TomLeeMusic Academy

租用琴室規則:

一、 租用之琴室及其使用時間一經預定後不能更改，所付款項，恕不退回。

(1) 如因香港考試及評核局重新編排考試時，貴客則可要求退款或重新預約時間。

(2) 若因私人理由，貴客可於已於預約時間前不少於三天(不計算租用琴室當日)提出更改，但事先必須另繳付行政服務費港幣 50 元正方可辦理，而該行政服務費必須於更改預約時間後的三天內完成付款。如距離已預約時間不足三天者(不計算租用琴室當日)，將不接受任何更改，而先前所付之所有款項亦恕不退回。

二、 使用琴室前，請出示正式收據，以便核對。

三、 使用琴室練琴時，琴室不得超過三個人。

四、 於本中心內，不得喧嘩、飲食及吸煙。

五、 貴客請小心個人財物，若在本中心遺失，本公司恕不負責。

六、 不得破壞琴室內之設備。若有損壞，須照價賠償。

七、 使用琴室遲到者，不會獲以金錢或任何形式補回遲到之時間。

八、 若懸掛八號或更高風球、或者發出黑色暴雨警告時，所有練琴時間一律取消。

九、 若八號或更高風球或黑色暴雨警告於當日下午三時前除下，琴室將於兩小時後恢復服務，任何預定之租用時間將不能更改，而所付款項亦不被退回。若八號或更高風球或黑色暴雨警告於當日下午三時後除下，當日之練琴時間全部取消。

十、 如因上述第八或第九項而取消預約，可要求退款或重新預約，但貴客必須於當天通知本中心。若貴客沒有作出任何通知，先前所付之所有款項將不被退回。

十一、貴客同意遵守及接受本中心不時訂立之琴室使用規則及規管。

STUDIO-BOOKING – RULES AND REGULATIONS:

1. Studio room and time reserved cannot be changed and fees paid for the booking of the Studio are non-refundable.
   (a) If there is any re-scheduling of examinations by the Hong Kong Examinations and Assessment Authority, customers could request for refunds or re-schedule the booking.
   (b) Customers could reschedule their studio booking at least 3 days before the original booking (reserved day excluded) due to personal reasons, and is subjected to the charge of administration fee HK$50. The administration fee must be paid within 3 days from the day of reschedule request. If the rescheduled day is less than 3 days to the original booking day, change will not be entertained and all fees previously paid will not be refunded.
2. Customers are required to show the original receipt to our staff for verification before using the Studio.
3. During each practice session, maximum 3 people are allowed in a Studio.
4. Smoking, eating, drinking and the making excessive noise are not allowed in the Centre.
5. Please be careful with your personal belongings, we will not be responsible for any loss in our Centre.
6. Customers are responsible for any damage caused to the facilities and equipment, etc. in the Studio.
7. Late-comers would not be compensated for the time loss.
8. Once typhoon signal No.8 or above, or black rainstorm signal is hoisted on that day, all studio bookings will be cancelled.
9. If typhoon signal No.8 or above, or black rainstorm signal is lifted before 3 p.m. on that day, the Studio will resume operation 2 hours later. Any booking afterwards shall not be changed and fees settled will not be refunded. If typhoon signal No.8 or above, or black rainstorm signal is lifted after 3 p.m. on that day, all studio bookings on that day will be cancelled.
10. If any booking is cancelled under Clause 8 or 9, customers could request for refunds or re-schedule the booking provided that immediate notice of cancellation on that day has been given to our Centre. In the absence of such notice, all fees and charges previously paid will not be refunded.
11. Customers agree to be bound by all rules and regulations relating to the use of the Studio as the centre may impose from time to time.