

**Club Bel-Air 貝沙灣會所****Message Board Application Form 留言版申請表**

Ref. No.: _____

Development 物業 : _____

Posting location 留言位置 : Club Bay Wing 灣畔會所
 Club Peak Wing 朗峰會所

Name / 姓名 : _____

Contact No. / 聯絡電話 : _____

Unit / 單位 : Phase _____ 期 Tower _____ 座 Floor _____ 樓 Unit _____ 室**Rules and Regulations 使用守則**

To enhance communication among members for sharing of information restricted to the 7 categories below:

- A. Looking for rental or sales of Bel-Air property (apartments or car park spaces),
- B. Recommendation of good quality employee, only by employers (to recruit / to look for opportunities for current employees after contract expiry),
- C. Sports partner ONLY,
- D. Sales or exchange of second hand articles,
- E. Part-time tutoring provided by full time students (The applicant should provide copy of valid student card for verification),
- F. Lost and Found item,
- G. Pets adoption (to adopt / look for adoption) or to look for temporary caretaking etc,

The Club has set up a message board at clubhouse and members are welcomed to utilize this facility with the following guidelines:

1. This message board is for Club Bel-Air members only. Members must present their registered resident card for identification when submitting the application form.
2. Members are required to sign on the application form at club reception counter. Members must write down the message (Only English or Chinese language) on the assigned message board card provided by the clubhouse. No attachment together with the message board card will be accepted.
3. Only Club Staff is allowed to post up the message board card which will be based on the sequence of application received. Members cannot choose the display locations. Each accepted application will be posted for up to 2 weeks, or shorter the period as requested by the member. Expired postings will removed by Club Staff without further notice. Members must re-submit the application form again **on or after the 14th day** of the posting period if they would like to renew the overdue message card. No advance application will be accepted in order to avoid any continuous occupation.
4. This message board is only for posting one-off transaction or activity. It prevents any member from posting the continuous message related to any promotional or commercial activity. Each message card can be posted for a **maximum of 2 months (renewal inclusive)**.
5. Due to limited space of the message board, priority for posting up the message card is on first-come-first-served basis. To avoid occupation by duplicate messages, each member, on behalf of all units of residence and the residents, is entitled to one message card posted at a time. Repeated applications will not be accepted.
6. The contact person and information filled on the application form and the message card must be the same.
7. The Club reserves the right to reject application of any inappropriate notice of commercial content (except those 7 categories above), job seeker, in breach of Deed Mutual Covenant (DMC) or Hong Kong Laws, political propaganda, statement of personal attacks, obscene and indecent item.
8. **Private coaching without prior approval from the Club Management is strictly prohibited inside the Club.**
9. The Club will not be held liable on the accuracy or comments on the message card submitted by members and subsequently displayed on the message board.
10. All messages made available as part of this discussion group and any opinions, advice, statements or other information contained in any messages posted or transmitted by any third party are the responsibility of the author of that message and not of this club. The fact that a particular message is posted on or transmitted using this forum does not mean that the club has endorsed that message in any way or verified the accuracy, completeness or usefulness of any message. We reserve the rights to amend, suspend and terminate posts. We reserve our right to claim against the author for any loss or damages due if its message is in breach of the laws of Hong Kong.
11. Residents are welcome to provide comment or enquiry about the 7 categories, and Clubhouse will review the above from time to time and make necessary amendment.

12. The Club reserves the right to amend the above Rules and Regulations without prior notice.

為加強貝沙灣會所會員之溝通，貝沙灣會所特設「留言版」讓會員可互相交流資訊，可張貼的資訊範圍為以下七點：

- 一. 貝沙灣物業或車位租用買賣、
- 二. 僱員推薦或需求(只可前僱主作出推薦 或 僱員不可推薦自己)、
- 三. 運動夥伴、
- 四. 二手物品買賣、
- 五. 全日制學生提供兼職補習服務 (需提供有效之全日制學生證明文件以作核對身份)、
- 六. 尋找失物、
- 七. 托管、 尋求收養或領養寵物。

歡迎各會員依從以下條款使用「留言版」：

1. 此「留言版」只供貝沙灣會所會員享用，須於遞交申請時出示有效之住戶証以便核對身份。
2. 如各會員需要張貼留言，請到會所接待處索取申請表及留言紙，申請人必須把留言內容(只限英文或中文)填寫在會所指定之留言紙上，填妥並交回會所接待處，會所將不接受指定留言紙以外的任何附件。
3. 會所職員將根據會員遞交申請表之先後次序作排列，張貼於留言版上，會員不得選擇張貼位置。張貼為期不多於2星期或因應會員之要求而減少張貼時間，逾期留言將由會所職員自行移除而不作另行通知。如會員欲繼續張貼逾期之留言，必須於張貼期**第14天或以後**重新填寫及遞交申請表，本會所不接受預先遞交之申請表，以免留言版被長期佔用。
4. 本留言版以一次性之交易或活動為原則，避免申請者利用本留言版進行一些連續性之宣傳或商業行為，每則留言最長只可張貼2個月(包括續期)。
5. 因留言板空間有限，所有留言將以先到先得形式張貼，為免相同留言佔據留言板空間，每位會員將代表其所有居住單位及住客，每次只可張貼一則留言，重複申請將不被接納。
6. 張貼之留言及申請表上的聯絡人資料必須為會員及同屬一人。
7. 會所有權拒絕張貼不適當的告示，包括但不僅限於具商業性質的告示(上述7項範圍除外)、求職廣告、有機會抵觸大廈公契或香港法例的告示、政治宣傳、人身攻擊或淫褻及不雅物品等的告示。
8. **除獲會所管理人員批准外，所有人士禁止於會所範圍內進行私人教授課程。**
9. 會所概不負責有關會員遞交及張貼之留言內容或其準確性。
10. 本留言板內容純屬留言者個人意見，並不代表本會所立場。本會所對所有留言的真實性、完整性及立場等，不負上任何法律責任，另隨時保留移除留言的權利。對於一切抵觸香港法律的留言及其內容，本會所保留追究權利。
11. 如對張貼之內容與規限之範圍有有任何疑問，會員可提出意見，會所將會定期作覆核及對條款作出需要的修改。
12. 會所保留更改以上守則之權利而不作另行通知。

I confirm that I have read and understood the above and confirm my agreement to the rules and regulations.

本人確認已閱覽、明白及確認以上之條款及使用守則。

Signature of Owner / Tenant 業主或租戶簽署

Date / 日期

For Official Use Only 職員專用

Handled by 經手人	:	_____	Date 日期	:	_____
Checked by 核對人	:	_____	Date 日期	:	_____
Post Period 張貼日期	:	From 由		To 致	_____