

GENERAL BYE-LAWS & RULES



YAU YAT CHUEN GARDEN CITY CLUB LIMITED

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BYE-LAWS OF YAU YAT CHUEN GARDEN CITY CLUB LIMITED (the “Club”)

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PART A: GENERAL

1. AUTHORITY FOR INTRODUCTION AND CITATION

These Bye-laws are made by the General Committee of the Club pursuant to the provisions of **the clause (l) of Article 55** of the Articles of Association of the Club (“Articles”). They shall be read in conjunction with the Articles.

2. POWER OF MAKING, AMENDING, ETC. OF BYE-LAWS

A Bye-law may be made, altered or repealed by the General Committee in their absolute discretion, and the making, alteration, or repeal, as the case may be, shall become effective on a date to be specified by the General Committee.

3. DISCRETION OF THE GENERAL COMMITTEE

Where, pursuant to any Bye-laws, any matter is to be determined in the discretion of the General Committee, no person affected by the exercise of their discretion shall be entitled to call for or receive any explanation of their discretion or to any compensation or any other indemnity consequential upon the exercise by the General Committee of their discretion.

4. METHOD OF PUBLICATION

Publication of any Bye-laws made and any alteration to, or repeal of a Bye-law, as the case may be, shall be effective by publishing a notice on the notice board on the Ground floor of the Club building or through any other means of communication, including electronic means.

5. NOTICE

All members shall be deemed to have received a notice of the making/alteration/repeal of any Bye-laws thereof on the day on which such notice is published on the notice board.

6. THE BYE-LAWS AND RULES OF THE CLUB

6.1 Each member is obliged to observe the provisions of the Articles and all the Bye-laws (the “Rules of the Club”) at all times.

- 6.2 Each member is obliged to ensure that his/her supplementary card holder(s) (“Supplementary Card Holder(s)”), guest(s) and others authorized by the Club to use any facilities of the Club shall abide by and be subject to the Rules of the Club to the extent the same are applicable to them.
- 6.3 Members’, Supplementary Card Holders’ and their guests’ behaviour shall conform to the dictates of the society. Any misconduct or misbehaviour shall be treated as a breach of the Rules of the Club.
- 6.4 If any allegation or complaint is received by the Club’s General Manager that a member or any person referred to in Bye-law 6.2 has infringed any one or more of the Rules of the Club, the Club’s General Manager may refer such allegation or complaint to the General Committee. If the allegation or complaint is established, in the opinion of the General Committee, the member may be liable to disciplinary action, such as expulsion from membership of the Club or suspension of the privileges of membership of the Club.

6A. ADMISSION TO MEMBERSHIP

- 6A.1 The admission for membership shall be in compliance with such manner and subject to such conditions as may be prescribed by the General Committee from time to time.

6B. ABSENT MEMBERS

- 6B.1 Any Founder Member, Honorary Member, Senior Member, Ordinary Member and Spouse Member who intends to leave Hong Kong may become an absent member (“Absent Member”). The rights and privileges attached to the membership of any member including those of his/her Supplementary Card Holders and guests, who is placed on the Absent Members’ list shall be suspended throughout the period during which such member is placed on such list.
- 6B.2 Any member who intends to leave Hong Kong for a period exceeding 3 consecutive months, and is desirous of being placed on the Absent Members’ list shall apply in writing to the General Manager no later than 14 days before the date of his/her departure specifying details of his/her date of departure and anticipated date of return (if any) and provide such documentation in support of his/her application as may be requested by the General Manager (for example, copy of electronic air-ticket). If the General

Manager approves the application, the member shall pay an absent fee of such amount as the General Committee may determine from time to time and will be placed on the Absent Members' list for a term of one year from the first day of the month following the date on which his/her application has been approved, or if he/she returns to Hong Kong before the expiration of one year, until the date he/she returns to Hong Kong. Absent membership application will only be effective subject to the settlement of all outstanding balance and the return of any properties of the Club (e.g. locker key); otherwise, member is still liable to pay the full month's subscriptions.

- 6B.3 Upon expiration of the term of one year, or in case the Absent Member returns to Hong Kong before the expiration of the one year term, upon the Absent Member returning to Hong Kong, the rights and privileges attached to his/her membership (including those of his/her Supplementary Card Holders and guests) shall automatically resume and he/she shall be liable to pay monthly subscriptions commencing from and in respect of the month in which the said term expires, or the month in which he/she returns to Hong Kong, unless he/she renews his/her Absent Membership pursuant to Bye-law 6B.4. Absent Members returning to Hong Kong before the expiration of the one year term are required to notify the General Manager in writing of his/her return within 7 days of his/her return to Hong Kong, but irrespective of whether such notice is given or not his/her liability to pay monthly subscriptions shall resume from and in respect of the month in which he/she returns to Hong Kong.
- 6B.4 An Absent Member may, no later than 14 days prior to the expiration of the one year term, apply in writing to the General Manager to renew his/her Absent Membership specifying his/her anticipated date of return (if any) and providing such documentation in support of his/her application as may be requested by the General Manager. If approved, the Absent Member shall pay an absent fee for such amount as the General Committee may determine from time to time and will be placed on the Absent Members' list for a further term of one year. The Absent Membership may be further renewed in accordance with this Bye-law, and Bye-laws 6B.1 to 6B.3 shall apply mutual mutandis to any renewed terms.

6C. RESIGNATION OF MEMBERSHIP

6C.1 Any member may resign his/her membership by giving notice in writing to the Membership and Promotion Department no later than 14 days prior to the commencement of a month otherwise, he/she will be held liable for that month's subscription. Where the resigning member is the holder of debenture(s), the notice of resignation shall be accompanied by a request to the General Committee to accept a surrender of the debentures of the resigning member pursuant to the Articles.

6D. ELIGIBILITY FOR GENERAL COMMITTEE

6D.1 Only members who satisfy such eligibility criteria as may from time to time be specified by the General Committee shall be eligible to run for the General Committee. In particular:

- (i) candidates must be Founder Members, Senior Members or Ordinary Members;
- (ii) candidates must have served on at least 2 Sub-Committees for an aggregate period of 2 years in the immediately preceding 10 years.

7. PAYMENT OF GOODS AND SERVICES

- 7.1 All goods and services must be purchased by the use of a membership card or supplementary card issued by the Club.
- 7.2 Each transaction will be evidenced by a signed voucher and debited to the members' account in the month in which the transaction takes place.
- 7.3 A voucher bearing the impression of a member's membership card or any supplementary card issued at the request of a member shall be conclusive evidence of the purchase by the member or for his/her account of the goods and services referred to therein.
- 7.4 Cash transactions are prohibited on the premises of the Club.

8. MEMBERSHIP CARD AND SUPPLEMENTARY CARD

8.1 Each member shall be entitled to have a membership card which will bear such information as may be decided by the General Committee from time to time.

- 8.2 Each member shall be entitled to request the issuance of a supplementary card for his/her spouse. By making such application, the member shall be deemed to have agreed to be responsible to make payment to the Club for all charges incurred by use of the supplementary card.
- 8.3 Each member shall be entitled to request the issuance of a supplementary card for each unmarried child between the age of 8 and 20. By making such application, the member shall be deemed to have agreed to be responsible to make payment to the Club for all charges incurred by the use of each supplementary card. Any Supplementary Card Holder who reaches the age of 21 is obliged to return his/her supplementary card to the Club.
- 8.4 Until the loss of a membership card or supplementary card is reported to the Membership and Promotion Department, the member to whom the membership card was issued shall be responsible for all transactions involving the use of the membership card or supplementary card. Application shall be made for the issuance of a replacement in the event of loss of any membership card or supplementary card. The member will have to pay a fee for the replacement of the card, which will be determined by the General Committee from time to time.
- 8.5 Each membership card and supplementary card(s) are the properties of the Club and will be surrendered to the Club upon the written request of the Membership and Promotion Department.
- 8.6 A membership card or supplementary card may only be used by the person whose name appears on the card. The card is not transferable (including to family members) and cannot be used by any other person under any circumstances.
- 8.7 A valid membership card or supplementary card must be presented for inspection upon request by any staff of the Club.
- 8.8 A member or Supplementary Card Holder who uses or purchases any goods or services from the Club and is unable to present his/her valid membership card or supplementary card(s) shall have breached the Rules of the Club and be liable to disciplinary proceedings, which shall be determined by the General Committee. Moreover, the Club will not provide goods or services to the member or Supplementary Card Holder.

- 8.9 The member can apply in writing to the General Manager to cancel the supplementary card(s) of his/her spouse and/or children no later than 7 days before the effective date. The cancellation is effective subject to the return of the said card(s) to the Club.

9. ACCOUNTS OF MEMBERS

- 9.1 Amounts of supplies or charges for using facilities shall be signed by the member or Supplementary Card Holder concerned using voucher provided by the Club. Membership card or supplementary card must be presented for payment settlement.
- 9.2 Direct debit authorization will be applied to charge member's monthly subscription and consumption at the Club. Amounts due will be collected by the Club from the member's account on the 17th day of each month or if that day is a public holiday on the immediate following working day upon issue of the monthly statement. Any outstanding amount payable by other methods must be settled within 14 days from the issue date of the monthly statement.
- 9.3 Payment of all accounts other than that by direct debit authorization shall be made to the Club by cash or by crossed cheque or by e-cheque made payable to "YAU YAT CHUEN GARDEN CITY CLUB LTD."
- 9.4 A 2% monthly interest and an administrative fee shall be levied on any balance of any amounts due which are not paid within 14 days from the issue date of the monthly statement as the Club in its absolute discretion may determine.
- 9.5 Should a member fail to pay any amount owing to the Club at the end of the month in which a reminder letter of such outstanding account shall be sent, the name of the member concerned and the amount due shall be posted on the notice board of the Club for 1 week. If his/her account is still unpaid after the expiration of such 1 week, the member's membership shall be deemed to be automatically suspended (and the rights and privileges of any Supplementary Card Holder and guests shall accordingly also be suspended). In addition, the General Committee may in their absolute discretion, decide what appropriate action, if any, shall be taken having considered the circumstances, including without limitation expulsion from membership of the Club.

- 9.6 The subscription of any member activated or re-activated during the month is payable from the commencement of that month. Should any member becomes inactive or withdraws from the Club after the commencement of a month, he/she will be held liable for full month's subscription.
- 9.7 Any increase in subscription by the General Committee shall not come into force until at least 2 months after the decision to increase has been circulated to the members but any accidental omission to circulate the decision to any member shall not invalidate the circular nor prevent the increase from coming into effect.
- 9.8 The General Committee may, in addition to other powers conferred, at any time they see fit, have the account of any member made up and call upon the member concerned to forthwith pay it and if the member concerned shall fail to comply with such request to pay up such account furnished to him/her, the member's membership shall be deemed to be automatically suspended (and the rights and privileges of any Supplementary Card Holder and guests shall accordingly also be suspended).
- 9.9 An administrative fee of HK\$20 per copy of accounting document(s) shall be charged by debiting his/her personal account upon request by a member.

10. CLUB'S FACILITIES RULES

- 10.1 The General Committee, in their absolute discretion from time to time, may make rules regulating the use of each facility within the premises of the Club and the Club will open and close at such hours as the General Committee may decide from time to time.
- 10.2 Guest
- 10.2.1 Guests will not be permitted to use the Club's facilities if they are not signed in immediately by their accompanying members or Supplementary Card Holders.
- 10.2.2 Each membership is allowed to bring along four guests to use the Club's recreational facilities at one time.

10.3 Reservation

10.3.1 Priority will be given to the Club teams for competitions, practice sessions, demonstrations and training courses organized by the Club.

10.3.2 All courts or tables must be reserved either in person or via telephone by the Club membership card holders or Supplementary Card Holders, who intend to use the court/table through the attendant on duty. Bookings cannot be made in the name of another member or Supplementary Card Holder.

10.3.3 All bookings will only be accepted up to 6 days in advance and are limited to two facilities for each membership daily.

10.3.4 Priority bookings through the Club's appointed coaches for Tennis, Badminton, Table Tennis or Squash coaching will only be allowed pertaining to the following schedules:

<u>Days of the Weeks</u>	<u>Coaching Hours</u>	<u>No. of Courts</u>
Weekdays (5 days)	7:00a.m. – 6:00p.m.	2
Weekdays (2 evenings)	6:00p.m. – 10:00p.m. or 11:00p.m.*	1
Saturday	7:00a.m. – 2:00p.m.	1

* Subject to the most current opening hours announced by the Club.

10.3.5 Members or Supplementary Card Holders, who would like to reserve courts or tables for coaching for time slots apart from those stated in Bye-law 10.3.4, must inform the staff of Recreation Department when they are making the bookings for the courts or tables.

10.3.6 If courts or tables become available at the time of play, the requirement under Bye-law 10.3.3 will not be applied. When more than 1 member or supplementary cardholder people are applying simultaneously for the same facility before the beginning of the period, priority will be given to the one who has not enjoyed the facility on that day.

10.3.7 Bookings may only be made in the name of the member or Supplementary Card Holder who actually uses the courts or tables.

10.3.8 The reservation number is 2397 4950.

10.4 Cancellation of Reservation

10.4.1 Cancellation of reservation must be made at least 1 day in advance for the court/table reserved either in person or by telephone. Otherwise, a normal court/table fee will be charged.

10.4.2 A penalty charge in addition to the normal court/table fee will be levied on any member who or whose Supplementary Card Holder has booked a court/table but does not show up. If a lesson has been arranged with the coach, the normal rate for the lesson will be charged.

10.5 Usage of Facilities

10.5.1 The user of the facility must be the member or Supplementary Card Holder who reserved the facility and signed the voucher prior to the use of the facility.

10.5.2 Members or Supplementary Card Holders will be required to present their membership card or supplementary card and sign a voucher prior to the commencement of play.

10.5.3 Courts or tables are to be vacated promptly on completion of each session.

10.5.4 Facility users must refrain from shouting or causing inconvenience to others inside the court.

10.5.5 Each user must refrain from damaging the court and its equipment.

10.5.6 Smoking, eating and drinking inside the courts are strictly forbidden.

10.5.7 Gambling inside the recreational courts are strictly forbidden.

11. CHILDREN

11.1 Children of any member under the age of 8 must be supervised by a member or the Supplementary Card Holder who is the spouse of a member who shall be responsible for the children's behaviour to prevent disturbance or inconvenience to other members.

- 11.2 Members should register the names of their children under the age of 8 with the Membership and Promotion Department in order that they may be allowed to use the recreational facilities.
- 11.3 Members' children under the age of 18 are not entitled to bring guests to the Club.

12. GUEST

- 12.1 Members and Supplementary Card Holders may, subject to Bye-law 11.3 introduce visitors to the Club as guests. Every such guest shall be accompanied all the time by the member or Supplementary Card Holder inside the Club's premises.
- 12.2 The member or Supplementary Card Holder shall also be responsible for the conduct of the guests and ensure that they abide by the rules and regulations of the Club.
- 12.3 No one exerting improper behaviour shall be allowed to enter the premises of the Club, nor shall they be introduced to visit the Club by any member or Supplementary Card Holder.
- 12.4 All guests must be signed in by their accompanying member or Supplementary Card Holder before they are allowed to use the Club's facilities. No guest is allowed to present the membership card or supplementary card of a member or Supplementary Card Holder and sign cheques for the purchase of goods and services provided by the Club.
- 12.5 The Club's General Manager reserves the right to refuse entry to any guests.
- 12.6 The Club's General Manager may, at his/her discretion, restrict the use and enjoyment of the Club or any of the Club's facilities to members only.

