



## Terms and Conditions and General Information on Booking Function Rooms

### CONFIRMATION

- The event confirmation agreement should be signed by Member(s) and well received by Club Bel-Air Food & Beverage department on/before the said deadline; a non-refundable and non-transferable deposit will be charged to secure all space reserved. However, should another hirer makes a firm offer for dates covered by a tentative booking, the holder of the tentative booking is given 7 days notice in which to confirm the booking or release the dates.
- The Member(s) should pay the deposit, sign and return the event confirmation agreement before the confirmation deadline to secure all space reserved; otherwise, the booking will be cancelled automatically without further notice.
- Booking would only be confirmed and preceded until both the appropriate deposit and the signed event confirmation agreement have been received.

### FOOD & BEVERAGE

- Menu(s) and number of guest should be confirmed at least 7 days at 9PM prior to your event and will be seek as guaranteed. Guarantee may not be lowered once submitted, but may be raised upon approval of the Food & Beverage Department. All menu selections shall be considered definite and not subject to change after confirmation.
- The actual number of attendees should not be less than the final guaranteed number of guest. Should the actual number of attendees be less than the final guaranteed number of attendees, member will be responsible for all guaranteed food and beverage costs multiplied by the final guaranteed or the actual number of attendees; whichever is greater.
- All guaranteed food and beverage should only be consumed on the event date.
- Island South Property Management Limited reserves the right to alter all menu prices and items, due to the unforeseeable market price fluctuations and availability.
- Menu prices and items are not guaranteed until the confirmation made by both event host and Club Bel-Air Food & Beverage department.
- Club Bel-Air provides vegetarian meal on request as below, please place your order before menu confirmation.
  - I. Vegetarian Lacto-Ovo Meal  
Vegetarian food, along with fruits, vegetables, dairy products, eggs, five forbidden pungent roots including garlic, scallions, leeks, rocamboles, a plant of the dropwort family, etc. No meat, poultry, fish, seafood.
  - II. Vegetarian Meal Chinese Style  
Vegetarian food, along with fruits and vegetables. No meat, poultry, fish, seafood, dairy products, eggs, five forbidden pungent roots including garlic, scallions, leeks, rocamboles, a plant of the dropwort family, etc.
- We acknowledge that some guests may have food allergy. However, due to operational and supplier limitations, Island South Property Management Limited / Club Bel-Air cannot under any circumstances guarantee a food allergies-free environment to guest. If you require a food allergies-free environment, we apologize that Island South Property Management Limited / Club Bel-Air cannot provide this for you.
- According to the regulations of the Club, only food and beverage from the Club can be consumed in the Club premises. Island South Property Management Limited reserves the right to charge any food & beverage items not provide by the club according to its quantity and types. Exclusive of birthday cakes, wines/spirits (corkage charge applied), food & drink for infants below 3 years old and approved food & drink for food allergic person.

### DECORATION AND SETUP

- Self decoration time inclusive in the event time. Additional charge will be applied should extra time is needed.
- Basic setup such as tables, chairs and tableware inclusive; decoration to be prepared by event host. Tableware to be provided according to the guest number.
- The arrangement of setting of furniture, art pieces and equipment of the Function Room is subject to the decision of the Club Management, any request of removal / placing of the said assets will not be accepted unless prior agreement from the Club is obtained.
- When decorating, we recommend you choose items that can be prepared in advance and delivered to Club Bel-Air for quick and easy placement. Designating a close family member or friend to take care of the delivery and set-up of your decorations, ensures that you and the party are worry free. All decorations can be secured with floral wire, string, fishing line or ribbon. The use of nails, screws, push pins, thumbtacks and staples are strictly prohibited. Please bring the required supplies and equipment with you (such as string, ribbon and scissors).
- Banners, posters and decorations are prohibited to post on the function room(s) wall at all times.
- Under the Dangerous Goods Ordinance (Cap.295), compressed Helium (usually for helium balloons) is classified as Schedule 2 dangerous goods, please ask your product supplier to recycle the used tank or waste it to the Refuse Transfer Stations.

