

**Paragon Asia Terms & Conditions**  
**Paragon Asia 場地使用條款**

1. All users must comply with the directions given by Paragon Asia staff. Paragon Asia reserves the right to refuse facility usage to anyone who fails to adhere to the General Terms and Conditions. In such cases, the booking will be automatically cancelled, and the paid fee will be forfeited.  
所有場地使用者必須遵守在場人員的一切指示。如有任何人士違反使用規約，其預訂將會自動取消，已繳費用將被沒收。
2. The right to use the facilities is non-transferable.  
場地使用權不可轉讓。
3. Depending on the nature of the activity, Paragon Asia may impose a maximum capacity for the facility in consideration of public safety and management.  
根據場地用途/活動性質，管理人員可基於公眾安全及管理因素等理由，規定預訂場地的使用者人數上限。
4. No activities other than the stated purpose of the booking are permitted unless approved by Paragon Asia.  
除經場地人員批准，否則不可在場地內進行預定用途外之活動。
5. Adhesive tape or adhesive rubber, such as Bu-Tack, is strictly prohibited on the walls of Paragon Asia. Users will be held responsible for any damage caused. However, adhesive rubber, such as Blu-Tack, is allowed on whiteboards.  
嚴禁於牆上使用任何膠紙或萬用膠(Bu-Tack)。如有損壞，租用人須承擔賠償費用。如需於白板上張貼物品，只可使用萬用膠(Blu-Tack)。
6. Please take proper care of your personal belongings. Paragon Asia is not liable for any loss of personal belongings.  
請妥善保管個人隨身物品。如有遺失，責任由租用人/使用者自行負責。
7. All users must vacate the facility when the booked session/hour is over. Additional rental hours will be charged for any extended usage. The calculation is as illustrated below:  
租用時間結束後，使用者必須離開場地範圍，如提前或逾時使用，將按時間計算場租。場租計算如下：

Advance & Overtime (Mins)/提前或逾時(Mins)	Rental Charge / 場租
>15 mins	One Hour/一小時計

8. In order to maintain a clean and hygienic environment, users are required to dispose of garbage, plastic bottles, and aluminium cans in the designated rubbish bins. Please clean up all food leftovers and dispose of them in the garbage bin located at the lift lobby. If the facility is found to be unpleasant after usage, Paragon Asia reserves the right to charge the user HKD1,000 for a clean-up fee.  
為保持場地整潔及衛生，離場時請將垃圾、膠樽及鋁罐等棄於垃圾筒內，並將剩餘食物棄置於本層大堂的垃圾收集處。如用後環境髒亂，本場將向租用戶收\$1,000 清潔費用。
9. Before leaving, please return all equipment, turn off all utilities, and ensure that doors and windows are properly closed. Failure to turn off utilities may result in a two-hour rental fee charge.  
離場前請把設備歸還，確保在場所有電器空調已關閉並鎖上門把，如發現有未關電器空調，將額外收取 2 小時場租。
10. The user is responsible for the cost of repairing any damage caused to the facility, as well as repairing, reinstating, or replacing any damaged, destroyed, stolen, or removed equipment, apparatus, fittings, or other property (excluding fair wear and tear) during the use of the facility.  
租用期間內如有任何設備、器具、裝置或其他財物遭到損壞或破壞(正常耗損除外)、失竊或被移走，租用戶須支付及賠償一切修理或購置有關物品之費用。
11. Any injuries to participants or damage to the facility must be reported immediately to the authorized person.  
在場如有人士受傷或設施遭到損毀，必須即時向管理人員報告。
12. Paragon Asia accepts no liability for any accidents, injuries, or loss of valuables incurred directly or indirectly by hirers/users.  
場地使用期間，如出現任何意外、傷亡或財物遺失等，本場地概不負責。
13. The user shall indemnify and keep indemnified Paragon Asia against all action, claims and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of facility by the user or any person so authorized by the user due to the negligence on his/her part or on the part of such authorized person.  
租用人或其授權的人士在使用設施時造成的一切傷亡、損失或損害，須由租用人全權負責賠償。如有任何有關人士向管理人員申訴或要求，租用人須向管理人員作出賠償並承擔一切責任，確保管理人員無須承擔責任。
14. Paragon Asia will be closed when a tropical cyclone signal No. 8 or above and/or Black Rain warning signal is issued.  
天文台發出 8 號或以上熱帶氣旋警告或黑雨警告信號時，場地將會暫停使用。
15. If a confirmed booking has to be cancelled due to inclement weather or any unforeseen circumstance in accordance with Condition 14, the user may apply to reschedule the unused session(s). However, Paragon Asia does not guarantee the availability of suitable sessions for rescheduling due to reasons including, but not limited to, scheduled maintenance works, existing booking situations of the facility, or any other circumstances. The new session must be rescheduled within 15 calendar days from the previous session.

根據使用條件第 14 條之規定，如管理人員基於惡劣天氣或任何無法預知的情況而須取消已覆實之預訂，則可以補場。但本場地不保證能夠提供合適之補場時段，原因包括但不限於預設的維修工程、重複預約時段或任何其他情況。更改之時段不得超於原定時段的 15 個曆日內。

16. For cancellations, the user must inform Paragon Asia of the cancellation at least 48 hours prior to the booked sessions. Failure to do so will result in no refund or reallocation. If the user wishes to reschedule the confirmed session(s), please contact Paragon Asia at least 48 hours in advance, and the new session must be rescheduled within 15 calendar days from the previous session.  
租用人如要取消或變更預約時段，必須於 48 小時前通知場地管理人員。如未能在 48 小時前通知管理人員取消預約，預約時段將不能變更，已繳交之訂場費用將不獲退還。如欲更改已確定之時段，請於 48 小時前向場地管理人員提出，更改之時段不得超於原定時段的 15 個曆日內。
17. Paragon Asia reserves the right to modify the above regulations without prior notice.  
Paragon Asia 有權更改上述各項規則而毋須作出事前的通知。
18. In the event of any disputes, Paragon Asia reserves the right to make the final decision.  
如有任何爭議，Paragon Asia 保留一切最終決定權。

To : Paragon Asia

I am well-acknowledged and agree the "General Terms and Conditions"

本人已閱悉並承諾遵守《Paragon Asia 場地使用條款》。

User's signature: 租用人簽署:

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Company Name :

公司名稱 :

User name:

租用人姓名:

Date: 日期: