



Management Company of Olympic House Limited
Guidelines for Short-Term Hiring of Spare Storage Closet in Olympic House

This guideline is applicable to all tenants of Olympic House (OH) applying to rent the storage closets at G/F of OH with charges since 1 January 2010.

I) General Information

1. Storage Closet:

- 1.1 A total of **8** spare storage closets at G/F are available to be rented on **temporary basis**.
- 1.2 The designated storage closets are: **19, 23, 24, 25, 26, 27, 28, 29**.

2. Booking:

- 2.1 Each Tenant of OH is eligible to book one storage closet from a minimum of 1 week to a maximum of 8 weeks, on a first-come-first-served basis.
- 2.2 **Normal booking** is accepted from 4 calendar days to 6 months before the first date of the hiring period.
- 2.3 **Advanced booking** is accepted from 7 months to 12 months before the first date of the hiring period. Each Tenant is entitled to have one chance of advanced booking per calendar year.
- 2.4 Booking confirmations will normally be made within 1 week upon receipt of the application form.

3. Hire charge and payment:

- 3.1 The latest charge could be obtained from the management staff.
- 3.2 Full payment of the total hire charge should be paid at least 14 calendar days before the hired period.
- 3.3 Alteration of days or cancellation made more than 14 calendar days before the first date of the hired period will be entitled to full refund the hired charges paid.
- 3.4 If changes or cancellation are made less than 14 calendar days before the first day of the hired period, the management will forfeit 25% of the total hiring charges.

- 3.5 All payment should be made in the form of a crossed cheque and payable to "Management Company of Olympic House Limited".
- 3.6 Any failure to settle the payment on or before the set deadline will be considered as the cancellation of the confirmed bookings initiated by the applicant Tenant resulting the forfeiture of deposits to be applied by the Management Company of Olympic House Limited (MCOHL) without prior notification to the applicant Tenant.
4. Key:
- 4.1 MCOHL will provide the hirer with 2 keys for the operation use of the closet and the entry to the closet area. The key(s) is /are the property of MCOHL and the hirer shall return the key(s) to MCOHL upon the termination of the approved booking period.
- 4.2 Penalty charge would be made if the key(s) is/are lost: HK\$100 / key.
5. Transfer of Booking:
Under all circumstances, a confirmed booking cannot be transferred to another user(s).
6. Refund:
Application for refund of charge will be considered under the following circumstances:
Full / Partial Refund
- a) Closet closure due to urgent maintenance;
 - b) Reasons provided by the applicant Tenant considered acceptable solely by the MCOHL.
7. Penalty:
- 7.1 An accumulative overdue fine will be imposed for the late returning by \$200 for the 1st day immediately after the last day of the hiring period, \$600 for the 2nd day, \$1,200 for the 3rd day, \$2,000 for the 4th day, \$3,000 for the 5th day, \$4,200 for the 6th day and \$5,600 for the 7th day.
- 7.2 The eligibility of the Tenant concerned for hiring closets will be suspended for the overdue booking more than 7 days.
- 7.3 MCOHL reserves the right to remove the materials left in the closets without prior notification. The removal cost incurred would also be charged by the hirer.

II) General Conditions of the Storage Closet

1. Hirer should keep the venue clean and tidy during the booked period.
2. Eating and drinking shall not be permitted inside the storage closet. Smoking is strictly prohibited within the boundary of OH.
3. Hirer guarantees and undertakes that all storage items are legally owned, entrusted and controlled by the hirer and hirer must take away all storage items when the specified booking period is terminated.
4. MCOHL shall under no circumstances be liable for any damage caused to or loss of the storage items.
5. Dangerous items (flammable, corrosive, etc), food, illegal items, items that release strong smell or scent or affect other people are forbidden to be stored in the storage closets.
6. Hirer should be responsible for all loading, unloading, storing, dismantling and removal of the storage items. The hirer should also compensate the MCOHL for any loss of revenue or liability for damages suffered by the MCOHL as a result of the failure of the hirer to remove the storage items from the boundary of OH on or before the last day of the approved hired period.
7. Hirer should indemnify the MCOHL and their staff members and agents against all claims, demands, actions or proceedings in respect of the death of or injury to any person which shall arise from any accident or occurrence arising out of loading, unloading, dismantling and removal of the storage items within the boundary of the OH within the approved hired period in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.
8. The provision of the designated loading / unloading area at G/F of OH is available for the assigned van/car(s) of the hirer for the disposal of the storage items.
9. MCOHL reserves the right to reject any application or cancel any confirmed booking without prior notice to the applicant.

Management Company of Olympic House Limited

14 December 2009