13. DRESS CODE

- 13.1 Members, Supplementary Card Holders and their guest(s) shall at all times dress appropriately when using the Club's facilities. The Club may stipulate the type of attire for specific locations and occasions within the premises of the Club.

- 13.2 When using the Club's recreational facilities, members, Supplementary Card Holders or their guests must wear appropriate attire which may include polo shirt, shorts or track suits and non-marking rubber soled shoes without heels.
- 13.3 Proper clothing and shoes shall be worn when members and their guests are taking part in coaching or lessons.
- 13.4 As a general rule, unless the need of the particular sport or activity requires, members are expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing. Likewise, excessively tight or revealing clothing is not permitted. In case of dispute, the final decision rests with the Club.

14. MUSICAL INSTRUMENT

No musical instruments shall be brought into and operated on the premises of the Club.

15. PHOTOGRAPHY, FILMING AND RECORDING

No photography, filming or recording equipment intended for commercial and political uses is allowed to be brought into the premises of the Club without the prior approval of the Club's General Manager. Notwithstanding that the Club's General Manager has approved certain photography, filming or recording equipment for commercial and political uses to be brought onto the Club's premises or notwithstanding any other reason, photography, filming and recording is strictly prohibited in the Club's toilets and changing rooms. In other areas, as a general rule, members may take photographs, film or making recordings of themselves and their family members or guests provided that if the photographs, filming or recording may capture subjects other than the member or his/her family members or guests, then the member shall first obtain the consent of the subject before taking such photographs, or before such filming or recording. The Club's General Manager reserves the right to stop any photography, filming or recording at any time in the Club.

16. NOISE

All persons shall respect the comfort of other persons using the Club's facilities and shall keep noise to a minimum level. No foul language is allowed in the Club. The Club reserves the right to claim compensation from any person producing noise causing the Club being charged or fined.

17. PET

No pet is allowed within the premises of the Club.

18. SMOKING

18.1 Smoking is not allowed in all areas of the Club premises or any part thereof. Staff of the Club are authorized to stop any person from smoking and take appropriate actions.

18.2 In compliance of the provisions of Smoking (Public Health) Ordinance, any indoor area(s) (as defined in the said Ordinance) of the Club premises are designated as non-smoking area. Staff of the Club are authorized to exercise all statutory and other available powers of the manager (as defined in the said Ordinance) and take all appropriate steps for the effective enforcement of this rule.

19. CAR PARKING IN THE CLUB

Subject to such conditions and fees as the General Committee may stipulate from time to time, Members, Supplementary Card Holders and their guests are permitted to use parking space(s) in the Club's carpark for parking their cars. These parking spaces shall be rented hourly and are allocated on a first-come-first-serve basis.

20. PROPERTY OF THE CLUB

20.1 No member, Supplementary Card Holder or their guest(s) shall remove any properties of the Club from the Clubhouse premises.

20.2 The member concerned will be required to meet the cost of damage to any article caused by a member, his/her Supplementary Card Holders or their guest(s). The General Committee's valuation of such article of property shall be final.

21. ILLEGAL GAMBLING

- 21.1 Illegal gambling is not permitted within the premises of the Club.
- 21.2 No cash is allowed to be solicited in Card Rooms for the admittance to the game.

22. PERSONAL PROPERTY

- 22.1 The owner of personal property has the primary duty to take care of the same and to protect the same from loss or damage. To the extent as the law permits, the Club shall not be liable for damage to or loss of property of any person save and except where the damage or loss is caused by the wilful act or gross negligence of the Club or of a person in the course of carrying out his/her duties on behalf of the Club.
- 22.2 No article or property should be entrusted to employees of the Club.
- 22.3 No member, Supplementary Card Holder or their guest(s) of the Club shall bring in and keep or store, or cause or permit to be brought in and kept or stored, any arms, ammunition, dangerous or hazardous goods, explosive or combustible substances, dangerous drugs or relevant chattels or apparatus into or in the Club premises.

23. LOST PROPERTY

- 23.1 Except for articles that will deteriorate or decay, the found items will be kept in the Membership and Promotion Department.
- 23.2 Any articles (except animals or plants) found in the premises of the Club will be stored for a period of 3 months.
- 23.3 After 3 months, the unclaimed articles shall be disposed of in such manner as the General Manager may think fit.
- 23.4 The Club has the right to dispose of any animals or plants found unattended in the Club premises by the way of (including but not limited to) delivering the same to any relevant government department or organization. The Club reserves its right to claim against the owner or claimant of such animals or plants, and/or against the member who permitted or caused the bringing in of such animals or plants into the Club

premises, for all costs, expenses compensation, damages, claims, demands or liabilities which the Club may suffer or incur as a result thereof. Any person who brings or allows to bring any animals or plants into the Club premises is doing so at his/her own risk and the Club shall in no way be liable to any party for any injury suffered by or death of such animals or plants in the Club premises or in the course of or as a result of the disposal of the same by the Club in exercise of the Club's powers under this Bye-law.

24. LIABILITY FOR ACCIDENT

- 24.1 To the extent permitted by law, the Club shall not be liable for accident or personal injury (1) caused by any person and/or, (2) caused to any person, except where the accident or personal injury is caused by the wilful act or gross negligence of the Club or of a person in the course of carrying out his/her duties on behalf of the Club.
- 24.2 All members, Supplementary Card Holders and their guest(s) are advised to observe all signs and notices displayed within the premises of the Club.
- 24.3 Accidents or injuries occurred in the Club will be covered by Third Party Insurance and the member, Supplementary Card Holder or their guest may be compensated with the amount deemed fit by the Insurance Company.

25. CLUB EMPLOYEE

- 25.1 Members, Supplementary Card Holders and their guests shall not request the employees of the Club to carry out errands for them or any other persons whether outside or within the Club premises.
- 25.2 Under no circumstances shall members, Supplementary Card Holders or their guests reprimand or in any way punish any employees of the Club for alleged misconduct.
- 25.3 If a member thinks that any disciplinary action is not in order, the member shall put his/her allegations in writing and address it to the Club's General Manager.
- 25.4 The Club's General Manager shall not be obliged to act with respect to any complaint made verbally.

26. PRIVATE FUNCTION

Arrangement may be made with the Club's General Manager to reserve a venue for a private function in a facility designated for food and beverage services.

27. PRIVATE COACHING

27.1 A member or Supplementary Card Holder must not introduce any private coach to the Club for the purpose of private professional coaching. The Club will only allow a registered coach who is approved by the General Committee to hold the professional coaching lesson in any kind of recreational or sport venues.

27.2 Private or group coaching is provided to the Club members and Supplementary Card Holders only.

27.3 Guests can apply for private or group coaching via Club members' or Supplementary Card Holders' signing.

27.4 All application and/or cancellation of courses must be done through the Recreation Department.

27.5 Members or Supplementary Card Holders who would like to drop out from a certain course have to file in a cancellation form before the end of the month and submit it to the Recreation Department; otherwise, the relevant member will still be liable for the course fee.

28. GRATUITY

All Club employees are strictly forbidden to accept gratuities of any form without the written approval of the Club's General Manager.

29. APPLICATION OF THESE BYE-LAWS

29.1 Each member, Supplementary Card Holder and guest or permitted user shall be deemed to have agreed to observe and conform to these Bye-laws.

