

# 通告 Notice



檔案編號：HYS/BM/SLY/PR/CH/N17-047

致：聚龍居各業戶

修訂本(23/09/2017)

## 聚龍鄉村俱樂部守則 - 會所設施租用及預訂手續

茲通知各業戶，為方便各業戶預訂會所設施，會所設施租用及預訂手續於2017年9月23日作出修訂，以下修訂亦已於2017年9月22日之特別會議上通過，請各業戶**留意及遵守**以下聚龍鄉村俱樂部守則-會所設施租用及預訂手續條文：-

- 2.1 訂場登記及預定時間由上午七時三十分至晚上十時三十分。
- 2.2 住戶可致電或親身到會所接待處，預訂翌日起計算7天內的會所各項場地設施，並以先到先得形式預訂，而宴會廳則接受30天前的預訂。預訂場地後，住戶必須於預訂當天晚上十時三十分前，攜同有效的住戶證到會所接待處繳付費用，於繳付費用後，會所職員會即時發出付款收據作實。如住戶未有於預訂當天晚上十時三十分前，到會所接待處繳費作實，有關之預訂場地將自動取消。**而即日使用之場地不設預訂服務，住戶必須親身到會所接待處繳費作實。**
- 2.3 每單位同日內只可預定一項場地設施之兩小時或兩項場地設施之各一小時段(宴會廳除外)。
- 2.4 於使用場地設施當天，住戶必須展示有效的住戶證及付款收據，並交給會所接待處職員核對及於「場地設施交收表」上簽署作實後，才能使用有關場地設施。
- 2.5 當預訂的場地設施已被作實，已租用之場地設施不得更改或轉讓；而已繳付之費用亦一概不獲退款安排。
- 2.6 除因天氣影響不能進行活動外，所有已被作實之場地均不可更改日期或時間。
- 2.7 在預訂場地設施使用時間已屆滿時，使用者必須把該場地交還，並聯同會所職員一同檢查場地設施確保完整無缺。詳情參閱附件「租用會所設施/場地的交收程序表」。

如有任何查詢，歡迎致電 2694 8298 與會所職員聯絡。

聚龍鄉村俱樂部  
二零一七年九月二十三日

客戶服務處  
Customer Service Office

張貼日期  
Posting Date: 23/09/2017 - 31/12/2017



康業服務有限公司  
Hong Yip Service Company Limited

(新鴻基地產集團成員 AMEMBER OF SUN HUNG KAI PROPERTIES GROUP)

香港灣仔港灣道三十號新鴻基中心二十六樓

26/F., SUN HUNG KAI CENTRE, 30 HARBOUR ROAD, WANCHAI, HONG KONG.

# 通告 Notice



Date: 5 August 2017

To: All Residents of Parc Royale

## **Rules for Country Club Royale - Rental and Reservation Procedures of Clubhouse Facilities**

- 2.1 Registration and reservation for venues should be made between 7:30 a.m. to 10:30 p.m.
- 2.2 Residents shall make reservation in person and with valid Residents Card.
- 2.3 Venues reserving is carried out according to the "first come, first served" principle. If more than one resident want to book the same venue at the same interval, the resident who paid first will obtain the right of use or the right of use shall be decided by lots drawing. For the details about the charges for booking facilities, please refer to the "Country Club Royale Services Tariff".
- 2.4 All venues can be reserved up to 7 days in advance, while the Function rooms can be reserved up to 30 days in advance. The Clubhouse will issue the "Facility Permit" once all the relevant charges are settled.
- 2.5 Each residential unit is allowed to reserve one facility for two hours or two facilities for one hour each (except the Function rooms).
- 2.6 The resident who booked the facilities shall pay the relevant charges at the Clubhouse Reception in person within the day of making reservation. The Clubhouse will issue the "Facility Permit" once all the relevant charges are settled. You must show the Facility Permit on the day that you use the facility or venue.
- 2.7 Once the facility reservation is confirmed, the reserved venue and facility shall not be changed, transferred or refund. All paid fees are non-refundable.
- 2.8 The reservation date or time is not allowed to change if the reservation is paid and confirmed, except that the activity cannot be carried on due to of bad weather.
- 2.9 Residents shall present their valid resident cards and submit the Facility Permit to the Clubhouse Receptionist for verification when they claim the venues or use the facilities. Residents shall also sign on the venue sheet for confirmation.
- 2.10 User must return the venue after the rental period and check the intactness of the venue together with the Clubhouse officer. Please refer to the attached "Procedure for Claiming and Returning Rented Clubhouse Facilities/Venues" for details.

Remarks **No Telephone booking is accepted. Enquiries about the availability of facilities are welcome.**

Should you have any enquiry, please feel free to contact our Clubhouse at 2694 8298.

客戶服務處

Customer Service Office

張貼日期

Posting Date: \_\_\_\_\_

5/8/2017 - 5/11/2017



**康業服務有限公司**  
**Hong Yip Service Company Limited**

(新鴻基地產集團成員 AMEMBER OF SUN HUNG KAI PROPERTIES GROUP)

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