### CANCELLATION POLICY

- All cancellation requests must be in writing by email or fax and must be acknowledged by return e-mail from the Food & Beverage Department.
- If cancellation made after confirmation, the total deposit received will be forfeited.
- If cancellation made 72 hours or less from the event date and after confirmation, 100% charge of total anticipated revenue to Club Bel-Air for cancellation.
- The event can be postponed 24 hours from the event time under the reason of Inclement Weather or Unforeseen Circumstances which is public announced by the Hong Kong Observatory's rainstorm or typhoon warning, for such postponements, any advance payment will be held for the party at a later date. There will be no refund of any advance payment for postponed bookings. Client may reschedule the event, subject to the following conditions:
  - I. Wedding  
The new date must not exceed 180 days from the original date and is subject to availability. Additional fee may apply for the compensation of specialty food items, special purchase and/or specific reservations. The price of the new function space and/or menu is subject to change.
  - II. Other events (except weddings)  
The new date must not exceed 30 days from the original date and is subject to availability. Additional fee may apply for the compensation of specialty food items, special purchase and/or specific reservations. The price of the new function space and/or menu is subject to change.

### RESPONSIBILITY & LIABILITY

- Please take care of children inside the function room. The Club shall not be responsible for any injury sustained as a result of the unsafe action of the member(s), guests or authorized persons inside the function room.
- Children under age 12 are not permitted in the Grand Function Room, Club Bel-Air Peak Wing.
- No pet is allowed in the club premises.
- Member(s) and guests shall be responsible for safekeeping of their personal property. The Club shall not be responsible for any loss or damage to any property, goods, articles or things whatsoever brought into the premises by the member(s), guests or authorized persons.
- Any repair cost or damages to the Club's property caused by the member(s), guests or authorized persons in connection with the function shall be borne by the member(s).
- Under the Smoking (Public Health) Ordinance (Cap.371), no person shall smoke or carry a lighted cigarette, cigar or pipe in the Club.
- All functions must end according to the event schedule stated in this event confirmation agreement, additional charge of HKD3,000 per hour will be executed should the event overrun. Any fraction of an hour will be charged as full.
- Business related activities and/ or any form of transactions are prohibited without prior approval from the Club.
- Member(s) and guests should observe the Club Bel-Air General Rules and Regulations and the law of Hong Kong Special Administrative Region.
- Terms and conditions are subjected to the final decision of Island South Property Management Ltd.

Information and conditions above are subject to change without prior notice.



## 宴會場地使用需知及守則

### 宴會確認

- 宴會確認書及訂金需由用戶簽署並於確認限期前交妥至貝沙灣餐飲部以完成租訂手續，否則該申請將被自動取消，恕不作另行通知。已收取的訂金將不獲退還及不能轉作其他用途。
- 但假若有其他用戶在該宴會租訂手續完成前同時租訂該場地，首位預留場地者將需於 7 天內作實租期，並辦妥正式租訂手續，否則該場地將撥予其他租客之用。
- 在完成租訂手續前，所預留之宴會場地均不能保證。

### 餐飲安排

- 用戶必須於宴會最少 7 天或以前確認菜單及出席人數。已確認之菜單及出席人數一經確認均不能調減，但可因應情況調升。所有菜單一經確認後，一律不得修改。
- 實際出席人數不能少於已確認的出席人數。若宴會當天實際出席人數少於已確認的出席人數，客人應支付費用相等於以下兩種計算方法中比較貴的方式 - 已確認的出席人數或當天的實際出席人數。
- 所有提供的餐飲只准在宴會當天享用。
- 由於價格變動及貨源關係，南盈物業管理有限公司保留修改菜單價格及項目之權利。
- 在用戶及貝沙灣餐飲部同時確認菜單前，菜單價格及項目均不能作準。
- 貝沙灣會所可提供素食餐如下，如需選擇特別餐膳，必須於確認菜單前提出有關要求。
  - 奶蛋五辛素  
可含蔬果、乳類製品、雞蛋、五辛（蒜、蔥、蕎頭（小蒜）、韭菜、洋蔥）。不含肉類、家禽、魚類、海產。
  - 中式純素  
可含蔬果。不含肉類、家禽、魚類、海產。乳類製品、雞蛋、五辛（蒜、蔥、蕎頭（小蒜）、韭菜、洋蔥）。
- 我們知道部份客人可能有食物過敏，但基於運作和供應商方面的限制，在任何情況下，南盈物業管理有限公司/貝沙灣會所均無法對客人保證餐廳或宴會場地為「無食物過敏」環境。若您需要一個完全「無食物過敏」的環境，南盈物業管理有限公司/貝沙灣會所很抱歉未能為您提供此項服務。
- 根據會所規則，任何人只可享用由會所提供之食物及飲品。會所有權跟據已攜帶之外來食物及飲品的數量及種類收取額外費用。特許項目如生日蛋糕、葡萄酒/烈酒(設有開瓶費)、3 歲以下嬰孩進食之食品及獲預先批准專為個別「食材過敏」人士而設之食品除外。

