

General Terms and Conditions for Facility Booking

These General Terms and Conditions for Facility Booking (**GTC**) apply to the reservation of facilities at the premises of AMIGOS By HKMC (**AMIGOS**) (collectively defined as **Facility Booking**). By using the facility(ies), member(s) and guest(s) (**Users**) are agreeing and accepting these GTC. AMIGOS may vary these GTC from time to time at its sole discretion. Copies of these GTC are available for inspection on request at our reception.

1. Booking

- 1.1 Facility Booking can be made 30 days in advance on a first-come-first-served basis.
- 1.2 Member is required to submit request for Facility Booking through AMIGOS By HKMC Mobile Application (**AMIGOS Mobile App**).
- 1.3 AMIGOS staff will confirm the request for Facility Booking with the member by telephone within 2 business days after the submission of such request. Each Facility Booking is subject to telephone confirmation by AMIGOS staff.
- 1.4 Facilities available for booking include multi-function rooms, meeting rooms and co-working space. The duration for each session is as follows:
 - (a) Multi-function room : 3 hours
 - (b) Meeting room : 1 hour
 - (c) Co-working space : 1 hour
- 1.5 Each member can reserve a maximum of 3 hours of the facility(ies) on any single day, and up to 3 days within the next 30 days.
- 1.6 Member is required to present the QR code issued by AMIGOS Mobile App for registration at the premises before using the facility. Member must be present during the booked session.

2. Payment

- 2.1 Member is required to pay the renting fee at the premises on the same day before using the facility. The relevant fee schedule is set out in AMIGOS Mobile App.

3. Cancellation

- 3.1 Cancellation of the booking can only be made by member through AMIGOS Mobile App and should be made at least 2 business days before the relevant booking date.

4. Arrangement during Adverse Weather Conditions

- 4.1 AMIGOS may close the venue under adverse weather conditions. In which event, no refund of renting fee will be made.

5. Late / Absence / Overrunning

- 5.1 If members do not show up within the first 15 minutes of the scheduled time, AMIGOS may release the facility to other members.
- 5.2 If members do not show up before the end of the booked session, AMIGOS may cease to accept further booking by such members.
- 5.3 User(s) should leave the venue and return the facility when their booked session is over.

6. Transfer of booking

- 6.1 All Facility Bookings are not transferable.

7. Others

- 7.1 The GTC makes reference to existing laws and regulations. Should there be any changes to such laws or regulations, including but not limited to those related to the prevention and control of disease, the GTC would be amended to meet the updated requirements.
- 7.2 AMIGOS reserves the rights to close or temporarily suspend any facility at any time without prior notice. In the case of any disputes, the decision of AMIGOS shall be final.