

Longevity International Enterprises Corporation

Chinatown Cultural Plaza

Rules and Regulations for Dr. Sun Yat Sen Hall

2013/01/01

- 1) No political assembly or activity is permitted.
- 2) No assembly or activity against the Government or the President of the Republic of China and the United State of America, display of the flag of the People's Republic of China is not allowed.
- 3) The flags of the United State of America and the Republic of China and the portrait of Dr. Sun Yat Sen shall not be removed without permission.
- 4) Please make reservation with application form and prepay the rental fee. Once approved, no additional activities are allowed except as stated on application.
- 5) Rental fee and deposit should be paid in advance upon conclusion of activity and everything must be restored to the original state before deposit is returned.
- 6) User will be responsible for any damage to the hall, property and facilities.
- 7) After reservation if payment is not received a month before the event, owner has the right to rent to another user.
- 8) Any cancellation has to be made a month in advance to receive full refund of the paid amount. Any cancellation made more than two weeks in advance after deducting service charge, receive 80% refund of maintenance fee. A cancellation made within a week of the event does not receive a refund of the maintenance fee.
- 9) Any activity scheduled before or after office hour, must receive owner's approval.
- 10) User can only use the furniture and facilities in the premises.
- 11) Children under 12 must be accompanied by parents to get into the premises of Dr. SunYat Sen Hall and they should be the responsibility of their parents. Owner will not be liable for any accidents on the premises.
- 12) Please dress cleanly and neat, keep noise at a minimum and no smoking in the premises.
- 13) Unless approved, please do not take food and beverage inside.
- 14) Persons or organizations given approval to use the facilities should have their own accident insurance, any accident is not the owner's responsibility.
- 15) For fee schedule please see "Application Form for Dr. Sun Yat Sen Hall"
- 16) No credit card or cash will be accepted. Please make check payable to "Longevity International Enterprises Corp."
- 17) Non-profitable Organizations may co-organize service events with The Chinese Culture Center in Hawaii and use the space at no charge after an application is approved.
- 18) For non-profit Organizations, a discount may be granted if all regulations are followed, space cleaned and equipment provided by the organization. With the permission of Chinese Culture Center in Hawaii volunteers from an Organization and allowed to supervise the space to waive over-time charge.
- 19) Longevity honorary staff and the director of Chinese Culture Service Center are exempt from paying deposit.
- 20) Profitable organizations are charged according to fee schedule.
- 21) No commercial behavior or business transaction is allowed.
- 22) Violations of the rules and regulations above may result in future applications being rejected.

Signature of Applicant

Date

Longevity International Enterprises Corp.

Application Form for Dr. Sun Yat Sen Hall

01/01/2013

User Group:	Phone:		
Applicant:	Phone:		
Activities:	Number of People:		
Date of Event:	Time of Event:		
Basic	Hall (Basic Maintenance Fee) (Minimum book time 3 hours)	\$50/hr.	
	<p style="text-align: center;">Non-Profitable Community Membership</p> <p>*If space is cleaned and garbage taken out by the organization after event, cleaning charge may be deducted accordingly.</p>	<p style="text-align: center;">During Office Hour (Monday ~ Friday 8:00AM~5:00PM)</p> <p><input type="checkbox"/> Non-profit organization, get 3/4 off discount (\$12.50 pre hour, A/C not include.)</p> <p><input type="checkbox"/> Non-profit organization, get 3/4off discount (\$20.00 per hour, A/C include.)</p>	<p>\$ _____ x _____ Hr(s)</p> <p>= \$ _____</p>
		<p style="text-align: center;">Holiday & After Office Hour</p> <p><input type="checkbox"/> Non-profit and long term user, \$12.50 per hour(A/C not include)</p> <p><input type="checkbox"/> Non-profit organization \$12.50 per hour (A/C not include) + over-time.</p> <p><input type="checkbox"/> Non-profit organization \$20.00 per hour (A/C include) + over-time.</p>	

Extra Charge Fees				
1	<input type="checkbox"/>	Podium with a Microphone	\$50/use	
2	<input type="checkbox"/>	Charge for A/C	\$20/hr.	
3	<input type="checkbox"/>	Projector	\$20/use	
4	<input type="checkbox"/>	Internet(Wi-Fi)	\$20/hr.	
5	<input type="checkbox"/>	Audio Facilities	\$100/use	
6	<input type="checkbox"/>	Cleaning Fee for Beverage	\$30/use	
7	<input type="checkbox"/>	Cleaning Fee for Food, Beverage and Garbage	\$150/use	
8	<input type="checkbox"/>	Over-time Extra Charge Weekend and Holidays Weekday after 5:00PM	\$20/hr.	
● Dr. Sun Yat Sen Hall is no smoking area				Sub-total: \$
Maintenance Fee :				
Check No.#		1) Maintenance : \$		
Check Amt : \$		2) Deposit : \$		
		3) Total Amt : \$		
Deposit :		Signature (receive) :	Signature (return) :	
Check No.#		Date :	Date :	
Check Amt : \$200.00				

I (representative of Group User) fully understand and agree to follow the details of the "Rules and Regulations for Dr. Sun Yat Sen Hall" to:

Longevity International Enterprises Corp.

Signature of Applicant:

Date: