

CITYWALK MANAGEMENT COMPANY LIMITED
CITYWALK 2 MANAGEMENT COMPANY LIMITED

TERMS AND CONDITIONS FOR USE OF EXHIBITION/PROMOTION VENUES

1. Application

- 1.1 Applicant should submit the “Application Form for Use of Exhibition/Promotion Venue” by filling in all the required information with event proposal, proposed event rundown and tentative venue set up layout to Citywalk Management Company Limited and Citywalk 2 Management Company Limited (hereinafter refer as “The Office”) **at least 30 days** before the event commencement date for further processing by The Office.
- 1.2 Applicant shall make its own arrangements for the necessary decoration. Finalized layout plan including measurement details, fixtures design or photo with dimension, event backdrop layout, and visual layouts of all display materials and promotion materials should be submitted to The Office for approval **at least 14 days** before the event commencement date. Otherwise, The Office reserves the right to cancel the captioned application and forfeit all fees and charges paid in advance.
- 1.3 In case of a stage event, performance or ceremony, a detail programme rundown and guest list of the event should be submitted to The Office for approval **at least 14 days** before the event commencement date.
- 1.4 “Event Information Form” and details of involvement of other parties should be submitted to The Office by written **at least 14 days** before the event commencement date.
- 1.5 The Office reserves the right to decline any application without any reason.

2. Booking Confirmation & Payment

- 2.1 Unless and until both parties have countersigned the written License Agreement (hereafter refer as “The Agreement”) issued by The Office, there is no commitment for The Office to grant to The Applicant the right to use the venue subject to the terms herein contained.
- 2.2 The Agreement must be signed and returned to our management **at least 14 days** before the event commencement date.
- 2.3 Full payment of fees/charges has to be settled **at least 14 days** before the event commencement date. Any delay in payment of the said fees/charges will result in cancellation of the venue booking.
- 2.4 The Applicant shall not transfer, assign, share or part with the possession of the venue(s) and/or equipment(s) to any other party.

3. Event Cancellation

- 3.1 In the event that The Applicant intends to cancel the booking, a prior written notice to The Office is required. The Applicant will be subject to a forfeiture of 50% of the license fee if the cancellation of booking is made within 7 to 14 days before the event commencement date; and 100% of license fee if the cancellation is made less than 7 days before the event commencement date. The Office reserves the right to revoke the permission for the use of venue should The Applicant fail to comply with any of the terms and conditions herein contained and reserves the right to claim for damages in consequence thereof.
- 3.2 The license charge shall be returned to The Applicant in full, but without interest, if this application is not accepted by The Office within 7 days.
- 3.3 Once the Application is accepted by The Office, if The Applicant fails to take possession of the venue on or before the event commencement date or if The Applicant fails to perform or comply with any of The Applicant's obligation contained herein, The Office shall be entitled at its absolute discretion forfeit the license charge paid in full and terminate the permission without affecting The Office's other rights and remedies which it is entitled hereunder or under any law..

4. Event Time

- 4.1 Event time for general exhibition: 10:00am - 9:00pm

5. Venue Setting and Dismantling

- 5.1 The Applicant shall cover the venue with dark red or grey carpet or carpet of any other colour as approved by The Office.
- 5.2 The Applicant shall enter the venue after 10:30pm the night before the event commencement date or before 9:00am on the event commencement date and move out with all their packed belongings by 9:59pm on the last day of the event unless with prior written consent of The Office. Separate written application should be made to The Office for any exception to the timeframe.
- 5.3 During move-in and move-out period, The Applicant shall arrange to cover the venue floor with protective materials.
- 5.4 The Applicant is required to sign an undertaking for protection of the venue from damage before moving in and shall be liable to any damage caused to the structure or other fittings and equipment in the venue.
- 5.5 The Applicant is required to inform on-site Property Officer prior to set-up or dismantling of the event setting.
- 5.6 Person-in-charge of The Applicant's contractor must collect working pass for all workers from the Property Management Office before moving in the venue.

- 5.7 The Applicant must apply the permission from The Office by returning the Appendix I if the venue setting and dismantling involve any jobs working at height. Otherwise, it is not allowed without the permission.
- 5.8 Cargo lifts but not passenger lifts or escalators shall be used for delivery of goods.
- 5.9 No trolley with iron wheels shall be used within the shopping mall.
- 5.10 No storage will be provided for The Applicant or his contractor(s).
- 5.11 The Applicant shall and shall procure its contractors, agents, employees to obey and comply with all instructions and directions in respect of the setup and/or dismantling reasonably given by The Office and its staff.

6. Operation

- 6.1 The Applicant shall be responsible for maintaining order and crowd control throughout the event.
- 6.2 All activities must be confined to the venue. No goods, decorations or publicity materials shall be put outside the venue.
- 6.3 No hanging of banners, posters and other POPs on wall, barriers or window is allowed. All displayed materials should not cause any blockage to shop front of any tenants.
- 6.4 The Applicant shall not carry out any illegal or immoral activities at, in, on or upon the venue nor sell or promote any illegal products or products not specified in the approved application. The Office shall have the absolute right to remove from the venue any products, which are considered by The Office at its absolute discretion, unfit for the venue and which The Applicant has failed to remove upon demand by The Office. The Applicant shall indemnify The Office for all loss or damages arising from all and any activities or display of The Applicant.
- 6.5 The on-site staff hired by The Applicant should stay within the venue during the promotion/exhibition unless prior approval has been sought from The Office.
- 6.6 The Applicant shall set audio-visual equipment at a volume level that will not create any noise nuisance or inconvenience to the public or nearby tenants. The Office has the right to demand and The Applicant shall upon such demand make adjustments on the sound volume to an acceptable level.
- 6.7 The Applicant undertakes not to do anything whatsoever that may cause fire risk or other hazards or that may be of nuisance in Citywalk or Citywalk 2.
- 6.8 The Office has the right to demand and The Applicant shall upon such demand cause stoppage or cancellation of the event should, in the opinion of The Office, a safety hazard is posed or is likely to pose to the public.
- 6.9 The Applicant shall observe all rules and regulations from time to time prescribed by The Office for the proper management and maintenance of the Citywalk or Citywalk 2.

7. Safety of Merchandise & Decorations

- 7.1 The Applicant must take all precautions to protect their goods & decorations displayed or placed at the venue from any loss or damage and The Office shall not be responsible for any loss or damage of The Applicant's properties irrespective of the cause thereof whether during the event, venue setting or dismantling period.
- 7.2 No goods or decorations are allowed to place under the fire shutters.
- 7.3 The Applicant is suggested to employ security guard(s) from companies as approved by The Office to look after their setting and goods during the night and The Office is not responsible for any security or safety of such setting and goods.

8. Power Supply & Telephone Line

- 8.1 The Applicant shall employ a licensed electrician to connect electricity in the presence of representative of The Office.
- 8.2 The Applicant will be responsible for arranging telephone/ cashier line if needed by The Applicant.

9. Insurance & License

- 9.1 The Applicant shall take out and maintain throughout the event and setup period at his own costs insurance for public liability and all risks on their properties including goods and decorations in respect of the event and the setup. The Applicant shall indemnify and keep The Office indemnified against all actions, proceedings, demands, costs, expenses and claims whatsoever by any third party causing by or arising from the act, omission, neglect or default of The Applicant, his contractors, employees, servants, agents, invitees, licensees, visitors or customers.
- 9.2 The Applicant shall obtain at his own costs all necessary approvals or licenses from the Government or other related authorities including CASH, IFPI or HKRIA etc. for all activities of the event.

10. Cleaning

- 10.1 The Applicant shall keep the venue in good, clean and tidy condition and never leave any packing or wrapping materials e.g. carton boxes elsewhere during and after the event.
- 10.2 All goods and exhibit items should be covered with clean and tidy red cloth after event hours.
- 10.3 All carton boxes and miscellaneous items must be placed carefully and kept out of public view during the event
- 10.4 All rubbish or unwanted things should be disposed at the refuse collection point.
- 10.5 Upon expiry or revocation of the permission, The Applicant shall remove all his properties and belongings and surrender the venue in a clean tidy and proper condition to The Office's reasonable satisfaction. A cleaning charge of HK\$1,000 will be imposed on The Applicant should The Applicant leave the area with garbage or in a condition that, in the opinion of The Office, requires cleaning service.

11. Arrangement for Adverse Weather

- 11.1 Special arrangement will be made due to adverse weather. When the typhoon signal No.8 or above, or a black rainstorm is hoisted before 12 noon on the event day, so as to render unfit for continuation of the event, The Applicant may then apply to The Office for rescheduling the event subject to the final decision at its discretion of The Office.
- 11.2 If typhoon signal No.8 or above, or a black rainstorm is hoisted after 12 noon on the event day, The Applicant is not entitled to reschedule the event nor any compensation whatsoever as a result thereof.

12. Force Majeure

- 12.1 If the event is cancelled due to force majeure, The Applicant shall have no claims for compensation whatsoever against The Office or for refund of the license fee or equipment charge or any part thereof.

13. Charity Organization

- 13.1 Any Applicant who applies to use the venue for fund-raising or charity sales must submit the application with a valid license for such purpose from the related Government Department for prior checking.

The Office reserves the right at its discretion to and The Applicant shall upon request by The Office stop any activity that infringes the terms and conditions as stated in the Application Form for Use of Exhibition/Promotion Venue, including the terms and conditions herein contained.

The Office has the right to alter, cancel, withdraw or revoke any approval/permission for the application without any cause by giving written notice to The Applicant. The Applicant shall not be entitled to any compensation whatsoever for any loss, damages, costs and expenses as a result of the alteration, cancellation, withdrawal or revocation. In case of cancellation, withdrawal or revocation or if the alteration is not acceptable to The Applicant, any license fee, equipment and other charges which have already been paid to The Office shall be returned to The Applicant after deducting all expenses which have been incurred by The Office on behalf of The Applicant in relation to the application or the event or any incidental matters, if any.

Enquiry:
Retail Marketing & Promotions - Citywalk
Tel: (852) 3926 5800
Email: citywalkpromo@sino-estates.com

Effective: 1st July, 2017

Ref. No. _____ (For Office Use Only)

Ref: 201707

To: **Citywalk Management Company Limited (“The Office”)**

Date: _____

Attn: _____

Email: **citywalkpromo@sino-estates.com**

From: _____ (*Mr. / Ms. / Mrs.)

Tel: _____

Application Form For Use of Exhibition/Promotion Venue
Citywalk / Citywalk 2

Particulars of The Applicant

Name of Organization/ Company (in English): _____
(in Chinese): _____

Nature of The Applicant:

- Commercial Organization
- Government Department
- Charity/ Social Service Group (please attach relevant document)
- Non-profit making organization but of no charity nature (please attach relevant document)
- Others (please specify)

Business Registration No.: _____ **(Please attach BR copy)**

Office Address: _____

Name of Applicant (in English): _____ Tel: _____

Position Held: _____ Fax: _____

Mobile: _____ E-mail: _____

Details of Proposed Event

Official Name of Event (in English): _____
(in Chinese): _____

Exhibition / Promotion Venue:

Citywalk	<input type="checkbox"/> Event Hall, UG/F <input type="checkbox"/> Nature Walk A, G/F <input type="checkbox"/> Open Piazza, G/F (*Charity or Government Event only)
Citywalk 2	<input type="checkbox"/> Event Hall, UG/F <input type="checkbox"/> Fame Walk A, G/F <input type="checkbox"/> Fame Walk B, UG/F
TV Wall	<input type="checkbox"/> Package #1 <input type="checkbox"/> Package #2
Others	<input type="checkbox"/> Shooting for Movie / Advertisement / TV Program

Preferred Exhibition / Promotion Period: 1. _____
2. _____
3. _____

To: Citywalk Management Company Limited (“The Office”)

Date: _____

Attn: _____

Email: citywalkpromo@sino-estates.com

From: _____ (*Mr. / Ms. / Mrs.)

Tel: _____

Event Information Form

For better co-ordination with your event, please email the completed form to Promotions Department **14 days prior** to the first exhibition/ promotion day.