29.2 The Chinese version of these Bye-laws is a translation for reference only. All applications should be determined in accordance with the English version. In the event of any inconsistency between these Bye-laws and the Articles, the Articles shall prevail.

PART B: FACILITIES RULES

(I) THE BADMINTON COURT RULES

1. Charge:

The charge for the use of a badminton court is shown on the price list.

2. Opening Hours:

The courts will be opened for use from 7:00a.m. to 11:00p.m. daily.

3. General Rules:

3.1 Each user must abide by the instructions of the Club's General Manager and his/her staff.

3.2 No more than 4 persons are allowed in any court at one time except the group lessons given by the Club's badminton coach.

3.3 Each player is required to be dressed in sportswear and wear non-marking rubber-soled shoes without heels.

3.4 Each player is advised to wear glass spectacles with protective casing if necessary.

3.5 Shuttlecocks may be purchased at the Pro-shop.

3.6 No children under the age of 8 is allowed to play badminton.

3.7 Pursuant to Bye-law 27, professional coaching conducted by the appointed coach of the Club is allowed. Coaching fee is to be approved by the General Committee and should be made payable directly to the Club.

(II) THE SQUASH COURT RULES

1. Charge:

The charge for the use of a squash court is shown on the price list.

2. Opening Hours:

The courts will be opened for use from 7:00a.m. to 11:00p.m. daily.

3. General Rules:

3.1 Each user must abide by the instructions of the Club's General Manager and his/her staff.

3.2 No more than 2 persons are allowed in any court at one time except the group lessons given by the Club's squash coach.

3.3 Each player is required to be dressed in sportswear and wear non-marking rubber-soled shoes without heels.

3.4 Only non-marking squash balls are allowed to be used in the courts.

3.5 Each player is advised to wear glass spectacles with protective casing if necessary.

3.6 No children under the age of 8 is allowed to play squash.

3.7 Pursuant to Bye-law 27, professional coaching conducted by the appointed coach of the Club is allowed. Coaching fee is to be approved by the General Committee and should be made payable directly to the Club.

(III) THE TABLE TENNIS ROOM RULES

1. Charge:

The charge for the use of a table tennis room is shown on the price list.

2. Opening Hours:

The rooms will be opened for use from 7:00a.m. to 11:00p.m. daily.

3. General Rules:

3.1 Each user must abide by the instructions of the Club's General Manager and his/her staff.

- 3.2 No more than 4 persons are allowed to play at any table at one time except the group lessons given by the Club's table tennis coach.
- 3.3 Each player is required to be dressed in sportswear and wear non-marking white rubber-soled shoes without heels.
- 3.4 No children under the age of 8 is allowed to play table tennis.
- 3.5 Pursuant to Bye-law 27, professional coaching conducted by the appointed coach of the Club is allowed. Coaching fee is to be approved by the General Committee and should be made payable directly to the Club.

(IV) THE TENNIS COURT RULES

1. Charge:

The charge for the use of a tennis court is shown on the price list.

2. Opening Hours:

The courts will be opened for use from 7:00a.m. to 11:00p.m. daily.

3. General Rules:

- 3.1 Each user must abide by the instructions of the Club's General Manager and his/her staff.
- 3.2 No more than 4 persons are allowed in any tennis court at one time except the group lessons given by the Club's tennis coach.
- 3.3 Each player is required to be dressed in sportswear and wear non-marking white rubber-soled shoes without heels.
- 3.4 Except the Club's appointed tennis coach, no one is allowed to use ball baskets in tennis courts.
- 3.5 No children under the age of 8 is allowed to play tennis.
- 3.6 Parents are responsible for their children's behaviour in the courts.

- 3.7 If and when bad weather renders the court unfit for use, the Club's management, at their absolute discretion, will close the courts at any time without any prior notice.
- 3.8 Pursuant to Bye-law 27, professional coaching conducted by the appointed coach of the Club is allowed. Coaching fee is to be approved by the General Committee and should be made payable directly to the Club.

(V) THE SNOOKER ROOM RULES

1. Charge:

The charge for the use of a snooker table is shown on the price list.

2. Opening Hours:

The snooker room will be opened for use from 7:00a.m. to 11:00p.m. daily.

3. Restrictions on Access:

- 3.1 Children under the age of 12 are not permitted to enter the snooker room.

- 3.2 Persons aged between 12 and 15 (both inclusive) may enter and may use the snooker room only if accompanied by an adult who is a membership card holder.

- 3.3 Supplementary Card Holders under the age of 18 are not permitted to invite guests to use snooker room.

4. Members, Supplementary Card Holders and guests, whether player or observer, shall observe the following conditions in the snooker room:

- 4.1 Smoking, eating and drinking are strictly forbidden in the snooker room.

- 4.2 Users are required to behave themselves in a reasonable manner and silence must be observed at all times.

- 4.3 Only snooker is to be played. Unorthodox games are strictly forbidden.
- 4.4 Any users placing a glass, ashtray, pipe, cigar or cigarette on any part of the table will be liable on the first offence to a fine of HK\$500 and suspension from use for any subsequent offence.
- 4.5 Any member or Supplementary Card Holder who or whose guest damages the snooker room or loses snooker equipment shall be responsible for making such damage plus the average daily income of the table for the entire idle period, the cost of which will be debited to the member's account.
- 4.6 No user is allowed to play a shot with both feet off the floor. Any person reported for this offence will be fined HK\$500 and suspended from use for a second or subsequent offence.
- 4.7 Ceiling light should be turned on at all times.
- 4.8 Members and Supplementary Card Holders borrowing snooker balls for playing in the snooker room shall sign a borrow slip which shall be cancelled when the snooker balls are returned in good condition.

5. Reservations:

When all snooker tables are occupied, the following reservation procedures shall apply:

- 5.1 Members and Supplementary Card Holders are required to keep their membership cards and supplementary cards at the booking counter. Two or more members or Supplementary Card Holders playing together are NOT permitted to book a table consecutively.
- 5.2 Table shall not be booked in advance, except for competitions or activities organized by the Club.
- 5.3 Members and Supplementary Card Holders may continue playing until the table is booked and shall have the right to finish the game in hand. A game of snooker is defined as being completed when all the balls have been potted.

- 5.4 Members or Supplementary Card Holders wishing to reserve a particular table should inform the staff of booking counter of their choices.
 - 5.5 In order to cater for a member wishing to play but not having arranged a partner, he/she may book in accordance with the method described and allow the next player in turn to play without prejudicing such player's position at the booking counter.
6. Cue lockers:

A limited number of cue lockers are provided for members and Supplementary Card Holders to keep their personal cues. The Club should not be responsible for the loss or theft of, or damage to a member's or Supplementary Card Holder's cue kept in a locker. The charge for hire of a cue locker is shown on the price list.

(VI) THE SWIMMING POOL RULES

1. Charge:
 - 1.1 The charge for the use of the swimming pool is shown on the price list.
 - 1.2 The charge for the use of the swimming pool is levied per visit per head.
2. Restrictions on the Number of Users:
 - 2.1 The swimming pool is licensed to a capacity.
 - 2.2 The lifeguards on duty at the swimming pool are required to prohibit access to the pool if the licensed capacity has been reached.
3. Opening/Closing Hours:
 - 3.1 The opening hours of swimming pools are from daily 7:00a.m. to 11:00p.m. except daily cleaning hours as follows:

Outdoor Swimming Pool — from 12:00nn to 1:00p.m.

Indoor Swimming Pool — from 1:00p.m. to 2:00p.m.

