

# **CIC BIM Space**

## **Facility Booking Brochure**

**Aug 2019**

**(Version 2.0)**

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## 1. Introduction

- 1.1 The Construction Industry Council (CIC) has long been supporting the industry in promoting the implementation of Building Information Modelling (BIM) technologies. To build capacity and cope with the growing demand on the use of BIM technologies in the industry, a new “CIC BIM Space” is established to organise more BIM related events and to provide diversified supports, including:
- Showcasing of BIM technologies and applications;
  - Collaboration with industry partners and stakeholders to promote adoption of BIM via seminars and workshops, etc.; and
  - Provision of a knowledge hub and advisory service.
- 1.2 The CIC BIM Space occupies around 6,200 square feet, including showcase area, Multi-Purpose area and BIM Lab. Facility booking are provided for public and industry for specific uses
- 1.3 This brochure sets out the details of facilities that are available to industry practitioners by way of short term rental and the terms and conditions upon which such use will be granted.
- 1.4 Enquiries of the CIC BIM Space:
- Address: 29/F, Tower 2, Enterprise Square Five (MegaBox),  
38 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong
  - Telephone: (852) 2100 9000
  - Fax: (852) 2100 9090
  - Email: [bimspace@cic.hk](mailto:bimspace@cic.hk)

## 2. Facilities

- 2.1 The CIC BIM Space provides one Multi-Purpose area and one BIM Lab for rental in normal operation days (Monday to Friday; Saturday, Sunday and Public Holidays will be opened on a needed basis).
- 2.2 Three time slots are available for rental as shown below:
- Morning session: 09:00 to 12:30
  - Afternoon session: 14:00 to 17:30
  - Evening session: 18:00 to 21:00 (on a needed basis)

The above hours include event setup and dismantle time.

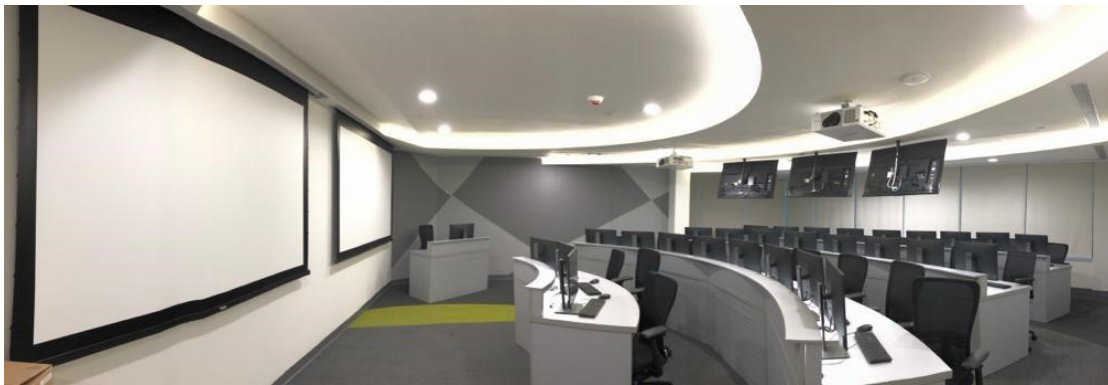
### 2.3 Multi-Purpose Area

- Area: 70 m<sup>2</sup>
- Maximum capacity: 60 seats
- Facilities:
  - Podium x 1
  - Projector x 1
  - Screen (LED Wall) x 1
  - Microphone x 2
  - Chair x 60
  - Bar stool chair x 5



#### 2.4 BIM Lab

- Area: 90 m<sup>2</sup>
- Maximum capacity: 28 seats for audiences with Desktop Workstation per seat
- Facilities:
  - Projector x 2
  - Screen x 2
  - Microphone x 1
  - Lecturer desk x 1
  - Lecturer chair x 1
  - Lecturer desktop Workstation x 1



### 3. Booking Procedure

- 3.1 Bookings should be made through CIC BIM Space Facility Booking Form (website: <https://www.cic.hk/eform/BIMBooking/regform.aspx>). An application could be made up to TWO months in advance from the date of the event. It is recommended that every application should be made at least ONE month in advance from the date of the event.
- 3.2 The rental fee is waived from now until further notice.
- 3.3 The applicant must be the organiser or owner of, or its authorised representative who is wholly responsible for, the event to be held at the CIC BIM Space.
- 3.4 Allocation of bookings are subject to availability. Priority will be given to the BIM related activities/ events/ workshops, etc, especially those co-organised with the CIC.
- 3.5 For requests for bookings of BIM Space venues on days other than Monday to Friday, we will contact the applicant to make suitable arrangements. Applications will only be considered for use of the venue for BIM activities and the event is non-profit making.
- 3.6 The CIC BIM Space may require any further documents or information as it deems relevant in considering the application, whether in relation to the applicant, the event and/or its content, or any other matter that the CIC BIM Space considers relevant.
- 3.7 The CIC BIM Space reserves its absolute right and total discretion in accepting or rejecting any booking application.
- 3.8 Acknowledge receipt email of booking application would be sent to applicant immediately after the receipt of the application.
- 3.9 An acceptance or rejection email would be sent to applicant within 7 working days after the receipt of the completed application.
- 3.10 Together with the acceptance email, the “CIC BIM Space Facility Booking Brochure” would be attached for applicant’s information.

### 4. General Terms and Conditions

- 4.1 Upon confirmation of the booking, the event Organiser will be granted the use of the Facility by way of a licence for the period of use (“Rental Period”) stated in the booking confirmation.
- 4.2 The Facility will only be made available to the Organiser for the Rental Period. All activities preceding or after the event, such as the set-up, or the subsequent dismantling and removal of installations and equipment brought in by the Organiser, must be carried out and completed by the end of the Rental Period.
- 4.3 Unless previously arranged with the CIC BIM Space, all deliveries and pick-up for the event must be made on the same day as the event.

- 4.4 The Organiser must ensure that all participants, visitors, and staffs of or in connection with the event vacate the Facility prior to the end of the Rental Period and hand over the Facility to the CIC BIM Space duly reinstated to the same condition as it was when the Facility was handed over to the Organiser.
- 4.5 The Organiser may only use the Facility for the event stated in the booking confirmation, otherwise the CIC BIM Space shall have the right, without prejudice to other remedy or action available to it, to discontinue the unapproved activities, close off the Facility and/or terminate the licence granted without paying any compensation of whatever nature or reason.
- 4.6 The Organiser shall not under any circumstances use or allow the CIC BIM Space including but not limited to the Multi-Purpose area and BIM Lab to be used for any immoral or illegal purpose.
- 4.7 The Organiser shall in all respects in conducting any activity at the Facility or otherwise in connection with the event observe and comply with all applicable laws and regulations, the terms of the Hong Kong Special Administrative Region Government Licence and the rules and regulations from time to time stipulated by the CIC.
- 4.8 The Organiser shall be responsible for obtaining at its own expenses from all relevant government authority(ies) all necessary permit(s) and/or licence(s) required for the event.
- 4.9 The Organiser may not show any film (as defined by the Film Censorship Ordinance Cap 392) in whatever format unless it has obtained all necessary licences for the public exhibition of such film and no later than 7 days before the event produced to the CIC BIM Space a Certificate of Approval / Exemption in respect of the film issued by the Director of Film, Newspaper and Article Administration of the Hong Kong Special Administrative Region Government.
- 4.10 The Organiser shall not show exhibit or display anything in whatever format at the event which in the opinion of the CIC BIM Space, is likely to contravene the Control of Obscene and Indecent Articles Ordinance or to infringe the intellectual property rights of a third party, or which is likely to give rise to such a claim.
- 4.11 If any of the foregoing provisions are not complied with, the CIC BIM Space shall have the absolute right and total discretion at any time to immediately discontinue the event, terminate the use of the Facility without any compensation, and the Organiser shall be further liable to fully indemnify and hold harmless the CIC BIM Space against all losses, damage claims and legal expenses on a full indemnity basis suffered or incurred as a result of the said breach and the costs and expenses which the CIC BIM Space may have to pay to deal with, defend and/or to satisfy any claims rightfully or wrongfully lodged against the CIC BIM Space.
- 4.12 The Organiser shall be fully and solely responsible for the security and safekeeping of the Facility and all its contents and goods brought into the CIC BIM Space and the CIC BIM Space shall under no circumstances be liable for any theft, loss or damage of any goods, products or the display in the event area.

