



Galerie Klee – Yushihouse

葵里畫廊 - 雨施舍

ACTIVITY RENTAL APPLICATION FORM

Activity Information

Date applied :

Starting time : Finishing time :

Nature / Brief description of activity :

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Equipment needed :

99 Caine Road, Shop J, Hong Kong
Tel : 2546 3210
www.galeriekleee.org
info@galeriekleee.org

Renter's Information

Name : Tel :

e-mail : website :

Correspondence Address :

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I / We have read and agreed with the renting rules below.

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Signature

Date

renting rules

1. Submit completed form to gallery by post, in person, or through e-mail; the gallery will inform applicant through e-mail whether application is accepted or not within two working days. Galerie Klee reserves the right to accept or not to accept an application.
2. Application form should normally reach the gallery at least two weeks before the rental date. If application is accepted, the applicant must pay, within three days, 50% of the rental fee as deposit to confirm the reservation.
3. The remaining balance of rental fee and a security deposit of \$250 must be paid one week before the rental date; otherwise the applicant is considered to have given up the renting, and the deposit fee paid will not be returned.
4. Unless there are unforeseen adverse conditions that prevent the holding of the activity on the appointed date, no change of date and time is permitted.
5. The security deposit will be returned in total to the renter after the event unless there are damages due on the part of the renter.
6. The renter must give up the rental space at the appointed time, otherwise overtime charge in units of one hour will be charged.
7. The gallery assumes no responsibility on personal injuries or property damages involved and related to the rental event.
8. Final decision on rental matters rests on the gallery.