### 場地佈置

- 場地佈置已包括在宴會時間內。如需額外時間作場地佈置將另收費。
- 房間將包括基本設施如桌椅及餐具，如有需要客人請自行負責房間佈置。餐具數量將依據確認之出席人數提供。
- 宴會場地的藝術品、設備及傢俱會根據會所管理層的決定而安排；如需將特定的設備移動或擺放，會員須要事先通知會所並得到批准。
- 如需自行佈置宴會場地，建議選擇可以預先準備、快速及容易組裝之物料，亦可安排親友協助運送及到場仍簡易佈置，令你在宴會中倍感安心。所有佈置可以花藝線、繩、魚絲或絲帶固定好。物料如釘、鏢絲、圖釘、工字釘及書釘均不得使用。敬請自備佈置所需用具(如繩、絲帶及剪刀)。
- 所有橫額、海報及佈置物料均不得張貼於任何宴會房間之牆壁上。
- 跟據第 295 章《危險品條例》，壓縮氬氣（通常用於氬氣球）被列為第二危險品類別，已使用之壓縮氬氣罐請要求你的產品供應商回收或自行棄置到廢物轉運站。

### 取消條款

- 所有取消申請必須以電郵或傳真辦理，並獲得餐飲部電郵回覆確認方為有效。
- 若在宴會確認後取消宴會，訂金將不獲發還。
- 若在宴會確認後及宴會舉行前 72 小時內取消宴會，客人須要支付預計宴會總支出之 100% 予貝沙灣會所作為賠償。
- 若在宴會進行 24 小時前，因香港天文台發出有關天氣惡劣或無法預知的情況而需要將宴會延期，所有已付之金額將不會退還，但可保留至重訂之宴會日。客人可以根據以下的情況，重訂宴會日期：
  - 婚宴  
新訂的日子須於原訂宴會日期起計 180 天內並視乎宴會場地的預訂情況。或需徵收額外費用以抵償特備食品、特別購買項目及/或指定預訂。新的宴會場地及/或菜單價格有可能更改及變動。
  - 其他宴會(非婚宴)  
新訂的日子須於原訂宴會日期起計 30 天內並視乎宴會場地的預訂情況。或需徵收額外費用以抵償特備食品、特別購買項目及/或指定預訂。新的宴會場地及/或菜單價格有可能更改及變動。

### 責任及義務

- 請妥善照顧同行小朋友。會所不須要為因會員、其賓客或特許人士在宴會場地所作出之不安全行為而做成的傷害負責。
- 貝沙灣朗峰會所內之豪華宴會廳恕不招待 12 歲以下小童。
- 不得攜帶寵物進入會所。
- 會員及其賓客應妥善保管其私人財產。會所不會為由會員、其賓客或特許人士攜帶入會所的物件或私人財產之損失或損壞而負責。
- 會員、其賓客或特許人士如在宴會中損壞任何屬會所擁有的財產，會員必須負責有關財產損毀的所有費用。
- 根據《吸煙(公眾衛生)條例》(第 371 章)，任何人不得於會所內吸煙或者攜帶燃點著的香煙、雪茄或煙斗。
- 所有宴會必須按照宴會確認書上之原訂時間內完結，如有超時，會所有權收取每小時港幣 3,000 元作為宴會延時之費用。不足一小時亦當一小時計算。
- 一切與商業有關或涉及任何交易形式的宴會 / 活動，必需事先獲得會所批准。
- 會員及其賓客可參考貝沙灣會所使用守則及香港特別行政區的法律。
- 南盈物業管理有限公司將保留對條款及條件作出最後決定權的權利。

(中文譯本如與英文版本有歧異，概以英文版本為準。以上內容如有更新或更改，恕不另行通知。)