- 3.2 The swimming pools will be opened at such times as shall be determined by the Club's General Manager.
4. Closure for Repairs and Emergency:
 - 4.1 The pool(s) will be closed periodically for the purposes of cleaning, renovation and repair. A notice of closure at the swimming pool area shall be observed by any member, Supplementary Card Holder and their guests seeking access to the pool.
 - 4.2 The Club's General Manager and his/her delegates are authorized to close the swimming pool(s) without any prior notice in the event of any emergency.
 - 4.3 If typhoon signals, thunder or rainstorm warnings are issued, the outdoor swimming pool will be closed immediately.
 - 4.4 The lifeguards on duty are obliged to refuse admission to the swimming pool if it has been closed pursuant to the rules in 4.1, 4.2 and 4.3 above.
 5. Absolute Restrictions:
 - 5.1 Only permitted users will be admitted to the swimming pools.
 - 5.2 Persons suffering from skin diseases, cuts or abrasions are not permitted to use the swimming pools.
 - 5.3 No one is permitted to dress or undress in the pool area other than in the changing rooms.
 - 5.4 Flippers, handfins, snorkels, facemasks, beach balls and water guns are not permitted.
 - 5.5 On the occasions when part of the swimming pool is railed off for swimming classes, swimmers not attending classes are not permitted in that area.

- 5.6 Eating, drinking and smoking are not permitted in the swimming pool area.
 - 5.7 Swimmers using suntan oil must clean themselves with soap and water before entering the pools.
 - 5.8 Swimmers with long hair must wear swimming caps whilst in the pools.
 - 5.9 Persons under influence of alcohol or drug, suffering from high blood pressure, heart disease, epilepsy, obstructive airway disease, or being physically unfit shall not use the swimming pools, indoor or outdoor jacuzzi.
6. Restrictions on Children:
- 6.1 Children under the age of 12 are not permitted to enter the swimming pools unless they are accompanied by a person over the age of 18 or under the supervision of the swimming coach.
 - 6.2 A child who cannot swim, with or without flotation aids, is the direct responsibility of the parent and/or the accompanying adult to the exclusion of the Club, its staff, agents, contractors and the employees of such agents and/or contractors.
 - 6.3 Children under the age of 18 are not permitted to invite their guests to use the swimming pools.
 - 6.4 Children under the age of 12 are not permitted to use the jacuzzi.
7. Conditions of Use:
- Users of the swimming pools are required to observe the following conditions:
- 7.1 Any member, Supplementary Card Holder or their guests must be signed in properly before he/she can use the swimming pools. If necessary, members and Supplementary Card Holders have to show their membership cards and supplementary cards for verification purpose.

- 7.2 The instructions of the Club's General Manager, his/her staff and/or lifeguards on duty are to be complied without question at all times.
- 7.3 The user of the swimming pools must first use the foot-baths and those who have taken strenuous exercise are requested to take a shower before entering the swimming pools.
- 7.4 Only swimwear and no footwear other than plastic slippers are permitted in the swimming pool areas.
- 7.5 Spitting, running, pushing, games of chase or 'splash bombing' are strictly forbidden.
- 7.6 Flotation aids shall only be used under the approval of the lifeguards on duty.
- 7.7 Diving is only permitted at the deep end of the pool. Divers must take care to ensure the way is clear before commencing his/her dive.
- 7.8 When the swimming pools are closed pursuant to the rules in 4.1, 4.2 and 4.3 above, no lifeguard will be on duty. Swimming in the pool after closure is strictly forbidden.
- 7.9 The Club assumes no responsibilities whatsoever for any accidents or injuries suffered in or around the pools or for loss of properties thereat.
- 7.10 Priority of use will be given to the Club for competitions, practice sessions, swimming training courses and special events organized by the Club.
- 7.11 Pursuant to Bye-law 27, professional coaching conducted by the appointed coach of the Club is allowed. Coaching fee is to be approved by the General Committee and should be made payable directly to the Club.

(VII) THE EXERCISE ROOM RULES

1. Charge:
 - 1.1 The charge for the use of the exercise room is shown on the price list.
 - 1.2 The charge for the use of the exercise room is levied per visit per head.
2. Opening Hours:

The room will be opened for exercise from 7:00a.m. to 11:00p.m. daily.
3. Restrictions on Access:
 - 3.1 The exercise room is restricted to persons who are over 14 years old.
 - 3.2 Children under the age of 18 are not permitted to invite their guest to use the exercise room.
4. General Rules:
 - 4.1 Any member, Supplementary Card Holder or guest must sign in properly before he/she can use the exercise room. If necessary, members have to show their membership cards and supplementary cards for verification purpose.
 - 4.2 Each user must abide by the instructions of the Club's General Manager and the exercise room's instructor.
 - 4.3 All equipment provided must be used in accordance with the instructions of the exercise room's instructor.
 - 4.4 Each user must be in sportswear. Abbreviated tank tops are allowed.
 - 4.5 Jeans are not allowed while exercising.
 - 4.6 Each user must have foot covering. Socks are permitted but rubber-soled heelless sports shoes are recommended.

- 4.7 Each user must refrain from damaging the equipment provided.
 - 4.8 Each user must wipe the equipment with a towel after use.
 - 4.9 All attachments for machine should be replaced in their original positions after use.
 - 4.10 Activities like shadow boxing, jumping or any contact sports playing are not allowed inside the exercise room.
 - 4.11 Users should consult their physicians and prove that they are fit for physical training before using the facilities. The Club is not liable nor responsible for any accidents or injuries to any member or his/her guest caused by the use of the fitness equipment.
 - 4.12 Users should stop exercising immediately and inform the instructor if they feel sick, such as dizziness, unfit, exhaustion, short in breathing or vomiting.
5. Monthly Programmes:
- 5.1 All participants must be the members of the Club.
 - 5.2 The subscription fee is charged per person per month. Participants are free to use the exercise room for an unlimited number of times within that month without any supplementary charges.
 - 5.3 No participant will be permitted to transfer his/her place in the programme.
 - 5.4 In the event of voluntary withdrawal from the scheme, the participant concerned should complete and submit a cancellation form to the Recreation Department before the end of the month. Otherwise, the fee for the coming month will be charged.
6. Reservation on Equipment:
- 6.1 Reservation on equipment is not permitted.
 - 6.2 Each user is not permitted to reserve equipment or prevent other persons from accessing equipment which is not being used.

(VIII) THE DANCE ROOM RULES

1. Opening Hours:

The dance room will be opened only during the time as an organized activity or a training class is being conducted by the Club.

2. General Rules:

2.1 Running, pushing, games of chase are strictly forbidden.

2.2 Each user must abide by the instructions of the Club's General Manager and his/her staff.

2.3 Each user is required to be dressed appropriately for the relevant course.

2.4 Members and Supplementary Card Holders may introduce their guests to join an organized activity or a training class only at the discretion of the Club's General Manager.

2.5 The introduction fee of a guest will be posted on the recreational program leaflet.

(IX) THE GOLF DRIVING RANGE RULES

1. Charge:

The charge for the use of the golf driving range is shown on the price list.

2. Opening Hours:

The golf driving range will be opened for use from 7:00a.m. to 11:00p.m. daily.

3. Restrictions on Access:

3.1 The practice area is restricted to persons over the age of 6.

3.2 Children under the age of 12 can only play golf under the supervision of a person over the age of 18 or the golf instructor.

- 3.3 Children under the age of 18 are not permitted to invite their guests to use the practice area.
4. Closure for Repair and Emergency:
 - 4.1 The practice area will be closed periodically for the purposes of cleaning, clearing of obstacles, renovation and repair.
 - 4.2 The Club's General Manager and his/her delegates are authorized to close the golf facilities without any prior notice in the event of any emergency.
 - 4.3 If typhoon signals, thunder or rainstorm warnings are issued, the golf facilities will be closed immediately.
5. General Rules:
 - 5.1 Any member, Supplementary Card Holder or guest must sign in properly before he/she can use his/her practice bays. Members and Supplementary Card Holders have to show their membership cards and supplementary cards for verification purpose.
 - 5.2 Each user must abide by the instructions of the Club's General Manager and his/her staff in connection with safety and health measures.
 - 5.3 No more than 1 person is allowed in any practice bay at one time except the lessons given by the Club's golf instructor.
 - 5.4 Golfer is required to be dressed in sportswear and wear rubber-soled shoes in the practice area. No metal spikes are allowed.
 - 5.5 Parents or guardians are responsible for the safety and behavior of their children all the time while they are in the practice area.
 - 5.6 No person is allowed to enter the lawn in front of practice bays and other danger areas.

