



《Terms & Conditions of Hire》

A. General Conditions

- i. Members who apply to use the venue/facilities of J-HUB ('The applicant(s)') must be one of the persons using the venue/facilities ('the user(s)') and must be present during the booked sessions. He/she is required to produce his/her valid membership card, or the QR code issued by J-HUB before the hired session, as well as any identification document (i.e. identity cards, passports, re-entry permits, and student cards bearing a photograph of the cardholder) for verification before and during the booked session.
- ii. Neither the Membership Card nor the QR Code issued by J-HUB is transferable.
- iii. J-HUB may arrange to extend the use of the venue and facilities by the user(s) according to the availability of the venue, but the final decision rests with J-HUB.
- iv. All advance bookings of venue/ facilities are on a first-come-first-served basis.
- v. J-HUB Office Hours: Mon to Fri 9am to 6pm (Except Public Holidays). For rental of equipments & services beyond office hours, please contact us.
- vi. The applicant(s) may reschedule or receive a refund only if the booking is cancelled due to bad weather conditions or other unforeseen situations (please refer to Point F in this "Terms & Conditions of Hire) which prevent the use of the hired venue(s) or facilities.
- vii. Alternation of any booking information is not permitted once the application has been confirmed. If you wish to cancel or postpone your hired session, please refer to Point E "Cancellation Policy" in this "Terms & Conditions of Hire".
- viii. J-HUB reserves the rights to reject any application, while it is not necessary for J-HUB to give any explanation.
- ix. In the event of discrepancies between the English and Chinese versions, the Chinese version shall prevail.

B. Booking Hours

- i. The minimum time for each hiring session is 2 hours, and thereafter on an hourly basis, with any usage time less than 1 hour counted as 1 hour. The venue shall be available 15 minutes before the booking time. User(s) should depart within 15 minutes after the booking session ended. If the above time limit is exceeded, J-HUB will charge an additional usage fee on an hourly basis.

C. Booking Procedure

- i. Applicant(s) is required to check the availability of the venue(s) by phone before submitting the booking form. Once the application is submitted and accepted, applicant(s) will receive a payment notification by email. All applicants have to complete the payment and email the payment record within 3 working days after the notice is issued to reserve. Otherwise, the booking will be cancelled automatically.
- ii. A confirmation email will be sent to the applicant(s) within 3 working days after the payment is confirmed. All successful applications will be confirmed by email.



- iii. Day pass holder(s) is required to check the availability of venue(s) by phone in advance. A confirmation email will be sent within 3 working days; all successful applications will be confirmed by email.
- iv. Day pass holder(s) is required to check the availability of venue(s) by phone in advance and confirm the estimated time of arrival. After the 15-minute grace period, the reserved facilities/venue will be cancelled, and one Day pass quota will be deducted.

D. Payment Method

“Notice of Payment” will be issued to the successful applicant(s) by email. The payment should be settled with the payment record being sent back within 3 days or before the due date after the “Notice of Payment” issued; otherwise, the booking will be cancelled automatically.

- i. A crossed cheque made payable to **“HONG KONG JEWELRY BUSINESS CONTINUOUS DEVELOPMENT LIMITED”**.
- ii. Deposit to the below J-HUB accounts, please email the bank-in slip to us for our record. (Bank of China (Hong Kong) : 012 791 2 017256 8).
- iii. Payment by cash/cheque/credit card will be accepted at the J-HUB Office.

E. Cancellation Policy

- i. Please be punctual. The start time of the bookings will not be postponed if the member arrives late. Each booking will only be reserved for 15 minutes. After the 15-minute grace period, the reserved facilities/venue will be released for other members who are on the waiting list.
- ii. Cancellation of booking will only be accepted in writing and must reach our office at least 14 days before the date of the function, otherwise no refund for such cancellation of booking will be made.
- iii. J-HUB reserves the right to close the venue(s) and/or cancel the booking without giving prior notice to the applicant/user.

F. Severe Weather or Other Unexpected Situations

J-HUB will be closed 30 minutes after the black rainstorm signal, or the typhoon signal number 8 or above is hoisted. The venue will be re-opened 2.5 hours after the above signals are off. In these circumstances, the applicant(s) can reschedule the unused hiring period, subject to the availability of the booked venue(s) (any unused hiring period is counted by an integral hour and valid for the following 12 months. For example, if the unused hiring period is 2 hours and 59 minutes, the applicant(s) should only be able to reschedule 2 hours of unused hiring session in the coming 12 months).

G. J-HUB reserves the rights for the final decision. All applicants are required to read and understand the “Terms & Condition of Hire”.



《Terms & Conditions of Venue and Facilities》

A. Fee

- i. The rates shown are accurate at the time of printing, with the applicant(s)' responsibility to check the latest rates with J-HUB. Rates are subject to change without prior notice.
- ii. Please make enquiries for J-HUB for equipment rental fee (AV system、LED WALL、Interactive Whiteboard、Screen、Projector、Laptop) when submitting an application if needed. The quota is limited and is on a "first-book-first-serve" basis.

B. Rules and Regulations

- i. Smoking is strictly prohibited in J-HUB. Pets are not allowed inside the venues J-HUB.
- ii. Proper behaviour is expected from all of our guests. Please do not disturb other users or any undergoing activities.
- iii. User(s) should take care of and safeguard their own personal belongings. J-HUB is not responsible for any loss or damage of personal belongings.
- iv. User(s) should never publicize, promote, campaign, or advertise their function(s) by bearing the name of J-HUB, nor hinting any relations or connections with the J-HUB.
- v. On the basis of the nature of use/activity of the user, the management may stipulate any maximum user capacity of the booked facility on the grounds of public safety and management consideration.
- vi. J-HUB may immediately cease and refuse the use of the Facilities to any person (including the User and/or all Users present) who does not agree to abide by and/or breach the Conditions of Use or other regulations in force. In such event, the booking will be cancelled automatically and the paid fees forfeited.
- vii. The applicant(s) should ensure that their activities in the premises of the J-HUB are as stated in the application form and comply with all legal requirements.
- viii. Save and except for the prior approval of J-HUB, the user shall not sell or otherwise howsoever cause, permit or suffer to be sold at any part of J-HUB any souvenirs, novelties or other merchandise items other than through the Department, its authorized agent or any of the shop and shops in J-HUB as may be designated or approved by J-HUB.
- ix. Applicant(s) should bear the liability of having placed appropriate insurance to cover all eventualities during the use of the booked venue of the venue, including third parties liabilities, etc.

C. Indemnity

- i. Without prior written approval from the management of J-HUB, the user(s) should not use nor enter any areas other than the applicant(s) have booked, including but not limited to corridor(s), staircase(s), hall(s). If the user(s) use or enter any areas other than the applicant(s) have booked without prior written approval from the management of the Centre, the user(s) are liable for all possible loss and damage.



- ii. The applicant(s) will be liable for any loss or damage of the provided or rented equipment and facilities made by representatives, employees, agents or invitees of the applicant(s). The applicant(s) should reimburse the Centre the total cost in relation to repairing or replacing the loss and damage of the provided or rented equipment and facilities.
- iii. The user(s) should not post materials and/or install equipment on areas which may cause damages or stains to building fabrics including floor, wall, ceiling, etc. The user(s) should reimburse the Centre of the total cost in relation to repairing or eliminating damages and stains caused by the user(s).
- iv. The applicant(s) shall indemnify and keep indemnified J-HUB against all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damage arising out of or as a result of the use of the facilities and/or equipment by the applicant(s) or any person so authorized by him/her due to the negligence on his/her part or on the part of such authorized person.

D. Equipment / Facilities and Event materials

- i. User(s) should only use the provided or rented equipment and facilities in the booked venue(s) and are responsible for reinstating the equipment and facilities to its original condition immediately after use. The user(s) should use such equipment and facilities in a careful and proper manner, while no alterations, modifications, attachments and/or additions to the facilities and equipment are allowed.
- ii. The user(s) should include time for setting up and dismantling work of the venue in the using period.
- iii. All injuries to participants or any other party, as well as damage to the facilities, must be reported to the J-HUB staff immediately. First aid kit is provided in J-HUB.
- iv. J-HUB and all staff will not accept delivery of goods and equipment on behalf of the user(s) and all the aforementioned items can only be delivered to the booked venue(s) and received by the user(s) during the hiring period.

E. Charge

- i. User(s) shall keep the venue clean, and no outside food/ beverage are allowed. Eating and drinking are not allowed in the carpet area. If any eating or drinking is found in any area(s) of the venue, the user(s) should reimburse the J-HUB of the total cost incurred by cleansing.
- ii. The user(s) should remove their own property including decorative, promotional and packing materials from the venue before departure. If any property or materials belonged to the user(s) is found in any area(s) of the venue, the office may remove or store the same in such manner as they consider necessary, and on demand, the user(s) should reimburse J-HUB of the total cost incurred by such removal and storage.



- F. In the event of discrepancies between the English and Chinese versions, the Chinese version shall prevail.
- G. Should any dispute arise, the decision of J-HUB will be final.

