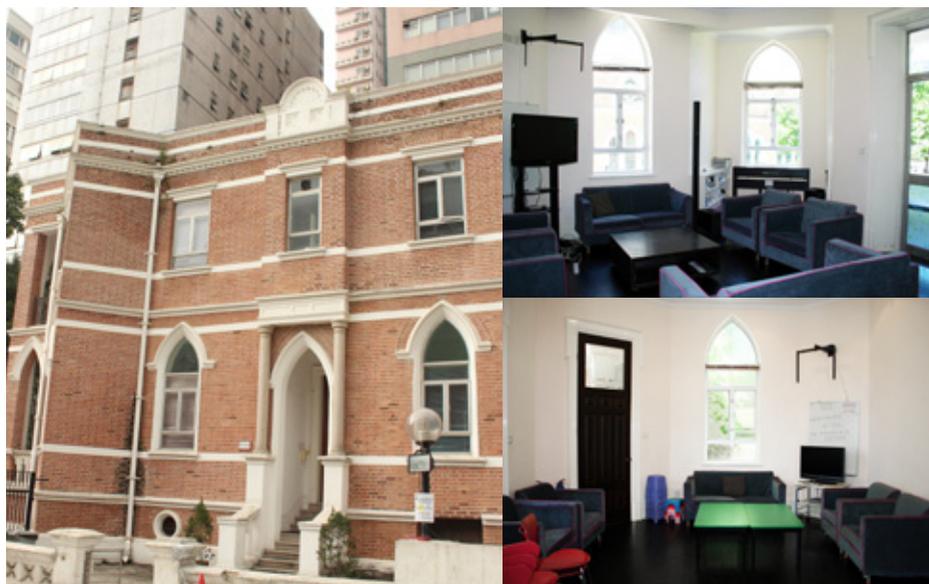
Monday - Friday: HK\$1,000 (First 2 hours).

Each additional hour, or part thereof: HK\$400

Saturday & public holiday: HK\$1,200 (First 2 hours).

Each additional hour or part thereof: HK\$500

¹Microphones (max.2), Projection system, Computer, Blu-Ray DVD player.



The Old Vicarage

The ground floor of the Old Vicarage has 2 flexible format rooms available as meeting rooms, accommodating up to about 50 persons. Pantry facilities; a portable projection system and a digital piano are available.

Hire cost

Monday to Friday: HK\$1,000 (First 2 hours).

Each additional hour, or part thereof: HK\$300

Saturday & public holiday: HK\$1,200 (First 2 hours).

Each additional hour or part thereof: HK\$500



Other Equipment¹

A small selection of Band equipment is available for hire. This includes Keyboard and Amplifier, Guitar Amplifier, Bass Amplifier and Drum Kit.

Hire cost.....
HK\$2,000 per use.

Choir microphones (max.4) are also available for hire at HK\$100 per piece per use.

¹ A refundable bond of HK\$5,000 is payable for hiring this equipment against loss or damage.

Refundable Bond

A refundable bond of HK\$10,000 to cover potential loss or damage or overtime must be lodged by cheque at time of booking when hiring the Life Centre auditorium, Menear Ampitheatre and Grand Hall or St Andrew's Church. This bond will be forfeited if the Hirer fails to observe the Terms and Conditions of Hire. The refund will be made 7 days after the booking has taken place.

TERMS AND CONDITIONS

Interpretation

"Hirer" means the person/organisation or company who is legally responsible for the hire of any of St Andrew's facilities

"Church Council" means the St Andrew's Church Council

"Manager" means the St Andrew's Manager in charge of facilities booking or any person authorized by him/her to discharge their functions and duties.

"Facilities" means the St Andrew's facilities booked and hired by the Hirer.

General Covenant

The Hirer shall ensure the performance and observance of these Terms and Conditions by their participants and all other persons admitted to any of the facilities hired by them.

Use of the Facilities

The booking shall be deemed to be cancelled if the Hirer -

- a. assigns or sublets the facilities to another party;
- b. uses the facilities for a purpose other than stated in the application form;
- c. changes the nature of the function.

Damage to or Loss of Property

Under no circumstances will the Church Council make good or accept responsibility or liability in respect of any damage or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the premises either by the Hirer for their use or purposes or by any other person, or left or deposited with any other Church staff and the Hirer must indemnify and hold the Church Council, and their staff harmless in respect thereof.

Damage from Closure

The Church Council shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

Indemnity

The Hirer shall be liable for and shall indemnify the Church Council in respect of any loss, damage, or injury which may be incurred by or be done or happen to the hirer or any person or persons in their employ or any of their subcontractors or by or to any other person or persons resorting to the facilities hired by reason of the use of the facilities hired by the Hirer.

Removal of Property after Hiring

The Hirer must remove all their property immediately after the hiring. No property is allowed to leave behind and store in the Church without prior permission.

Damage or Repair of Property

- The Hirer shall repay to the Church Council on demand the cost of reinstatement or replacing any part of or property in the facilities hired by them, which shall be damaged, destroyed, stolen or removed during the period of hire.
- The Hirer shall leave all apparatus, utensils, fixtures, machines or equipment in the facilities hired and used by them or on their behalf in a thoroughly clean, wholesome and properly working condition to the satisfaction of the Manager.
- The Hirer shall not permit any electrical apparatus or fittings of any kind to be attached to or used in conjunction with existing electrical fittings in the facilities without the prior permission of the Manager.
- The Hirer shall not affix any glue, scotch-tape, gum-paper, nails, spikes, tacks or any other things on any plaster wall or floor or on any fixture fitting or furniture in any part of a unit, without the prior approval of the Manager.

Admission and Control of Participants

The Hirer shall during the hiring responsible for:

- The efficient supervision of the Auditorium / Amphitheatre & Grand Hall / St Andrew's Church including the effective control of children, the elderly and safe admission and departure of persons to and from this facility and orderly and safe clearance of the facility in case of emergency;
- The safety of any of these facilities and the preservation of good order and decency therein,
- Ensuring all doors giving egress from the facility shall be kept unfastened and unobstructed and immediately available for exit during the whole time the facility is in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the facility hired.

Admission to the Auditorium / Amphitheatre & Grand Hall / St Andrew's Church shall be subject to the control and direction of the Manager who, in his absolute discretion, prohibit or delay the admission of any person, or at any time order any person out of the facility hired if such person contravenes these Terms and Conditions or behaves in a noisy, disorderly, or objectionable manner.

Catering Services

The Hirer shall not, without the prior consent of the Manager in writing, permit food, drinks or gifts of any kind to be distributed to any members of participants, and such consent may be withdrawn by the Manager if there is any breach or non-observance of any conditions prescribed by the Manager for the distribution of such food, drink or gifts.

Smoking & Naked Flame

The Hirer shall not permit smoking or use of naked flame in any of the facilities and on St Andrew's Church ground.

Sound

The sound system must be operated by a St Andrew's authorized sound technician. The Hirer shall not, without the prior permission of the Manager, permit any person other than the Manager or a person duly authorized by him to handle the sound.

Identification Card

Every employee and agent of the Hirer shall wear or carry for inspection by the Manager a clear identification badge or card, a specimen of which shall be deposited by the Hirer with the Manager before the hiring.

Hiring Days and Hours

- Facilities are available for hiring between 9 am to 10 pm
- All facilities are closed on Sunday for internal use only
- No bookings on Labor holidays.

Time for Setup and Clearance

The hiring time must include setup and clearance.

Parking facility is not available for booking under any circumstances.

Unmanned Aerial Vehicle is not allowed to use in any facilities or on the Church ground.

Hiring charges

The hiring charges specified in this booklet shall apply to all bookings and shall be payable in advance in the following manner:

- In the case where the date of application is less than 30 days before the date or the earliest date in a series of dates booked, the hiring charges shall be payable immediately upon acceptance of the booking by the Manager;
- In case where the date of application is more than 30 days before the date or the earliest date in a series of dates booked, a 50% of the hiring charges, as a deposit shall be payable within 10 days of acceptance of the booking by the Manager and the balance of 50% of the booking fees shall be payable not later than 30 days before the date or the earliest date in a series of dates booked.
- All charges can be made by cheque or in cash. Cheque should be made payable to "St. Andrew's Church".