- 5.7 Running, horseplay, shouting or any rough behavior are not allowed inside and around the practice area.
- 5.8 User should keep the cleanliness of the practice area all the time.
- 5.9 User should be responsible for any damages to the equipment or properties caused by himself/herself.
- 5.10 Users are only allowed to practice in the session printed on the ticket.
- 5.11 Smoking, eating and drinking inside the practice area are strictly forbidden.
- 5.12 The Club is neither liable nor responsible for any loss of properties, accidents or injuries to any member, Supplementary Card Holder or guest caused by the use of this facility.
- 5.13 The staff on duty reserves the right to refuse the facility to anyone who behaves improperly.
- 5.14 Priority of use will be given to the Club for competitions, practice sessions, golf training courses and special events organized by the Club.
- 5.15 Pursuant to Bye-law 27, professional coaching conducted by the appointed coach of the Club is allowed. Coaching fee is to be approved by the General Committee and should be made payable directly to the Club.

(X) THE RESERVATION OF AIRPORT GOLF COURSE RULES

1. Charge:

Each unnamed membership card will be levied for an administration fee:

Weekdays, Weekends & Public Holidays

\$30 per card per visit

2. General Rules:
 - 2.1 Each applicant must be the Member or Supplementary Card Holder of the Club.
 - 2.2 Each Member or Supplementary Card Holder may apply for the use of Airport Golf unnamed membership card with privileges of exemption of green fee. Priority bookings will be given to members of the Yau Yat Chuen Garden City Club Golf Association.
 - 2.3 Each unnamed membership card will be levied for an administration fee. The administration fee is non-refundable upon confirmation.
 - 2.4 The vacancy of booking is accepted up to a maximum of four (4) and will be allocated on a first- come-first-serve basis.
 - 2.5 All bookings will be accepted up to fourteen (14) days in advance for Golf Association members and 10 days in advance for Member or Supplementary Card Holder. (Subject to change as according to guidelines of Airport Golf Course)
 - 2.6 Cancellation of bookings must be made at least 24 hours in advance, a double administration fee will be charged as penalty and in addition to the charges of Airport Golf Course, if any, for the any no show.
 - 2.7 Member or Supplementary Card Holder who commits a consecutive 3 times of no show record within 12 months is obliged to pay the penalty and related charges and faces a suspension of 6 months advance booking as disciplinary action.
 - 2.8 Member or Supplementary Card Holder is allowed to bring along three (3) guests to use the Airport Golf facilities and shall pays the green fee and related charges.
 - 2.9 The Member or Supplementary Card Holder shall also be responsible for the conduct of the guests and ensure that they abide by the rules and regulations of the Airport Golf Course.

- 2.10 The Club shall be under no liability or responsibility for any accident or injury however incurred by any Member or Supplementary Card Holder and their guests. Member or Supplementary Card Holder and guests are advised to purchase their own golfer and traveler insurance plan.
- 2.11 All charges for using Golf facilities must be settled by Member, Supplementary Card Holder or guest upon departure of Airport Golf Course. The Club will not responsible for any credit arrangement.
- 2.12 The Yau Yat Chuen Garden City Club membership card must be presented for verification.

(XI) THE MINI-SOCCER PITCH RULES

1. Charge:

The charge for the use of the mini-soccer pitch is shown on the price list.

2. Opening Hours:

The mini-soccer pitch will be opened for use from 7:00a.m. to 11:00p.m. daily.

3. General Rules:

- 3.1 No children under the age of 6 are allowed to play soccer unless they are accompanied by an adult.
- 3.2 No more than 6 persons are allowed in the mini-soccer pitch at one time.
- 3.3 No soccer boots (rubber or aluminum spike) are allowed.
- 3.4 Each user is required to be dressed in sportswear and wear non-marking rubber soled shoes without heels.
- 3.5 The rules regarding reservation, cancellation and usage of facilities in these Bye-laws are applied in the mini-soccer pitch.

- 3.6 Members, Supplementary Card Holders or their guests who damage the mini-soccer pitch or its equipment shall be responsible for such damages.
- 3.7 Smoking, eating, drinking, littering and gambling are strictly forbidden in the mini-soccer pitch.
- 3.8 Members and Supplementary Card Holders are responsible for the behavior of their guests in the mini-soccer pitch. Should there be any breach of the above rules or the eligible members fail to rectify the same despite persuasions and/or warnings from staff of the Club, the Club shall have the right to exercise its authority to stop the users from using the mini-soccer pitch.
- 3.9 The Club reserves the right to close the mini-soccer pitch at any time for cleaning, maintenance and repair without any prior notice.

(XII) THE CHANGING ROOM RULES

1. Opening Hours:

The changing rooms will be opened for use from 7:00a.m. to 11:30p.m. daily.

2. General Rules:

- 2.1 Clothing and/or personal belongings should not be left unattended inside the changing room. No responsibility will be accepted by the Club for the loss of or damage to clothing and/or personal belongings left unattended in the changing room.
- 2.2 Clothing and/or personal belongings should be deposited for safe-keeping in a locker. Keys to a locker can be obtained from the staff of Recreation Counter. No responsibility will be accepted by the Club for any loss or damage to clothing and/or personal belongings from these lockers.

- 2.3 The charge for the use of a towel for members, Supplementary Card Holders and their guests is shown on the price list. A member or Supplementary Card Holder will be required to sign a voucher immediately for each towel issued. This voucher will be returned to users on the return of towel. Any member or Supplementary Card Holder who or whose guest is unable to return the towel will be charged for its cost as shown on the price list.
- 2.4 Eating, drinking and smoking are not allowed in the changing rooms.
- 2.5 All users are required to assist in keeping the changing rooms in good condition by cleaning and tidying up after use themselves.
- 2.6 A child under the age of 6 who cannot dress himself/herself may be accompanied by his/her parents to the appropriate changing rooms.

(XIII) THE SAUNA ROOM AND STEAM ROOM RULES

1. Charge:

The charge for the use of sauna room or steam room is shown on the price list.

2. Opening Hours:

Both sauna and steam rooms will be opened for use from 7:00a.m. to 11:00p.m. daily.

3. General Rules:

- 3.1 No more than 6 persons are permitted in sauna or steam room at one time.
- 3.2 Children under the age of 12 are not allowed to use the facilities.
- 3.3 Users should take a thorough shower before using the facilities.
- 3.4 Users should attire in swimwear or bathwear to use these facilities.
- 3.5 Glycerine and scented oils are not recommended in sauna or steam room.

- 3.6 No hair perming or treatment is allowed in sauna or steam rooms.
- 3.7 Users having drunk alcoholic beverage, suffering from high blood pressure, heart disease, epilepsy, obstructive airway disease, or being physically unfit are advised not to use the facilities.
- 3.8 The Club shall have no responsibility for whatsoever accidents that may occur.

(XIV) THE LOCKER RULES

1. A member or Supplementary Card Holder will be provided with a key of a locker upon request. He/she will be required to sign a voucher immediately for each key issued. This voucher will be returned to users on the return of the key.
2. Any member or Supplementary Card Holder who is unable to return the locker key will be charged for the cost of key replacement as shown on the price list.
3. Each locker must be vacated immediately and the key must be surrendered to the Club each day.
4. A limited number of lockers are available to members and Supplementary Card Holders on a first-come-first-serve basis. Each membership can only apply for the use of one locker in male and female changing rooms respectively with monthly rental charge.
5. The monthly rental charge for the use of locker is shown on the price list.

(XV) THE TV GAMES ROOM RULES

1. Charge:

The charge for the use of the TV games room is shown on the price list.

2. Opening Hours:

The TV games room will be opened for use from 10:00a.m. to 8:00p.m. daily.

3. General Rules:

- 3.1 The TV games room is a center licensed for persons under the age of 16 to use.
- 3.2 No person aged 16 or above shall be admitted to the TV games room except any authorized or exempted person or any person accompanying another who is under the age of 16 for caring that person.
- 3.3 No person in school uniform shall be allowed in the TV games room.
- 3.4 Each user must abide by the instructions of the staff on duty. If any user behaves improperly, the staff on duty is authorized to stop such person from using TV games machines. The Club shall not be liable for any compensation due to such stoppage.
- 3.5 Games of chase, pushing and fighting are strictly forbidden.
- 3.6 Police officers and any public officers authorized by the Commissioner of Television and Entertainment Licensing Authority shall be permitted to enter and inspect the TV games room. Identity cards of persons playing in the TV games room will be checked to ensure that the provisions of the Amusement Game Centres Ordinances are complied with.
- 3.7 Each user must refrain from damaging equipment in the TV games room.
- 3.8 If any user finds that all TV games machines are occupied, he/she must queue up for the use.
- 3.9 The Club management can, at their absolute discretion, close the TV games room at any time without any prior notice.
- 3.10 If the TV games room is closed, the staff on duty is authorized to refuse any admittance.
- 3.11 Eating, drinking and smoking are not permitted in the TV games room.

(XVI) THE CHILDREN PLAYROOM RULES

1. Charge:

The charge for the use of the children playroom is shown on the price list.

2. Opening Hours:

The children playroom will be opened for use from 10:00a.m. to 10:00p.m. on weekdays, and from 8:00a.m. to 10:00p.m. on Saturday, Sunday and Public Holidays.

3. General Rules:

3.1 Only children under the age of 10 will be allowed to use the children playroom.

3.2 Children must be accompanied by their parents or guardians when using the children playroom.

3.3 The children playroom can entertain a certain number of children at any period of time.

3.4 Users must comply with the instructions of the staff on duty who is authorized to stop any usage due to misconduct or misbehavior.

3.5 Users must wear cotton socks instead of shoes when using the children playroom.

3.6 Games of chase, fighting and pushing are not allowed in the children playroom.

3.7 Parents or guardians accompanying children to use the children playroom are responsible for their children's behaviour and safety.

3.8 Users must register at the playroom counter before they can use the facilities of the playroom. Membership cards and supplementary cards should be shown to the staff on duty for checking if required.

3.9 The management is authorized to close the children playroom without any prior notice if the situation requires.

- 3.10 When the closing time is approaching or the maximum capacity of the room is reached, the staff on duty can refuse further admittance.
- 3.11 Eating, drinking and smoking are not permitted in the children playroom.

(XVII) THE CAR PARK RULES

1. Charge:
 - 1.1 The charge for the use of the car park is shown on the price list which may be changed by General Committee from time to time.
 - 1.2 Each member or Supplementary Member will be charged at member fee for occupying one parking space provided that his or her car has been registered with the Club and will be charged at guest fee for occupying additional parking space(s).
 - 1.3 A special rate will be applied to cars which have been parked overnight until they are driven away.
2. General Rules:
 - 2.1 Each membership is entitled to the registration of 3 vehicle numbers.
 - 2.2 Members have to register their vehicle numbers with the Club. The registration record of vehicle numbers will be effective after 3 days since the registration date.
 - 2.3 For any vehicles which have not been registered or the registrations of vehicle numbers have not been effective, these vehicles will be treated as guests' vehicles and the parking fees of guest's vehicle will be applied accordingly.
 - 2.4 Due to the limited number of parking spaces, the vehicles will be signed in on a first-come-first-serve basis. Parking space reservation is not available.

- 2.5 Members, Supplementary Card Holders and their guests must settle their parking fees and obtain the parking vouchers from the Reception, and pass them to the security guard on duty in the car park exit before they can drive away their cars.
- 2.6 The Club reserves the right to prevent any vehicles from leaving the car park if there is no parking voucher is passed to the security guard on duty.
- 2.7 No vehicle is allowed to be parked in the car park entrance/exit or near the swing gate to minimize accidents from occurring.
- 2.8 All guests should register their vehicle numbers, their accompanying members' or Supplementary Card Holders' names and membership numbers at the Reception.
- 2.9 No responsibility will be accepted by the Club for any personal injuries/death/accidents/any loss of or damages to cars parking in the Club and/or personal belongings inside the cars.
- 2.10 Members, Supplementary Card Holders or their guests are suggested to use the parking meters outside the Club premises in case the Club's parking space is fully occupied or reserved for special purposes.
- 2.11 The owner and/or driver of vehicle parked in the car park must bear all liability for and indemnify the Club against all damage to property and/or persons arising from or incidental to his/her use of the Club's car park.
- 2.12 The owner and/or driver of vehicle shall be responsible for any damage to the structure of and/or fixtures or equipment in the car park and in the event of such damage shall pay to the Club on demand the cost of repairing or replacing the same. The Club shall have absolute authority to assess the costs of repairing or making good the damage. In the event of default of payment of the costs, the Club shall take any steps to recover such costs as the Club considers appropriate.
- 2.13 No unauthorized vehicle shall be parked in the car park, including motor cycles, bicycles, etc.

- 2.14 The Club shall have the right and authority to, without giving prior notice or seeking prior consent from the relevant vehicle driver or owner, impound, move, tow away or detain any vehicles parked in the Club's car park or positioned at its entrance or driveways for the proper management of the car park (including but not limited to recovery of outstanding parking fees and other payments) or traffic control. The Club shall not be responsible for any loss or damage caused to the vehicles that are impounded, moved or towed away or detained. The Member under whose account the impounded, moved, towed or detained vehicle is allowed to enter the car park shall, together with the owner and driver of that vehicle, jointly and severally liable to the Club's administration fee as the General Committee shall determine from time to time as well as to indemnify all costs and expenses incurred by the Club in respect thereof.
- 2.15 The driver of vehicle must park their vehicle within parking space markings.
- 2.16 The owner and/or driver of vehicle have to follow the direction given by the security guard when entering or leaving the car park.
- 2.17 The maximum speed limit in the car park is 5km/hour.

(XVIII) THE READING LOUNGE RULES

1. Opening Hours:

The reading lounge will be opened for use from 7:00a.m. to 11:00p.m. daily.

2. General Rules:

- 2.1 Each user must abide by the instructions of the Club's General Manager and his/her staff.
- 2.2 Each user is required to keep noise to a minimum level to avoid disturbing other users.
- 2.3 Each user is advised to pay attention to his/her sitting posture. It is strictly forbidden that feet are put on the table or the user lies on the sofa.

- 2.4 Users are not allowed to bring their own food and drink for consumption inside the reading lounge.
- 2.5 Magazines and newspapers are for reading in the reading lounge only.
- 2.6 Card playing or gambling are not allowed in the reading lounge.
- 2.7 Reading lounge is for reading only.
- 2.8 Playing games is forbidden in the reading lounge.

(XIX) THE BOARD ROOM RULES

1. Charge:

Members and Supplementary Card Holders can contact the staff of Verbena Café regarding the charge of using the board room.

Minimum charges for lunch and dinner banquet menus have been determined. Members and Supplementary Card Holders can contact Food and Beverage Department for details.

2. Opening Hours:

The board room will be opened only during the time as an organized activity or a meeting is being conducted. It will be closed at all other times. The board room is available for rental from 9:00a.m. to 10:00p.m. daily.

3. General Rules:

- 3.1 Members or Supplementary Card Holders who would like to use the board room have to make reservations with Verbena Café at least 3 days prior to the event day.
- 3.2 Members or Supplementary Card Holders who would like to cancel their reservations must inform Verbena Café 1 day prior to the event day. Otherwise, the relevant member will be liable to pay the room rental.

- 3.3 Members and Supplementary Card Holders have to list clearly the purpose of the usage, number of participants, date and time of the event for the Club's approval. If the Club is in doubt of the usage or the number of participants has exceeded the maximum limit, the Club reserves its right to reject the reservations or stop the usage.
- 3.4 Members and Supplementary Card Holders reserving the board room are liable to pay for any damages inside the room during the event.
- 3.5 Members, Supplementary Card Holders and their guests must abide by the instructions of the Club's General Manager and his/her staff.
- 3.6 Each user is required to be dressed appropriately.
- 3.7 Card playing or gambling activities are strictly forbidden in the board room.

(XX) THE MULTI-PURPOSE ROOM RULES

1. Charge:

Members and Supplementary Card Holders can contact the staff of Recreation Department regarding the charge of using the multi-purpose rooms.

2. Opening Hours:

The multi-purpose rooms will be opened only during the time as an organized activity or a meeting is being conducted. They will be closed at all other times. The multi-purpose rooms are available for rental from 7:00a.m. to 11:00p.m. daily.

3. General Rules:

- 3.1 Members and Supplementary Card Holders who would like to use the multi-purpose room have to make reservations with Recreation Department at least 7 days prior to the event day.

- 3.2 Members and Supplementary Card Holders who would like to cancel their reservations of the multi-purpose room must inform Recreation Department 3 days prior to the day. Otherwise, the members will be liable to pay the room rental.
- 3.3 Members and Supplementary Card Holders have to list clearly the purpose of the usage, number of participants, date and time of the event for the Club's approval. If the Club is in doubt of the usage or the number of participants has exceeded the maximum limit, the Club reserves its right to reject the reservations or stop the usage.
- 3.4 Members and Supplementary Card Holders reserving the multi-purpose room are liable to pay for any damages inside the room during the event.
- 3.5 Members, Supplementary Card Holders and their guests must abide by the instructions of the Club's General Manager and his/her staff.
- 3.6 Each user is required to be dressed appropriately.
- 3.7 Card playing or gambling are strictly forbidden inside the multi-purpose room.

(XXI) THE FUNCTION ROOM RULES

1. Charge:

Minimum charges for lunch and dinner banquet menus have been determined. Members and Supplementary Card Holders can contact Food and Beverage Department for details.

2. Opening Hours:

The function rooms will be opened only during the time as an organized activity or a meeting is being conducted. They will be closed at all other times. Unless otherwise approved by the General Manager the function rooms are available for rental from 11:00a.m. to 3:00p.m. daily and from 4:00p.m. to 11:00p.m. daily.

3. General Rules:

- 3.1 Each user must abide by the instructions of the Club's General Manager and his/her staff.
- 3.2 Each user is required to behave himself/herself in a proper that users of the other function rooms are not disturbed by any undue noise.
- 3.3 When private parties are held in the function rooms, gambling using dice, mahjong or card playing is lawful if the games are played on a social occasion; no fee is charged for admission and the game is not conducted for the private gain of any person other than being as a winner of the game. Use of these rooms for illegal gambling, profit making or commercial purpose is strictly prohibited. Any member or Supplementary Card Holder wishing to reserve the function rooms can contact the staff of Food and Beverage Department.
- 3.4 One year in advance reservation of the whole hall is allowed for members and please contact the Food & Beverage Department for reservation.
- 3.5 The Club accepts the reservation of fifteen tables or less within the next 6 months only.
- 3.6 Members or Supplementary Card Holders who would like to cancel their reservations must inform Food and Beverage Department 7 days prior to the event day. Otherwise, the minimum charged per table for the specific period will be levied on the members' account.

(XXII) THE BAUHINIA SUITE RULES

1. Charges:

The Club will charge the users for using the Bauhinia Suite during lunch or dinner period.

Minimum charges for lunch and dinner banquet menus have been determined, Members and Supplementary Card Holders can contact Food and Beverage Department for details.

2. Opening Hours:
 - 2.1 Lunch: 11:00a.m. to 3:00p.m. daily.
 - 2.2 Dinner: 4:00p.m. to 11:00p.m. daily.
 - 2.3 Other usage: Time period to be approved by the Club's General Manager.

3. General Rules:
 - 3.1 Members and Supplementary Card Holders who would like to use the Bauhinia Suite have to make reservations with Food and Beverage Department within the next 6 months only. If a member would like to use the Bauhinia Suite for purposes other than lunch and dinner, he/she must apply for management's approval. Members or Supplementary Card Holders who would like to cancel their reservations must inform Food & Beverage Department 7 days prior to the event day. Otherwise, the minimum charge per table for the specific period will be levied on the members' account.
 - 3.2 The Bauhinia Suite can serve a maximum of 32 people. i.e. 2 banquets and 2 tables of mahjong or card playing.
 - 3.3 The users of Bauhinia Suite are required to abide by the instructions of the Club's General Manager and the staff on duty.
 - 3.4 Mahjong and card playing are allowed inside the Bauhinia Suite as long as no illegal gambling is carried out.
 - 3.5 The users of Bauhinia Suite must be properly attired.
 - 3.6 The member concerned will be required to meet the cost of making any damages to the Club's properties caused by himself/herself, his/her family or his/her guest(s). The General Committee's valuation of such article of property shall be final.
 - 3.7 Any member or Supplementary Card Holders wishing to reserve Bauhinia Suite can contact the staff of Food & Beverage Department at 2397 4951.

(XXIII) THE CARD ROOMS RULES

1. Opening Hours:

The card rooms will be opened only during the time as an organized activity or a meeting is being conducted. They will be closed at all other times. The card rooms are available for rent from 10:00a.m. to 11:00p.m. daily.

2. General Rules:

2.1 Each user must abide by the instructions of the Club's General Manager and his/her staff.

2.2 Minimum charges for daily banquet menus have been determined. Members and Supplementary Card Holders can contact Food and Beverage Department for details.

2.3 Bookings will only be accepted up to 2 weeks in advance for each members and Supplementary Card Holders.

2.4 Members or Supplementary Card Holders who would like to cancel their reservations must inform Food and Beverage Department 2 days prior to the event day. Otherwise, the minimum charged per table for the specific period will be levied on the members' account.

2.5 Each user is required to behave himself/herself in a proper that users of the other card rooms are not disturbed by any undue noise.

2.6 When private parties are held in the card rooms, gambling using dice, mahjong or card playing is lawful if the games are played on a social occasion; no fee is charged for admission and the game is not conducted for the private gain of any person other than being as a winner of the game. Use of these rooms for illegal gambling, profit making or commercial purpose is strictly prohibited.

2.7 Any member or Supplementary Card Holder wishing to reserve the card rooms can contact the staff of Food and Beverage Department at 2397 4954.

(XXIV) THE LAWN RULES

1. Opening Hours:

The lawn will be opened for use from 7:00a.m. to 11:00p.m. daily.

2. General Rules:

2.1 Each user must abide by the instructions of the Club's General Manager and his/her staff.

2.2 Ball games or any other activities which will damage the lawn will be strictly forbidden.

2.3 The Club reserves its right to close the lawn at any time for maintenance, repair or other activities.