Terms & Regulations of Shared Space

- i. Shared Space is a common area that can be used by all users.
- ii. Users are responsible for checking whether the venue and facilities are in satisfactory condition before using. Should the user(s) has any question about the facilities issued to him/her, he/she shall contact the J-HUB staff as soon as possible.
- iii. Please do not leave your belongings unattended at the Shared Space. J-HUB is not responsible for the loss or damage of any article left unattended at the Shared Space.
- iv. Stay alert and maintain strict personal and environmental hygiene. Avoiding contact with the mouthpiece and protective guard, and refraining from spitting into or washing hands at the dispensers to prevent contamination.
- v. Maintain environmental hygiene, food or beverage items cannot be brought into J-HUB; Pantry provided hot and cold water and/ or beverages to all Shared Space user(s).
- vi. The user(s) shall keep the venue clean, and no outside food/ beverage are allowed. Eating and drinking are not allowed in the carpet area. If any eating or drinking is found in any area(s) of the venue, the applicant(s) should reimburse the J-HUB of the total cost incurred by cleansing service.
- vii. As seats are limited, user(s) should bring all their belonging when they leave their seats. J-HUB staff reserves the right to release the seat to other user(s) who are in need.
- viii. J-HUB reserves the right to close the venue(s) and or cancel the booking without giving prior notice to the applicant/user.

Terms & Regulations of Working Bench

- i. For safety reason, user(s) required to wear closed-toe shoes and long hair must be tie back when you entered the working bench area.
- ii. User(s) should be familiar with the operation and handling of all equipment. If user(s) not sure the usage of the equipment or have any inquiries about the courses, please contact our staff.
- iii. All injuries to participants or any other party, as well as damage to the facility, must be reported to the J-HUB staff immediately. First aid kit is provided in J-HUB.
- iv. User(s) should check that equipment and safety devices are correctly installed and in good working condition each time before starting welding or cutting operation. Pre-use equipment check includes: ensuring that each gas cylinder is fitted with the regulator of the correct type and is correctly connected to the blowpipe; ensuring that there is no gas leakage in the gas supply lines.



- v. Avoid touching the hot parts of the blowtorches during and after use.
- vi. After the work, it is necessary to ensure that the blowpipe has appropriately been shut down, sparks and slag from work extinguished, and the workpiece cooled down before leaving the working area.
- vii. Every user will distribute a set of tools from J-HUB staff with a deposit of HK\$100. Users need to return the set of tools without any missing or damaged to refund their deposits.
- viii. The user shall not alter the seating arrangements in any Unit without the prior arrangements permission of J-HUB.
- ix. Booking for the entire Working bench is available: Price is negotiable.

Terms & Regulation of Meeting Room (1, 2, 3)

- i. J-HUB features 3 meeting rooms with different types of business and meeting facilities which can be combined or separated to accommodate your needs and requirements.
- ii. 1 table and 6 chairs will be provided in every meeting room. Request for additional chairs or venue settings shall be made not less than 2 working days, J-HUB would arrange depending on the actual circumstances. User(s) are not allowed to change the venue settings such as furniture, facilities, and decorates on the meeting room without prior approval. Applicant(s) may be asked to compensate for facilities and/or equipment, as well as J-HUB property, at market rate.
- iii. If any additional equipment is needed, the relating application must be submitted along with the application for the venue on a first-book-first-served basis.
- iv. The activities and the noises and/ or smell thus generated must not disturb other activities in process in J-HUB.
- v. No posters, slogans, banners, flags or portraits shall be posted or hung, nor auction be conducted. Activities that disturb public order are strictly prohibited. Smoking, cooking, lighting of fire or using fireworks, sprinkling powder on the floor are prohibited.
- vi. User(s) need to follow appropriate procedures in using the venue and facilities, and need to restore the venue and facilities to their original status.
- vii. For safety reason, in no case shall the door be locked or obstructed.
- viii. Any user who wishes to leave the meeting room during the meeting period must inform the person-in-charge.

Terms & Regulations of Multi-Function Room

- i. Multi-function room provided 30 chairs in maximum. Request for additional chairs or venue settings shall be made not less than 2 working days. The supply is subject to availability; J-HUB does not guarantee the quantity of items we can provide. User(s) are not allowed to change the venue settings such as furniture, facilities, and decorates on the meeting room without prior approval which could be granted 2 working days before rental starts.



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- ii. The rental fee of the venue does not include the LED screen. Additional charges will be imposed for the LED screen rental.
- iii. If additional equipment is needed, the relating application must be submitted along with the application for the venue on a first-book-first-served basis.
- iv. User(s) shall keep the venue clean, if any eating or drinking is found in any area(s) of the venue, the applicant(s) should reimburse the J-HUB of the cost incurred by cleansing service.
- v. The activities and the noises and/ or smell thus generated must not disturb other activities in process in J-HUB.
- vi. No posters, slogans, banners, flags or portraits shall be posted or hung, nor auction be conducted. Activities that disturb public order is strictly prohibited. Smoking, cooking, lighting of fire or using fireworks, sprinkling powder on the floor are prohibited.
- vii. User(s) need to follow appropriate procedures in using the venue and facilities, and need to restore the venue and facilities back to their original status.