Event Title:				
Event Date:				
Event Time:				
Event Venue:				
Move-in Time:				
Move-out Time:				
Company Name:				
Contact Person:		Title:		
Tel:	(during office hours)		(after office hours)	
Fax:				
Email address:				
Signature: (with company chop)				

*** The following documents are attached for further review and approval**

- Confirmation of all third parties involvement
- Finalized layout plan with measurement details
- Fixture design or photo with dimensions
- Event backdrop layout
- Visual layouts of all display materials and promotion materials
- Confirmed guest list and program rundown

Appendix I

高空工作許可證

第一部份申請：(由負責 維修工程人員 或 承辦商負責人(例如：清潔分判商)填寫)		
公司名稱	_____	
負責人姓名及職位	_____	聯絡電話 _____
部門名稱	_____	
工作地點：	離地面高度： _____ 米	
工序簡述：	_____	
工作日期：	由： _____ 至： _____ (最長祇可簽發十四日。期間如有重大的環境或天氣轉變，必須重新簽發)	
工作時間：	由： _____ 至： _____ (天氣：晴/陰/微雨/大雨/雷暴/ _____)	
工作許可證編號：	_____	
一般安全措施:	是	不適
1. 工作前已進行相關的風險評估	<input type="checkbox"/>	<input type="checkbox"/>
2. 工地已妥善圍封並設有合適的警告牌	<input type="checkbox"/>	<input type="checkbox"/>
3. 手工具扣在手腕或放在合適的容器內(例如袋子和桶子)，防止高空墮物	<input type="checkbox"/>	<input type="checkbox"/>
4. 提供安全出入口及上落通道	<input type="checkbox"/>	<input type="checkbox"/>
5. 工人已佩戴安全帽及帽繩	<input type="checkbox"/>	<input type="checkbox"/>
就涉及的工具機器，請在 <input type="checkbox"/> 內加上 ✓ 號，並確定有關的安全措施：		
<input type="checkbox"/> A) 吊船		
A1. 附有有效的檢驗證書 (表格二及三：有效日期至 _____)	<input type="checkbox"/>	<input type="checkbox"/>
A2. 附有由合資格操作員簽發的檢查書 (表格一：有效日期至 _____)	<input type="checkbox"/>	<input type="checkbox"/>
A3. 由公司授權/委任的合資格人士操作 (操作員姓名: _____)	<input type="checkbox"/>	<input type="checkbox"/>
A4. 不會容許超出吊船的安全負重 (最高安全負重： _____ 千克)	<input type="checkbox"/>	<input type="checkbox"/>
A5. 不會容許超出吊船的限定盛載人數 (最多盛載人數： _____ 人)	<input type="checkbox"/>	<input type="checkbox"/>
A6. 工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩上	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B) 竹棚/金屬棚架/吊棚 -- 搭建或拆卸		
B1. 如高度超出15米時，棚架已交由專業工程師設計	<input type="checkbox"/>	<input type="checkbox"/>
B2. 搭建、拆卸或改建時，由合資格人士監督，並由已受訓練的工人進行	<input type="checkbox"/>	<input type="checkbox"/>
B3. 工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩或其他牢固點上	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> C) 竹棚/金屬棚架/吊棚 -- 使用		
C1. 裝有合規格的圍欄及踢腳板 (高欄900-1150, 中欄450-600, 踢腳板200毫米)	<input type="checkbox"/>	<input type="checkbox"/>
C2. 工作平台以夾板、木板 或 橋板鋪密 防止人體或物件下墮	<input type="checkbox"/>	<input type="checkbox"/>
C3. 棚架位置已被固定(例如：裝有斜撐 或/和 連牆器)，及調較至水平位置	<input type="checkbox"/>	<input type="checkbox"/>
C4. 吊棚的狗臂架上已裝有最少三粒爆炸螺絲	<input type="checkbox"/>	<input type="checkbox"/>
C5. 流動式金屬架的車輪已被鎖上	<input type="checkbox"/>	<input type="checkbox"/>
C6. 附有由合資格人士簽發的檢查書 (表格五：有效日期至 _____)	<input type="checkbox"/>	<input type="checkbox"/>
C7. 使用吊棚的工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩或其他牢固點上	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D) 升降台		
D1. 已確定升降台設有合規格的圍欄及踢腳板 (高欄900-1150, 中欄450-600, 踢腳板200毫米)	<input type="checkbox"/>	<input type="checkbox"/>
D2. 附有有效的檢驗證書 (表格四及五：有效日期至 _____)	<input type="checkbox"/>	<input type="checkbox"/>
D3. 附有由合資格操作員簽發的檢查書(或表格一)	<input type="checkbox"/>	<input type="checkbox"/>

