

**Jockey Club Home for Hospice
[Memorial Service] Rental Application**

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| Name of Applicant: _____ | Name of Patient/Deceased: _____ | Contact Tel No.: _____ | Event Date: _____ |
| | Main Content | | By signing, I acknowledge that I have read and understood the corresponding information. |
| Religion | <input type="checkbox"/> Christian <input type="checkbox"/> Catholic | <input type="checkbox"/> Buddhist# <input type="checkbox"/> Taoist# | <input type="checkbox"/> _____ |
| | #No burning of offerings or fire setting during the service. | | |
| Venue Details | <p><u>Lecture Theatre:</u> AV system, projector with laptop computer, projector screen, two microphones, two rectangular tables, one round table, white table cloth, one easel, three electric candles and piano.</p> <p><u>Quiet Room:</u> AV system, projector with laptop computer, projector screen, two microphones, two rectangular tables, one round table, white table cloth, one easel, three electric candles and piano.</p> <p>Rental charge of Lecture Theatre or Quiet Room includes the use of the Farewell Room for one hour. Rental charges will be incurred on an hourly basis thereafter. A partial hour will be charged as a full hour.</p> | | <input type="checkbox"/> _____ |
| Flower Wreath | <ul style="list-style-type: none"> • All flower wreaths must be placed within the rented venue. • All flower wreaths must be removed by the applicant after the service. • Suggested number of flower wreaths: <p>Lecture Theatre: 16 - 18 (can only be placed on stage)</p> <p>Quiet Room: 16 - 18 (do not place large flower wreaths in front of the glass window)</p> | | <input type="checkbox"/> _____ |
| Time of Entry | Applicants who arrive early may use the venue at the discretion of staff. | | <input type="checkbox"/> _____ |
| Video | Format: MP4 | | <input type="checkbox"/> _____ |
| Signage | <input type="checkbox"/> In Memory of... <input type="checkbox"/> In Loving Memory of... <input type="checkbox"/> Funeral Service for... <input type="checkbox"/> Other: _____ <div style="text-align: center; font-size: small;">Example: In Loving Memory of Ms. (Name)</div> | | <input type="checkbox"/> _____ |

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| Maximum Capacity | Lecture Theatre: 130 Quiet Room: 60 Farewell Room: 15 | <input type="checkbox"/> _____ |
| Body | Things to consider : <ul style="list-style-type: none"> • Will the body be moved to the memorial service venue? • Will you need to rent the Farewell Room for relatives and friends to pay their respects? • Schedule a time with our staff to collect the body. | <input type="checkbox"/> _____ |
| Parking | Parking spaces : 3 (including hearse) For security reasons, please provide all license plate numbers of private vehicles at least one day before the memorial service. | <input type="checkbox"/> _____ |
| Eating and Drinking | <ul style="list-style-type: none"> • Vending machines are located opposite the main entrance of the lecture theatre on the G/F. • No eating or drinking inside the memorial service venue. | <input type="checkbox"/> _____ |
| Waiting Area | Sitting/dining area on the G/F. | <input type="checkbox"/> _____ |
| Rules and Regulations | <ul style="list-style-type: none"> • Burning of offerings, fire setting, loud noises and displaying of slogans are prohibited. • Do not move the piano or the podium. • Flower wreaths may be placed in the memorial service venue no earlier than one hour before the rental period. <p>Please review the Venue Application and Payment Notes.</p> | <input type="checkbox"/> _____ |
| Others | | <input type="checkbox"/> _____ |

Venue Application and Payment Notes

1. Once the application has been accepted, applicant must pay the required deposit to confirm the application. Once paid, the deposit will not be returned to the applicant. A payment advice will be issued to the applicant. Please settle the payment no later than 7 working days before the rental date. Failing to comply may result in the application being canceled
2. To cancel an application, a written notice must be submitted no later than 5 days before the rental date. Failing to comply may result in the deposit being confiscated. The amount of deposit to be returned depends on the date the cancellation notice is submitted:

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| <u>Cancelation Date</u> | <u>Percentage of Deposit Returned</u> |
| Later than 3 days before the rental date | 0% |
| Later than 5 days before the rental date | 50% |
3.

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| <u>Cancelation Date</u> | <u>Percentage of Deposit Returned</u> |
| Later than 3 days before the rental date | 0% |
| Later than 5 days before the rental date | 50% |
4. Under adverse weather conditions (Black Rainstorm Warning or Typhoon Signal No. 8 or above), applicant may change the rental date
5. No burning of offerings or setting of fire within the facility
6. Please mind your volume and avoid creating noises as it may disturb other users of the facility
7. Please place all venue decoration items and funeral wreaths within the venue
8. No smoking within the facility
9. Do not move or remove any fixed items within the venue
10. No eating or drinking within the venue
11. All items, including decoration items and funeral wreaths, must be removed before returning the venue
12. Any damages, destructions or losses created within or towards the venue must be compensated

Staff-in-charge: _____ Date: _____