- 4.13 The Organiser shall be fully and solely responsible for public safety within the event area and shall at its sole expense procure sufficient public liability insurance cover throughout the Period of Use as well as contractor's all risks insurance(s) to cover all contracting works for the set up, dismantling and reinstatement works before and after the event.
- 4.14 The CIC and CIC BIM Space shall in no circumstances be under any liability whatsoever to the Organiser or any other person claiming under it whomsoever in respect of any loss, damage, costs, expenses, injury or death (to the maximum extent permitted by law) owing to, caused by or arising from any defect or breakdown of building services and facilities in the CIC BIM Space such as electricity and water supply, lifts, air-conditioning, internet, Wi-Fi, water leakage or overflow, fire or breakdown of fire alarm and services, government restrictions, public disorder, protests and demonstrations, acts of God, and any matter beyond the CIC BIM Space's control, that may cause the Facility or the CIC BIM Space (or any part thereof) to be temporarily closed or the event to be interrupted or cancelled. If any such liability shall accrue to the CIC and/or CIC BIM Space, the Organiser hereby waives its right to make any claim against the CIC and/or CIC BIM Space by reason thereof and the Organiser shall keep the CIC and/or CIC BIM Space fully indemnified and harmless against any loss, damage, costs and expenses arising from any claims made against the CIC and/or CIC BIM Space as a result of the aforesaid matters.
- 4.15 The Organiser shall be fully liable to the CIC BIM Space for all the acts omissions and negligence of any of its members, participants, visitors, guests, employees, agents, contractors and all other persons present at the CIC BIM Space by reason of the event conducted by it at a CIC BIM Space Facility.
- 4.16 Inclement Weather Arrangement
- (a) Tropical Cyclone Warning Signal No. 8 or above:
- i. All scheduled events will be cancelled or discontinued. If the event is already commenced, CIC BIM Space staff and the Facility Management Technical Staff should assist the Organiser in releasing the event participants
  - ii. If the warning signal is cancelled 3 hours or more before the event commences, the event may proceed as scheduled. The event Organiser should inform CIC BIM Space whether the event will proceed and make appropriate public announcements to the public and/or parties concerned
- (b) Black Rainstorm Warning:
- i. Events in progress will continue
  - ii. Events which have not commenced will be cancelled.
- (c) Tropical Cyclone Warning Signal No. 3 or Red Rainstorm Warning:
- i. The event Organiser should inform CIC BIM Space if there is any cancellation and make appropriate public announcements to the public and/or parties concerned.
  - ii. In case of any cancellation, CIC BIM Space staff should liaise with the event Organisers for the re-schedule of the booking.
- (d) If the event is cancelled or discontinued after it has commenced due to inclement weather conditions, the Organiser may contact CIC BIM Space for re-scheduling but



it is subjected to the availability of the premises.

## 5. Terms and Conditions for Organiser

### 5.1 Set-up, Fitting Out and Signage

- (a) Walkthrough the event rundown with the CIC BIM Space staff.
- (b) Submit finalised floor plan to CIC BIM Space 5 working days prior to the event.
- (c) Coordinate all deliveries with the CIC BIM Space staff and notify him/her 24 hours in advance of the time of deliveries, including but not limited to tables and chairs, venue decoration, audio-visual systems and any other items to be delivered in connection with the event.
- (d) The CIC BIM Space staff will not sign or acknowledge any delivery on behalf of the Organiser. However, in the event that a CIC BIM Space staff has accepted any delivery, the CIC BIM Space and the CIC BIM Space staff accept no liability in respect of any shortage, defects or damage.
- (e) Nothing may be affixed to the interior or exterior walls, floors, windows, window coverings, ceiling or any other surface within the Facility or the CIC BIM Space without prior approval of the CIC BIM Space staff. Use of nails, staples, tape or adhesive substances on any surface within the Facility or the CIC BIM Space is prohibited.
- (f) Any decorations and signage, to be exhibited, displayed or affixed within the Facility or any part of the CIC BIM Space must be previously approved by the CIC BIM Space in writing.
- (g) Different height limits shall apply for any exhibit, stand or display item to be installed in the Facility. Such limits are subject to the stipulation of the CIC BIM Space from time to time and which the Organiser shall adhere to.
- (h) Any exhibit, stand or display item must be pre-fabricated before delivery to the CIC BIM Space. No production work or painting is allowed inside the CIC BIM Space.
- (i) All carts and rolling equipment must have proper rubber tyres. Masonite or plywood must be placed on the floor if materials or equipment of excessive weight are rolled into the CIC BIM Space.
- (j) All permitted loadings of the Facility are subject to the approval of the CIC BIM Space.