D4. 由公司授權/委任的合資格人士操作 (操作員姓名: _____)	<input type="checkbox"/>	
D5. 不會容許超出升降台的安全負重 (最高安全負重: _____ 千克)	<input type="checkbox"/>	
D6. 不會容許超出升降台的限定盛載人數 (最多盛載人數: _____ 人)	<input type="checkbox"/>	
D7. 升降台放置在堅固而平坦的地面、將支撐腳完全伸展、並調教至水平位置	<input type="checkbox"/>	<input type="checkbox"/>
D8. 工人已佩帶全身式安全帶，並將尾繩繫於製造商指定的牢固點上	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E) 防墮系統 (包括牢固點)		
E1. 附有有效的檢驗證書 (有效日期至 _____)	<input type="checkbox"/>	<input type="checkbox"/>
E2. 工人已佩帶橫向的防墮系統工作 (例如清潔遮蓬)	<input type="checkbox"/>	<input type="checkbox"/>

以下簽署人士已清楚明白該項工作的潛在風危、安全措施、及工作證的內容，並會承諾遵守一切安全施工的安排：

所屬公司	職位 (負責監督)	姓名	簽署

本申請人 謹此簽署 確實所提供的資料無誤，並執行相關的安全措施。

姓名及簽署： _____

申請日期和時間： _____

第二部份批准申請：(由本公司 一級技術員或以上 / 助理大廈主管或以上 填寫)

***批准人必須是已完成平安咭安全訓練並持有有效平安咭**

本人 已檢查上述的安全措施並批准申請。如在工作許可證的期限之內遇有重大的天氣變化，此工作許可證將會自動取消。

批准人姓名 _____ 日期 _____

簽署 _____ 時間 _____

平安咭號碼 _____ **平安卡有效日期至** _____

完工通知：

第三部份完成工序：(由負責維修工程人員或承辦商負責人 (例如：清潔分判商) 填寫)

工作已完成及移除任何危險

負責維修工程人員或承辦商負責人姓名 _____ 日期 _____

簽署 _____ 時間 _____

第四部份註銷：(由客戶服務中心負責人填寫)

上述工作已完成經檢查及移除任何危險

管理處負責人姓名 _____ 日期 _____

簽署 _____ 時間 _____

Appendix I

Supplementary (補充資料)