The booking fees shall include the provision of appropriate services specified in this booklet so far as such services are required by the Hirer and are considered reasonable by the Manager. Provided the Church Council shall not be liable to the Hirer for any damage or loss they may sustain arising out of lack of such services or failure of supply or breakdown in the air-conditioning, lighting, equipment, sound or projection system in the facility.

Make a booking

Bookings must be made at least 2 weeks in advance and within a 3 months period in general. The Auditorium, the Amphitheatre & Grand Hall, and the Church can be booked no earlier than 6 months in advance. Booking form can be obtained from the Church Office or downloaded from www.standrews.org.hk. Church/Organizations who book for the first time must apply in writing stating their profile and booking details.

All provisional bookings must be confirmed within 10 days by sending in the booking form. No payment should be made to any staff except via the Church Office. Please make cheques payable to "St. Andrew's Church". An official receipt will be issued to the organization.

Cancellation of Booking

Where the full hire charges of the facility have been paid by the Hirer and the confirmed booking of the facility is cancelled by the Hirer -

- If the Hirer shall give 30 days or more days notice of cancellation, they shall be refunded 30% of the hiring charges; and
- If the Hirer shall give less than 30 days notice of cancellation, the whole of the hiring charges paid shall be forfeited.

Typhoon and Storm

If typhoon warning signal no. 8, 9, 10 or black rainstorm warning signal is in force within two hours prior to any booking, that particular booking will be cancelled. The booking can be rescheduled within three months after the original date, subject to availability and confirmation by the Manager, and no refund will be made by the Church Council. If typhoon warning signal no. 8 or above is issued after the start of a booked session, the event must be terminated immediately. If black rainstorm warning signal issued after the start of a booked session, you are advised to stay at the venue until it is safe to leave.

Closure and Cancellation

The Manager may at any time and in his absolute discretion close the facility hired, or by notice to the Hirer, cancel a confirmed booking and on such closure or cancellation any monies paid by the Hirer by way of fees or charges shall be returned to the Hirer, but the Church Council shall not be liable to the Hirer for any loss or damage they may sustain arising out of such closure or cancellation.

Breach of Terms & Conditions

If the Hirer shall fail to observe or perform any of the provisions of these Terms and Conditions of Hire, the Manager may, without notice, cancel the confirmed booking and terminate the hiring of the unit but such cancellation shall not release the Hirer from any of their obligations under the Terms and Conditions of Hire nor affect any right or remedy which the Church Council may have under the Terms and Conditions of Hire or otherwise and any booking fees and refundable bond paid by the Hirer shall be forfeited.

Vacating Premises

The Hirer shall at the expiration of the hiring period leave the facility hired in a clean and orderly state. All rubbish especially used food and drink must be put in plastic bags, sealed and taken to the rubbish depot.

Outdoor & common area

The Hirer should not use the outdoor common area or the covered area of the Christian Centre for any activities.

Change or Amendment

The Manager retains the right to change or amend the aforesaid Terms and Conditions in his absolute discretion.

TRANSPORTATION

The Church is situated at the business centre and tourist area of Kowloon, and is easily accessible from all parts of the city. It is opposite to the Tsimshatsui Police Station, and next to the Bossini boutique near Hillwood Road.

MTR: The nearest station and exit are Jordan, Exit D.

Buses: Most of the routes which travel to and from TsimShatsui will have a stop close to the Church in Nathan Road.

Mini-bus: Green Light Bus No. 6 (Hankow Road Whampoa Garden), Jordan MTR stop.

Car parks: the nearby ones are in Miramar Shopping Centre, The One and BP International House. Meter parking is available in Hillwood Road.





St Andrew's Church
KOWLOON

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