### 5.2 Publicity Materials

- (a) Without prior written permission from the CIC BIM Space, the Organiser shall not use the CIC BIM Space name or logo or any part of the CIC BIM Space name or logo or any image, representation or likeness thereof in connection with the Organiser's business or permitted use of the Facility or



for the purpose of any other advertising, publicity, marketing or other promotional materials, or any activities, signage or otherwise.

- (b) The Organiser shall not use the CIC BIM Space name or logo which may create an impression that the CIC BIM Space or CIC BIM Space staff is in any way participating in or sponsoring or supporting the Organiser's event, or its business or cause.
- (c) CIC BIM Space's prior written approval is required for distribution of any leaflets notices, advertising matter and promotion giveaways within the Facility.

### 5.3 Smoking

- (a) Smoking is strictly prohibited in the CIC BIM Space.

### 5.4 Food

- (a) Food and drinks (except water) are not allowed in the CIC BIM Space.

### 5.5 Hygiene and Order

- (a) Upon completion of the event, the Organiser shall vacate all personnel, remove all its equipment, exhibits, stands, display items and other materials and reinstate the Facility to its original condition prior to the event.
- (b) The Organiser shall deliver up the Facility in a good and clean condition after the event. The Organiser is responsible for the cleaning up of the Facility and shall remove any refuse and garbage from the Facility upon completion of the event to such location as shall be specified by the CIC BIM Space staff from time to time.

### 5.6 Noise

- (a) The CIC BIM Space staff has the right at any time to request the lowering of the volume or even the turning off of the equipment for any inappropriate sound level, sound type or sound context at its sole discretion and the Organiser shall forthwith comply accordingly.

### 5.7 Dangerous Goods

- (a) No dangerous or inflammable goods may be brought in or stored or left anywhere in the CIC BIM Space.

### 5.8 Animals

- (a) Except guide dogs for the blind, all pets are not allowed entry into the CIC BIM Space.

### 5.9 Damages/Misbehaviour/Violation

- (a) The Organiser shall ensure that its activities, guests, vendors or other personnel connected with the event do not interfere with, disrupt, or disturb other visitors, operations or activities carried on at the other parts of the CIC BIM Space or its common areas.
- (b) No person may move any equipment, furnishing or other article which is

inventoried property of the CIC BIM Space from the Facility.

- (c) The Organiser shall keep all items provided by the CIC BIM Space for its use in good working order and condition, and shall be responsible for the reinstatement cost of the loss or damage of furniture, equipment and any other facilities. All items provided shall be maintained in the same condition as provided by the CIC BIM Space after the event. The CIC BIM Space reserves the absolute right to inspect and claim for any losses/ damages arising.
- (d) Failure to comply with any of the terms and conditions herein may result in the rejection of future rental applications from the same Organiser.
- (e) In the event, the Organiser breaches any of the terms or conditions herein contained, the Organiser shall indemnify the CIC BIM Space for the costs and expenses that the CIC BIM Space may incur for the rectification of such breach.

#### 5.10 Operation of CCTV system

- (a) Certain parts of the CIC BIM Space may be under CCTV surveillance for security purpose and any recorded data will be processed in accordance with Personal Data (Privacy) Ordinance.

#### 5.11 Amendments of the Terms and Conditions herein

- (a) The CIC BIM Space or its duly appointed manager may from time to time in their absolute discretion amend the terms and conditions herein so as to maintain proper and improved standards of management and operation for the CIC BIM Space and to properly protect the interests of all users.