相片記錄	相片記錄
相片記錄	相片記錄
相片記錄	相片記錄

Appendix II

安裝及清拆工程注意事項

1. 基於保安理由，所有工人於進行任何工程前須於保安室登記個人資料，請予合作。
2. 工人於工作時必須配帶工作證及反光衣。
3. 如須高空工作(即離地面兩米之工程)，承建商必須於工作前 5 天提交高空工作許可證、風險評估報告以及裝修工人工作證申請表。
4. 所有電力工程須由合資格人士負責執行。管理公司有權即時要求終止工作如工人未能出示相關證明文件。
5. 所有戶外(包括花園廣場及禾笛街)之安裝工程、清拆工程、噪音工程、大型物料搬運及所有其他發出聲浪之工作只可於每天上午八時至晚上七時內進行。而室內工程可於每天上午七時正至凌晨十二時進行。若工作人員須於上述時間以外工作或逗留過夜工作，承建商必須於48小時前向管理公司作出申請。
6. 工作時間使用發出噪音之機件，如破碎機、鑽及鋸會被定義為噪音工程，戶外(包括花園廣場及禾笛街)之工程必須於上午八時至晚上七時進行；而室內工程必須於上午七時至上午十時的指定時段內進行。
7. 焊接工程及異味工程必須於工作前48小時向管理公司作出申請。申請批准後方進行。而工程只可在每天晚上十一時至翌日上午七時前於室內進行。
8. 所有安裝或清拆範圍均須以圍板圍封。
9. 運送物料時，須小心避免損壞公眾地方之設施及影響顧客，如有損壞，照價賠償。如有須要搬運大量物料，請預先通知管理公司以便安排載貨升降機及上落貨區時間。
10. 運送任何物料須使用指定之貨運升降機上落，嚴禁使用客用升降機或扶手電梯。如須經過室內公眾位置，只限於商場非營業時間內，即上午七時至上午十時或晚上十時至晚上十二時進行。如須於上述指定時間以外經由室內公眾位置運送大型物料，必須向管理公司作申請。
11. 所有廢料及雜物嚴禁堆放於公眾地方、貨運升降機堂或貨物起卸區。承建商須自行安排清理裝修廢料及雜物等。
12. 如管理公司發現有裝修廢料及雜物私自堆放於公眾地方、貨運升降機堂或貨物起卸區，管理公司有權立即清理該裝修廢料或雜物，而有關的清理費用則須由判頭負責支付。
13. 如須使用高空吊環，必須向管理公司作出書面申請並由管理公司人員操作吊環。掛飾安裝或拆除後，管理公司人員檢查後方操作吊環升降。
14. 所有工人工作時須注意言行，不可在工作範圍內睡覺、吸煙、留宿、賭博、半裸身體、穿著背心、赤腳而行及行為不檢，以免對顧客造成滋擾。
15. 如有違反上述事項，客戶服務中心會先予口頭警告。若情況未有改善，管理公司有權即時要求撤離該工人及終止工作而無須預先通知。

查詢電話：3926 5700

Appendix II
裝飾安裝及清拆工程時間表

	戶外(包括花園廣場及禾笛街)	室內
7:00am - 8:00am	X	室內工程 / 噪音工程 物料搬運
8:00am - 9:00am	戶外工程 物料搬運	室內工程 / 噪音工程 物料搬運
9:00am - 10:00am	戶外工程 物料搬運	室內工程 / 噪音工程 物料搬運
10:00am - 11:00am	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
11:00am - 12:00nn	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
12:00nn - 1:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
1:00pm - 2:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
2:00pm - 3:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
3:00pm - 4:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
4:00pm - 5:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
5:00pm - 6:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
6:00pm - 7:00pm	戶外工程 物料搬運	室內工程 (焊接 / 噪音 / 異味工程除外)
7:00pm - 8:00pm	X	室內工程 (焊接 / 噪音 / 異味工程除外)
8:00pm - 9:00pm	X	室內工程 (焊接 / 噪音 / 異味工程除外)
9:00pm - 10:00pm	X	室內工程 (焊接 / 噪音 / 異味工程除外)
10:00pm - 11:00pm	X	室內工程 物料搬運
11:00pm - 00:00am	X	室內工程 物料搬運 焊接工程 / 異味工程 (須一天前申請)
00:00am - 7:00am	X	室內工程 (須兩天前申請) 焊接工程 / 異味工程 (須一天前申請)

管理公司有權對上述工作時段作出調整而無須另行通知。

Appendix III

Time table for The Applicant to follow

Number of days before the event commencement date	Materials to be submitted to The Office	Remarks
30 days	<ol style="list-style-type: none"> 1. Application Form for Use of Exhibition/Promotion Venue 2. Event proposal 3. Tentative venue setup layout 4. Tentative programrundown 	
14 days	<ol style="list-style-type: none"> 1. Full payment of the license fee 2. Confirmation of all third parties involvement 3. Finalized layout plan with measurement details 4. Fixture design or photo with dimension 5. Event backdrop layout 6. Visual layouts of all display materials and promotion materials 7. Confirmed guest list and program rundown 8. Event Information Form 	
Event Cancellation		
7 to 14 days	Written notice	Forfeiture of 50% of the license fee
Less than 7 days	Written notice	Forfeiture of 100% of the license fee