

**prestigious ownership**



# content

## 目錄

<b>第一章</b>	<b>經理人</b> 1. 大廈公契 2. 專業服務	<b>Chapter 1 The Manager</b> 1. Deed of Mutual Covenant 2. Professional Service
<b>第二章</b>	<b>物業管理</b> 1. 管理控制 2. 管理人員 3. 投訴及建議 4. 管理費繳付方法 5. 管理費盈虧 6. 業權轉換 7. 大廈守則 8. 佈告箱 9. 業主委員會	<b>Chapter 2 Management</b> 1. Management Control 2. Management Staff 3. Complaints & Suggestions 4. Methods of Payment of Management Fee 5. Deficit & Surplus 6. Change of Ownership 7. House Rules 8. Notice Board 9. Owners' Committee
<b>第三章</b>	<b>收樓須知</b> 1. 樓宇工程 2. 電錶 3. 水錶 4. 煤氣 5. 電話 6. 住戶登記	<b>Chapter 3 Taking-over Your Premises</b> 1. Building Defects 2. Electric Meter 3. Water Meter 4. Gas Meter 5. Telephone 6. Resident Registration
<b>第四章</b>	<b>入伙事項</b>	<b>Chapter 4 Moving-in</b>
<b>第五章</b>	<b>公用事業服務</b> 1. 電力 2. 水 3. 電話 4. 電視天線及對講機 5. 氣體燃料	<b>Chapter 5 Utility Services</b> 1. Electricity 2. Water 3. Telephone 4. Doorphone & Communal Antenna System 5. Gas
<b>第六章</b>	<b>加蓋及改建</b> 1. 政府核准 2. 室內裝修及改建 3. 承建商 4. 違例之天台及室外建築物 5. 大廈外牆 6. 大門燈飾 7. 電線安裝 8. 窗花 9. 冷氣機 10. 晾衣架	<b>Chapter 6 Additions &amp; Alterations</b> 1. Government Approval 2. Decorations and Alterations 3. Contractors 4. Illegal Rooftop and External Structures 5. External Walls of the building 6. Entrance Door Lights 7. Electrical Wiring 8. Window Grilles 9. Air-conditioner Installation 10. Drying Racks
<b>第七章</b>	<b>業主 / 住戶的責任</b> 1. 單位用途 2. 坐廁 3. 滅火筒 4. 走火通道 5. 保險 6. 晾晒衣物 7. 垃圾清理 8. 保持大廈清潔 9. 飼養寵物 10. 噪音 11. 公共地方 12. 打齋 13. 神位 14. 防盜系統	<b>Chapter 7 Owners' / Residents' Responsibilities</b> 1. User Restrictions 2. Water Closets 3. Fire Extinguishers 4. Fire Escape 5. Insurance 6. Clothes Drying 7. Refuse Disposal 8. Keeping the Building Clean 9. Keeping Pets 10. Noise Nuisance 11. Common Areas 12. "Tai Chai" 13. Shrines 14. Security System
<b>第八章</b>	<b>保安、防止罪案及防火</b> 1. 保安人員 2. 防止罪案 3. 訪客 4. 防火演習 5. 防火須知 6. 如遇火警應採取之措施	<b>Chapter 8 Security, Crime &amp; Fire Prevention</b> 1. Security Staff 2. Crime Prevention 3. Visitors 4. Fire Drill 5. Means of Fire Prevention 6. What to do if Fire Breaks Out?
<b>第九章</b>	<b>其他設施及服務</b> 1. 會所 2. 停車場守則 3. 違例停泊車輛 4. 訪客車輛守則 5. 汽車清潔服務	<b>Chapter 9 Other Services &amp; Facilities</b> 1. Clubhouse 2. Carpark Regulations 3. Unauthorized Parking 4. Visiting Carpark Regulations 5. Car Cleaning Service
<b>第十章</b>	<b>防風措施</b>	<b>Chapter 10 Typhoon Precautions</b>
<b>第十一章</b>	<b>區內交通服務</b>	<b>Chapter 11 Transportation Service</b>
<b>第十二章</b>	<b>區內幼稚園 / 小 / 中學網絡</b>	<b>Chapter 12 Kindergartens, Primary &amp; Secondary Schools</b>
<b>第十三章</b>	<b>常用機構電話及網址</b>	<b>Chapter 13 Useful Telephone Numbers &amp; Web Sites</b>

# chapter 1

## 經理人 The Manager

### 一、大廈公契

根據「公共契約」康業服務有限公司為本大廈經理人。每位業主均賦有全權擁有、閣下所屬樓宇單位及可享用本大廈內各種公共設施。本公司有絕對的權力代表各業主和住客就有關業庭之一般問題上與政府及公共服務公司磋商，包括延聘律師或專業人士、承造商等。

### 二、專業服務

本公司乃新鴻基地產發展有限公司全資附屬機構，有超過三十年樓宇管理經驗，目前員工接近五千人，管轄樓宇三百餘幢，遍佈港九新界各地，一向竭誠提供一級服務。由於有新鴻基集團之建築機電工程，水泵維修、電器保養、消防保養、冷氣保養、清潔、保險等專業附屬機構之協助，故能更有效地解決管理上各項重大問題。

#### 1. Deed of Mutual Covenant

In accordance with the Deed of Mutual Covenant, Hong Yip Service Company Limited has been appointed to be the Manager of THE PARCVILLE. Each owner is entitled to the full and exclusive right of occupation of his flat and the use and enjoyment of the common facilities within the building. The Management Company has the full and exclusive right to represent all owners and residents in all dealings with Government, public utility companies etc. and on general matters in connection with THE PARCVILLE. The Management Company retains the right to appoint on the owners'/ residents' behalf, solicitors, professional consultants or contractors as may be necessary from time to time.

#### 2. Professional Service

Hong Yip Service Company Limited is a wholly owned subsidiary of Sun Hung Kai Properties Limited. With over 30 years' experience in estate management, we serve more than 300 buildings throughout the Hong Kong Island, Kowloon and the New Territories. The Sun Hung Kai Group helps us in providing reliable professional services including construction, mechanical and electrical installations, pump maintenance, cleansing, insurance, electrical appliances' maintenance and fire prevention equipment maintenance.

## 物業管理 Management

### 一、管理控制

本公司為本大廈經理人並提供全面性管理服務，包括樓宇結構、公共地方、泵房、垃圾房及天台等，住戶若使用上述地方，必須遵照經理人或其代理人所定下之守則，任何業主及住戶均不得擅自更改或干擾任何已安裝之設備。

### 二、管理人員

本公司已聘請專業管理人員管理本大廈，以期達至高度水準，但仍需閣下鼎力合作，使管理方面更臻完善。謹請住戶勿要求任何管理人員作私人服務，管理員工只遵照本公司指示工作，一律不准向業主或住戶索取打賞或利益。

### 三、投訴及建議

貴業主／住戶如有任何查詢、投訴或建議，請親臨、致電或以書面通知客戶服務處。

### 四、管理費繳付方法

閣下現已成為採業庭之業主，因此必須承擔各項保養、維修及日常支出。按「公共契約」規定，此項費用是根據每年開支預算而釐定，而各支出之有關項目，請參閱公契。

本公司每月向各戶發出電腦繳交管理費通知單，請閣下於每月一號以“劃線支票”連同通知單到客戶服務處繳交或放入地下大堂之意見箱內。抬頭人寫「康業服務有限公司」，繳費後將發回正式收據。

閣下亦可採用銀行之自動轉賬服務。如有疑問，請向客戶服務處查詢。本公司職員恕不接受現金繳費。

### 五、管理費盈虧

管理費支出採用實報實銷方式。

如管理費不敷開支時，各業主須按所繳管理費比例分攤不足之數，如有盈餘，則撥入下一財政年度賬目內。

### 六、業權轉換

如有業權轉換，業主應即以書面通知客戶服務處有關新業主姓名、地址等詳細資料，否則現任業主仍需負責繳付一切有關管理費用。

#### **七、大廈守則**

為提供有效率管理服務，經理人或其代理人可按實際環境需要，經大廈業主委員會審訂，制定或修改大廈守則，各業主及住戶務請遵守，以達睦鄰之道及保持大廈之優美居住環境。

#### **八、佈告箱**

大廈內各項設備，例如水、電、氣體燃料等，可能因例行檢查或故障而需暫停服務或供應時，客戶服務處將盡速於大廈入口處之佈告箱公佈，請各業主及住戶時常留意佈告箱。

#### **九、業主委員會**

業主委員會經由公開選舉選出之業主代表組成，代表各業主與管理公司互相諮詢。委員會目的在增進客戶服務處與住戶間之溝通，攜手合作共創社群精神，從而促進各住戶之利益。

倘閣下有意參與大廈及有關住戶利益之事務，請與客戶服務處聯絡。



### **1. Management Control**

As Manager, we provide all management services to the building in general including the main structure of the building, common areas, pump rooms, refuse chamber and the roof. Access to these areas is in accordance with the rules laid down by the Manager or its agent and no owner or resident should alter or interfere with any equipment contained therein.

### **2. Management Staff**

In order to provide a high standard of management service to all owners, professional staff and contractors have been appointed. To enable them to carry out their duties properly, we particularly request the residents to refrain from employing our staff for private business as they are not permitted to receive any instructions other than from the Manager or its agent. It should be particularly noted that staff are forbidden to ask for tips or any other advantages from the owners or residents.

### **3. Complaints and Suggestions**

Any complaints or suggestions concerning the building can be made either verbally or in writing to the Customer Service Office.

### **4. Methods of Payment of Management Fee**

Being the owner of THE PARCVILLE you are responsible for contributing your share in the costs of maintenance, upkeeping and general operation of the building. The Management Fee amount is formulated according to the basis set out in the Deed of Mutual Covenant, please refer to it for details.

Please arrange payment of management fees to be made by post or in person to the Customer Service Office or put into the Suggestion Box at Lift Lobby, on the first day of every month by cheque payable to "Hong Yip Service Co., Ltd." An official receipt will be issued upon payment.

Owners are encouraged to use the AUTOPAY system for the payment of management fees. The Customer Service Office accept no cash.

#### **5. Deficit and Surplus**

The management expenses is on actual disbursement basis. Should the management fees be insufficient to cover the expenditure, owners will be required to pay the deficit proportionally. However, if the sum collected exceeds the expenditure, the surplus will be held on behalf of residents and credited to the account of the following financial year.

#### **6. Change of Ownership**

Please inform the Customer Service Office of any change of ownership, failing this will lead to your being (owner for the time being) held responsible for further payment.

#### **7. House Rules**

In order to provide efficient management service, the Manager will make or amend house rules according to different circumstances and to be approved by the Owners' Committee. Owners and residents are requested to observe these house rules so as to maintain good relationship with neighbours and the pleasant living environment.

#### **8. Notice Board**

Public facilities, such as water, electricity or gas, may be temporarily suspended due to regular maintenance or other reasons. Relevant notices will be put on the notice board accordingly. Please pay regular attention to the notice board.

#### **9. Owners' Committee**

The Owners' Committee comprises members elected as Owners' Representative for joint consultation with the Management Company. The purpose of this committee is to enable residents and the management to work together to establish a good relationship and to develop a community spirit for the benefit of all the residents concerned.

Residents who would like to know further details should contact the Customer Service Office directly.

## 收樓須知 Taking-over Your Premises

### 一、改善工程

當閣下收樓時，可能發現單位尚有少許未盡完美之處，請以指定形式通知顧客聯絡組之同事，使能盡速通知承建商進行改善工程，倘閣下對此有任何疑問，亦可隨時向客戶服務處查詢。

### 二、電錶

為使貴單位在第一時間有電力供應，發展商早已代閣下申請電錶。閣下請填妥收樓時所派發之轉名表格，以便本公司代為完成轉名手續。

### 三、水錶

發展商亦已為閣下申請水錶，請填妥收樓時所派之轉名表格及交回客戶服務處，以便完成轉名手續。

### 四、煤氣

倘閣下已決定使用煤氣時，請致電2880 6988向中華煤氣公司申請。

### 五、電話

每個單位已有預留之電話線，業主只需致電1000向電訊盈科申請，便可獲分配電話號碼及使用電話服務。

### 六、住戶登記

請閣下填妥住戶登記表，交回客戶服務處以便記錄，及作住戶證申請之用。



### **1. Improvement Works**

When you take-over the premises, you may find some minor defects or irregularities. Please inform the Liaison Team staff in the prescribed way and they will liaise with the contractor for the improvement works as soon as possible. Should you have any queries regarding this matter, the Customer Service Office will be pleased to assist whenever necessary.

### **2. Electric Meter**

In order to have electricity supply to the unit without delay, the developer has already applied the meter on your behalf. Please complete the change of name application form and return the same to the Customer Service Office to complete the procedure.

### **3. Water Meter**

The developer has also applied water meters for owners. You are therefore advised to complete the Form F(c) and return to the Office of the Water Authority, through the Customer Service Office, to complete the procedure for change of registered name.

### **4. Gas Meter**

Should you decide to commence the gas supply to your flat, please call the Hong Kong and China Gas Company Limited at 2880 6988 to instruct the commencement of service.

### **5. Telephone**

There are telephone line sockets installed in your flat. All you have to do is to call the PCCW-HKT at 1000 to instruct the commencement of service and award a telephone number.

### **6. Resident Registration**

Finally, you are requested to fill in the resident registration form and return it to the Customer Service Office for record purposes as well as the application for resident card.

## 入伙事項 Moving-in

- 一、當住戶遷入新居時，請事先行通知客戶服務處，以便安排貨車停泊事宜。
- 二、為他人著想，住戶應盡量安排人流較少的時間內進行搬運工作，同時遵照客戶服務處人員之指示。
- 三、為本身利益起見，住戶應親自監督一切入伙事宜，並確保搬運時大廈升降機、牆壁、公眾地方及設施不受損壞；同時在工程完成後，更須清理所有廢物。否則有關人士須賠償一切損失。
- 四、客戶服務處將盡力協助各住戶進行有關入伙事項，惟各住戶必需充份合作。

1. When occupants move into the new flat, special arrangements for parking of lorries should be made beforehand with the Customer Service Office.
2. For the interest of all, occupants are advised to choose off-peak hours for moving-in, and should follow the instructions of the Customer Service Office Staff.
3. For the interests of oneself and other residents, occupants are recommended to supervise personally their moving-in operation and to make sure their packers/delivery workers do not cause damage to lifts, common areas, common facilities and to remove all unpacked material, debris when the job is finished. The owners will be held responsible for all the damages or losses that arised.
4. The Customer Service Office will do the best to help occupants moving-in, but your co-operation is essential for the overall benefits of the building. So, please observe the moving-in rules and regulations set by the Customer Service Office.

# chapter 5

## 公用事業服務 Utility Services

本大廈各單位均裝有入牆電線、氣體燃料供應喉管、電話線、水管及公共電視插掣，請注意安全及使用守則。

### 一、電力

各單位已安裝充足的電燈及插蘇位。為安全理由，切勿令電力負荷過重，若發現電線或插蘇因使用日久而變得陳舊，請即更換。任何電線工程必須由政府註冊及持有執照之電器技工進行。

### 二、水

接駁洗衣機及修理水喉的工作必須由持有水務局執照之水喉匠進行。自來水是利用水壓輸送到各單位，因此，即使是輕微的漏水亦足以引起水浸。住戶在外出時，必須檢查是否已將水龍頭關妥。若某單位因漏水而導致大廈的公眾地方或其他住宅單位蒙受損失時，該單位的業主必須負責一切賠償。

### 三、電話

各單位已裝有電話線，住戶只需向電訊盈科申請駁線便可使用。

### 四、電視天線及對講機

每單位皆裝有公共電視天線插掣，為保持大廈觀瞻，請勿增設個別戶外天線。各住戶如欲增加或更改插掣位置，可與客戶服務處聯絡，至於有關費用，須由住戶自行支付。所有電視天線均有保養合約，如發現 府上接收情況不妥，請即通知客戶服務處跟進。若客戶服務處未有接獲同類投訴，則可能是 府上的電視機問題。由於對講機及公共天線為十分精密之電子裝置，切勿自行更改其位置，否則如有損壞，客戶服務處概不負責。

### 五、氣體燃料

接駁煮食爐、焗爐及熱水器的工作，必須由核准承造商進行，若懷疑有氣體洩漏時應立即將總掣關上，以截止氣體供應，並打開窗戶讓空氣流通及通知有關氣體公司派員檢查。住戶需定期檢查 府上之氣體裝置，以策安全。如有疑問，請諮詢香港中華煤氣公司之意見。

There are concealed cables and pipes providing utility service and communal TV outlet within your flat. Please use them safely and properly.

#### **1. Electricity**

Each flat is provided with ample lighting and power points. For the sake of safety, do not overload individual outlets, and replace any wires or plugs of appliances which show signs of wear. All electrical work must be carried out by registered/ licensed electricians.

#### **2. Water**

Connecting of washing machines to water pipes etc., and any plumbing repairs, must be carried out by a licensed plumber. Remember that water supply reaches your flat under pressure and even slight leakage can cause flooding. Always ensure that taps are turned off before leaving your flat. You will be held liable for any damages to common areas or other flats caused by water leakage from your flat.

#### **3. Telephone**

Your flat is already wired for a telephone line socket. Please apply to the PCCW-HKT for connection.

#### **4. Doorphone & Communal Antenna System**

A communal TV aerial is installed in each unit of the building. Should you require additional outlets, or wish to have any existing installation altered at your own expense, please inform the Customer Service Office. To preserve the external appearance of the building and for the benefit of all residents, no individual external aerial will be permitted.

All communal TV aerial installations are covered by maintenance contracts, and any suspected faults in reception should be reported to the Customer Service Office Staff for action. It is reasonably believed that in the absence of similar complaints from other residents, the faults may lie with your TV set itself.

The doorphone and communal antenna system is a sophisticated electronic device. Do not relocate its position yourself. The Customer Service Office will not be responsible for any damages to the system as a result of relocation.

#### **5. Gas**

For your safety, connection of gas cookers, ovens and water heaters must be carried out by a licensed contractor. If you suspect a gas leakage, immediately turn off the supply, open windows for ventilation, and inform the gas supplier. Ask the Hong Kong & China Gas Co. for regular safety check for your gas installations and consult them if you are in doubt.

## 加建及改建 Additions & Alterations

業主若擬增加或更改各單位內裝置，須先向客戶服務處查詢。任何因未經認可之工程所造成的損毀，均須由業主自費負責恢復原狀。

### 一、政府核准

倘閣下在住宅內進行任何工程，請事前確定該項工程是否有抵觸有關政府部門之法例。倘任何工程未獲得屋宇署或其他有關部門之書面核准而擅自動工者，可被要求將更改部份恢復原來面貌直至有關部門滿意為止，其所需一切費用，概由閣下支付。

### 二、室內裝修及改建

當業主裝修時，應確定其加建／改動工程絕不影響大廈之結構或公共設施。大廈外牆不能更改。而任何遷拆／更改室內牆壁等工程須事先向客戶服務處申報。倘業主需要進行室內裝修或改建時，必須將有關承造商之詳細資料通知客戶服務處。承造商須將在工程期間產生之裝修廢料用尼龍袋包好，並自行搬往指定之泥頭收集處，以確保於工程完成後把一切裝修廢料清理妥當。如發現公共設施有任何損毀或有未清走之裝修泥頭雜物等，客戶服務處將要求該業主作出有關之賠償。

### 三、承造商

若沒有大廈客戶服務處允許，任何承造商均不准進入大廈內工作。業主必須督促其承造商遵守客戶服務處所定的規則及標準：—

- (1) 裝修工程不得在下午六時後至翌日早上九時前進行，同時不得在星期日及公眾假期進行裝修工程。
- (2) 裝修進行時，必須把大門關上，以免塵土飛揚至公眾地方。
- (3) 勿將混凝土、沙石瓦礫倒入坐廁或去水渠內。
- (4) 搬運傢俱或裝修材料時，切勿損毀升降機、走廊、牆壁及其他公眾地方。
- (5) 不得留下建築材料、垃圾、裝置物件、工具及泥頭在任何公共地方，否則業主須負責一切清理該等物件之費用。
- (6) 不可疏忽而引致任何垃圾或建築材料由大廈高空跌下，傷及途人。
- (7) 工作完畢後，需關妥所有門窗、電掣、水龍頭、氣體開關等等，方可離開。
- (8) 不可儲存過量易燃物品。
- (9) 裝修工人切勿在大廈內聚賭、遊蕩及製造騷擾，以免影響大廈其他住戶。
- (10) 採取適當預防火警措施。

#### **四、違例之天台及室外建築物**

倘業主／住戶擅自在天台或室外加建任何建築物，例如鐵籠、簷蓬、花架、露台等，皆屬違法及可傷及生命，故懇請各業主及住戶合作，切勿擅自加建。

#### **五、大廈外牆**

所有業主或住戶不得遷拆、更改或干擾大廈外牆及公共設施，或改裝任何排水喉管。為保持大廈外觀，請各業主/住客切勿擅自安裝任何招牌、鐵籠、露台、天線等。

#### **六、大門燈飾**

所有走廊及樓梯均已裝有足夠燈光，為保持走廊之美觀，住戶請勿在大廈及走廊加設任何燈飾。

#### **七、電線安裝**

倘閣下需要更改電線或增加設備時，請僱用持有執照之電器承造商進行，以確保安全。

#### **八、窗花**

所有窗花必須安裝在窗之內側，大廈窗框均為鋁合金製造，因此安裝窗花時，務請特別小心。

#### **九、冷氣機**

冷氣機均已安裝在特定位置，請勿更改安裝。如因更改/安裝冷氣機而引致大廈任何損壞，有關業主須負責修妥損壞部份。

住戶應確保其冷氣機獲適當保養，同時採取步驟防止其發出噪音及將冷凝水引至去水管，以免影響鄰居。

選擇冷氣機時應考慮其寧靜度及以不滴水為佳，並須定期保養，藉此減少維修。冷氣機滴水、發出嘈音或熱氣不但滋擾他人，更抵觸香港法例，違者可被罰款一萬元。

#### **十、晾衣架**

每個住宅單位已經裝妥晾衣架，住戶不能將之更改或移動至其他位置，並請勿在走廊、前後梯、窗戶裝置晾衣繩或晾衣竹。



Should you intend to carry out additions or alterations of in-premises facilities, you are strongly advised to consult the Customer Service Office beforehand. Make good to damage resulting from any unauthorized work will be at your own expenses.

### **1. Government Approval**

Please ensure that any works you propose to carry out in your premises do not contravene the Building Ordinance or any other Government regulations. It is the responsibility of each owner to obtain approval of the Buildings Department or any other relevant Government Department prior to commencement of works. If approval has not been obtained, you may be required to reinstate the premises to the satisfaction of the relevant authority at your own expenses.

### **2. Decorations and Alterations**

Additions or improvement works must not affect the main structure or services in the building. External walls must not be altered in any way and there should not be any attempt to remove or structurally alter the internal walls. Residents who wish to carry out internal decorations or alterations should provide the Customer Service Office with full particulars of the contractor. To ensure no debris/ waste and damage will be left/ caused to common facilities/ areas, all debris/ waste should be put into nylon bags and dumped at the Debris Collection Point. The concerned owners should be held responsible for any damage or loss that arises.

### **3. Contractors**

No contractor will be permitted to enter the building without consent from the Customer Service Office. Please make sure your contractor complies with the procedures and rules laid down by the Customer Service Office as follows:-

- (1) No decoration work should be carried out between 6:00 p.m. to 9:00 a.m. and on Sundays or public holidays.
- (2) The main door should be closed during the course of decoration work so that dust will not be spread throughout the common areas.
- (3) Keep water closets and drains free of cement, sand and debris.
- (4) Take care not to damage lifts, lobbies and common areas during the course of handling of materials, furniture, etc.
- (5) No building material, rubbish, fitting, tool and debris etc. will be allowed to be placed or left in the common areas. This would cause inconvenience or fire hazard to the owners/residents of the building. The concerned owners/residents will be responsible for the removal cost of any rubbish left behind by their contractor.
- (6) Not to permit any rubbish or building materials to fall from the building as this will cause danger to passers-by.
- (7) Close all windows and doors, turn off gas and water taps, stop-cocks, electrical switches, etc. before leaving the premises.
- (8) Storage of excessive inflammable materials is prohibited.
- (9) All workers are prohibited to gamble, clamour, loiter, dwell or cause nuisance to any residents in the building.
- (10) Reasonable precautions should be taken to prevent fire.

#### **4. Illegal Rooftop and External Structures**

It is against both the terms of the Deed of Mutual Covenant and the Building Ordinances to put up structures of any kind (e.g. projections, cages, awnings etc.) at the rooftop or external wall of the building. Such illegal structures will endanger life and will not be permitted under any circumstances.

#### **5. External Walls of the Building**

Owners/ residents are not permitted to remove, alter or interfere with any part of the external walls or common parts of the building or alter any pipeworks.

Owners/ residents should maintain the good appearance of the building and no external signs, shades, metal cages, awnings, aerials or any other fixtures or fittings on the building are permitted.

#### **6. Entrance Door Lights**

All corridors, lift lobbies and common areas have been provided with adequate lighting. To preserve the building's outlook, no resident shall install any extra lighting at corridor or door entrance.

#### **7. Electrical Wiring**

Owners are strongly recommended to employ only licensed electricians to carry out addition or alteration works to any permanent electrical installations.

#### **8. Window Grilles**

Window grilles should only be installed on the interior of the windows. The window frames are made of aluminium and therefore great care should be taken in the installation of grilles.

#### **9. Air-conditioner Installation**

Air-conditioners have been installed at specified location of the premises. Please do not re-locate the air-conditioners. Should the building be damaged as a result of any alteration/ installation, the concerned owner will be held responsible.

Please ensure that your air-conditioners are properly maintained to avoid its production of excessive condensation water or noise which causes annoyance to your neighbours. Please divert the condensation water to the drain pipe provided.

Excessive condensation or noise will cause annoyance to neighbours. Therefore, regular inspection and maintenance will protect you from offence against the law and possible fine of HKD 10,000.

#### **10. Drying Racks**

Drying Racks have been provided to each flat and may not be altered or relocated under any circumstances.

## 業主/住戶的責任

## Owners'/ Residents' Responsibilities

### 一、單位用途

根據「買賣合約」，住宅單位只限作住宅用途。業主不得利用其單位作任何商業或辦公室用途，大廈內各處均不准張貼廣告。倘若發現鄰居利用其單位作其他用途時，請通知客戶服務處，以便立即採取適當行動。

### 二、坐廁

請勿隨意將垃圾拋進坐廁，倘因此而引致淤塞，修理費用將由業主/住戶支付。

### 三、滅火筒

公共地方安裝有滅火筒及其他防火設備，請各業主/住戶切勿擅自取用或阻塞有關設備。

### 四、走火通道

為保持走火通道暢通無阻，切勿在公眾地方、走廊及樓梯放置雜物，如垃圾桶、花盆、單車、鞋架、雨傘架等。

### 五、保險

大廈之公共設備，公用地方及樓宇結構已購買火險及第三者保險，有關保費將由管理費支付。至於私人單位內設備之家居保險則須由各業主自行購買。請勿作出任何會影響或導致保險費加重之事項。

### 六、晾曬衣物

請勿在正面窗戶、公共地方或天台晾曬衣物，以保持雅觀。

### 七、垃圾清理

客戶服務處與清潔公司已安排適當時間收集垃圾，各住戶須將垃圾膠袋縛好，然後放在後樓梯垃圾收集處，否則，清潔工人可能不清理閣下之垃圾。

### 八、保持大廈清潔

客戶服務處雖然僱用清潔公司負責保持大廈的公用地方清潔，但仍有賴全體居民的通力合作，才可確保大廈內地方清潔。家長應告誡兒童，切勿隨意拋擲廢物，或將物件由高處拋下。

#### **九、飼養寵物**

假如於大廈內同時有兩名或以上業主／住戶提出合理之投訴，則任何住宅單位內均不得飼養狗隻、家禽或其他動物。

#### **十、噪音**

為保持環境寧靜，住戶請勿在晚上十一時至翌日早上九時在單位內發出過量噪音，以免騷擾鄰居。根據環境保護條例，不可在任何時間內發出過量噪音。

#### **十一、公共地方**

為使大家都能享有美好的生活環境，謹請各住戶為自己及他人設想，必須通力合作，切勿隨意攀摘花草，棄置垃圾或破壞公共設備。如目睹任何人有意破壞公物，請立即勸阻或通知客戶服務處跟進。

#### **十二、打齋**

住戶不得或容許他人利用其住宅單位作為開喪、殯儀、廟堂或佛堂之用，亦不得在單位內打齋。

#### **十三、神位**

為保持環境清潔與衛生，切勿在門口及公眾地方擺設固定神位及燃點香燭。

#### **十四、防盜系統**

為安全起見，各座地下大門必須常關，住戶出入時可利用已裝置之智能咭系統或密碼鎖。

升降機內亦已裝設閉路電視系統以收監察之效。同時各單位客廳及主人房均設有警報系統直達地下大堂保安柜位，敬希於危急及需要求助時才把警鐘按下。

求救警鐘擊一旦被按下，只有管理人員方能取消訊號。為避免地下大堂保安柜位之警報系統出現混亂情況，故在正常情況下，各業戶必須避免誤觸警鐘擊。

訪客可透過對講機系統聯絡單位住戶，住客必須確定其身份後方可按擊開啟地下大門。

### **1. User Restrictions**

Under the Terms and Conditions of Sale, domestic units may be used for domestic purposes only. You are prohibited from using your flat for any commercial purposes, such as an office. Advertising within the building is also not permitted.

If you suspect any neighbours using their flats for purposes other than residential, please notify the Customer Service Office. Appropriate action will be taken immediately.

### **2. Water Closets**

Please do not misuse the water closets by disposing refuse in them. Should any blockage occur, the cost of repair will be the owners'/residents' sole responsibility.

### **3. Fire Extinguishers**

Fire extinguishers and fire fighting equipments are provided within the common areas of the building. Private use or blockage to the access of such fire prevention devices is prohibited.

### **4. Fire Escape**

To ensure free passage of the fire escape, do not place anything, such as refuse bins, flower pots, bicycles, shoe cabinets, umbrella stands, etc. in the common areas, corridors or staircases.

### **5. Insurance**

The building's common facilities/ areas and building structure have been insured against property all risk and public liability policies. The insurance premium will be paid off from the management fund. Individual owners/occupiers are advised to cover their own unit with relevant policies. Please do not do anything whereby any insurance of the building or any part or parts thereof against fire may be rendered void or voidable or whereby the premium for any such insurance may be liable to be increased.

#### **6. Clothes Drying**

Clothes must not be dried at the front windows or on the roof as this affects the appearance of the building.

#### **7. Refuse Disposal**

Refuse will be collected at times arranged between the Customer Service Office and the cleaning contractor. All refuse should be sealed in polythene bag and placed into the Refuse Collection Point at the rear staircases, otherwise it may not be disposed by the cleaning workers.

#### **8. Keeping the Building Clean**

The Customer Service Office will ensure that all common parts of the Building are cleaned at regular intervals. However, the overall standard of cleanliness depends very much on all residents' cooperation. Young children should be warned of the serious consequences arising from throwing articles out of windows.

#### **9. Keeping pets**

No dogs or live poultry or other animals shall be kept in any premises if the same has been the cause of reasonable complaints by at least TWO owners or occupiers in the building.

#### **10. Noise Nuisance**

In order to preserve a pleasant and quiet living environment, noisy pastimes is not permitted between the hours of 11:00 p.m. and 9:00 a.m.. According to Environmental Protection Ordinances, excessive noise nuisance is prohibited at any time of the day.

#### **11. Common Areas**

Please help to maintain the good environment and amenities provided for you. To reduce maintenance cost, please report to the Customer Service Office immediately when you find any person deliberately causes damage to the common facilities and landscapes.



#### **12. "Ta Chai"**

Residents should not use or allow their flat to be used for the purpose of a funeral parlour, coffin shop, temple or Buddhist hall or permit or allow the flat to be used for the performance of the ceremony known as "Ta Chai".

#### **13. Shrines**

Neither the installation of permanent shrines at door entrances nor the burning of joss sticks in the common areas is permitted.

#### **14. Security System**

For security purpose, the entrance door will be closed all the time. Residents can make use of the smartcard system installed at the entrance or security code for entry.

CCTV system has been installed inside the lifts for monitoring purpose. Panic alarms in living room and master bedroom of each unit are connected to G/F Security Counter. Only when you encounter emergency and need help should the alarm button be pressed. Once the panic alarm is pressed, it has to be reset only by the Customer Service Office Staff. So in normal situation, the owners/ residents should ensure that the alarms are not pressed down.

Visitors can contact residents through the doorphone system. Please confirm the visitor's identity first before pressing the button to open the entrance gate.

## 保安、防止罪案及防火 Security, Crime & Fire Prevention

### 一、保安人員

客戶服務處廿四小時有管理人員當值，盡力保障各住戶安全，並防止罪案或意外發生。

### 二、防止罪案

- (1) 當遇見任何可疑人士或聽見可疑聲音時，應立即向大廈客戶服務員報告。
- (2) 在未清楚訪客的身份前，千萬別隨意開啟入口大門。
- (3) 凡有自稱為公共機構或政府人員，必須查驗清楚其證件。
- (4) 搬進新居時，應換上新的大門鎖。
- (5) 封好冷氣機及抽氣扇的通風位，免致歹徒由此入屋。
- (6) 晚上外出時，把屋內一盞燈亮著。
- (7) 出外旅遊前，取消訂閱的報紙及其他派送的物品。
- (8) 勿在門外留下「戶主外出」的字樣，以免竊匪乘虛而入。
- (9) 盡量避免存放大量現金或貴重飾物於家中。

### 三、訪客

管理公司祈能提供住戶一處安居樂業之地方，所有客戶服務處職員及其他保安人員已受指令查詢所有進入大廈之陌生人士身份，請各住戶通知 貴親友此項措施。管理公司對於查詢時所引起不便之處，先致歉意，相信各位亦明白，此舉純為保安理由。

### 四、防火演習

管理人員將定期舉行防火演習和試驗各項救火設備。

### 五、防火須知

- (1) 請勿令電線負荷過度，或將太多電器用具連接在一插蘇，因而引起電線及電器設備過量負荷而導致火警。
- (2) 請勿在室內存放危險或易燃物品。
- (3) 火柴及其他有危險性物品應放置於兒童不易接觸到的地方。
- (4) 任何時間內，均不應放置雜物阻塞通道及樓梯。
- (5) 請經常保持樓梯間之防煙門關閉。

### 六、如遇火警應採取之措施

- (1) 保持鎮定，立即致電“999”報警或通知本大廈客戶服務處。
- (2) 打破走廊之消防警鐘玻璃，及通知鄰居。
- (3) 在安全情況下可用滅火喉及滅火筒灌救，如火勢無法控制，則應及早逃生。
- (4) 關閉電力及氣體總掣。
- (5) 關閉所有門窗。檢查防煙門是否已關閉，以免火勢及濃煙蔓延。
- (6) 如遇到濃煙，應盡量貼近地面行走，並應以濕毛巾覆蓋臉部。
- (7) 切勿用升降機逃生，應用樓梯。
- (8) 電器設備失火時，應即關掉電掣及用二氧化碳滅火筒撲救，切勿淋水，以免觸電。

### **1. Security Staff**

Our Customer Service Office Staff would be 24 hours on duty and would do their best to maintain the security of the building.

### **2. Crime Prevention**

- (1) Please notify the Customer Service Office Staff immediately if you see or hear anything of a suspicious nature.
- (2) Do not press the release button for the main entrance before clarifying the caller's identity.
- (3) Inspect identification card of the person(s) claiming to be employees of utility companies, Government Departments etc.
- (4) Install new outer locks when you move into a new flat.
- (5) Secure all openings for air-conditioners and ventilation fans. Burglars may gain entry to your home from those points.
- (6) Leave a light on inside your premises when you go out at night.
- (7) Cancel all newspapers and other deliveries before you are on vacation.
- (8) Do not leave a note on your door that you have gone out.
- (9) Please avoid keeping excessive valuables at home.

### **3. Visitors**

The Management intends to provide a safe and secure environment for your enjoyment. All Customer Service and security staff have been instructed to check the identity of all the visitors entering the building. We would appreciate that residents can advise their guests of these procedures and apologise in advance for any inconvenience that may be caused. We feel sure you will appreciate that these measures are for your protection.

### **4. Fire Drill**

Fire drills and testing of fire equipments will be carried out at regular intervals.

## **5. Means of Fire Prevention**

- (1) Do not overload your electrical wiring or connect too many items of equipment to the same socket. Overloading to electrical wiring and fittings can lead to a fire.
- (2) No dangerous or inflammable goods should be kept in your flat.
- (3) Matches and other potentially dangerous objects should be kept out of reach of children.
- (4) Passageways, staircases, etc. must be kept clear of obstructions at all times.
- (5) Please keep all smoke doors closed at all times.

## **6. What to do if Fire Breaks Out?**

- (1) Keep calm, dial 999 and report clearly the details to the police, or inform the Customer Service Office Staff.
- (2) Break the glass of the fire alarm situated in the lift lobby and notify your neighbours.
- (3) Under safe situations try to use the hose reel or the fire extinguisher to put out fire but escape if the fire is out of control.
- (4) Switch off gas and electricity main supply.
- (5) Close all doors and windows, check that the smoke lobby doors are closed to stop the fire and smoke from spreading.
- (6) In case of excessive smoke, keep close to the floor and cover your face with a wet towel and leave the scene.
- (7) Do not use the lift, staircases is the proper escape route.
- (8) In case of electrical fire, turn off the electricity supply and do not use water but CO<sub>2</sub> to put out the fire.

## 其他設施及服務 Other Services & Facilities

### 一、會所

- (1) 會所專供采葉庭住戶享用，住戶進入會所時必須出示住戶證，此外訪客亦必須由持有住戶證之住戶陪同方可進入會所範圍。使用會所某些設施需要繳付費用，詳情請參閱會所規章。各使用者必須遵守會所規章及附例和各項設施之使用守則。
- (2) 采葉庭住客會所設施先進完善，包括室外游泳池、室內游泳池、嬉水池、水力按摩池、室外兒童遊樂場、燒烤場、健身室、室內羽毛球場、乒乓球室、桌球室、室內箭道、健康舞室、室內兒童遊樂場、電腦室、音樂室、閱讀室、茶座、種植室、宴會廳、桑拿浴室、蒸氣浴室及園藝花園。

### 二、停車場守則

- (1) 此乃私家停車場，外來車輛及閒雜人等不得擅進。
- (2) 請將車輛泊在指定車位內，不得將車輛停放通道阻塞車輛流通。嚴禁兩車同時停泊一個車位及在車場內修理車輛。
- (3) 停車證須統一貼於車頭擋風玻璃左上角。
- (4) 車證不得複製。任何車輛若無有效之停車證，將被禁止進入/使用停車場。
- (5) 違例泊車之車輛一律可被拖離現場及予以扣留而毋須事先通知。被拖車輛如有損失或損壞，客戶服務處恕不負責。拖車費、扣留費及一切費用概由車主或駕駛人負責。
- (6) 駕駛人士須遵守停車場交通規則及按指示路標、時速限制行車。
- (7) 不准在停車場內使用腳踏車及必須保持車場清潔。
- (8) 如車輛導致停車場之結構或設備有所損壞，車主須負責一切賠償。
- (9) 客戶服務處對停車場內車輛之財物或配件被盜竊、破壞或任何人士之傷亡，概不負責。
- (10) 為保安理由，客戶服務員有權要求駕駛者進/出停車場時出示出閘證或身份證明文件。
- (11) 客戶服務處有權拒絕任何人士使用本停車場，而毋須解釋理由。
- (12) 其他守則在停車場內公佈，敬請留意及遵守。

### 三、違例停泊車輛

凡進入采葉庭之車輛必須停泊於停車場內。凡未經許可而停泊於停車場以外地方之車輛將被扣鎖或拖走。

車主/駕駛人士敬請注意下列數點：

- (1) 客戶服務員毋須事前通知而將違例停泊之車輛扣鎖或拖走。
- (2) 要求放車時需繳付有關之手續費。(手續費會定期修訂)要求放車之人士須留下姓名、地址、身份證號碼或駕駛執照號碼等以供參考。客戶服務處在發出正式收據後會隨即放車。
- (3) 任何人士惡意破壞扣鎖工具及未繳付有關之手續費用而將車輛駛離現場，客戶服務處將知會警方及採取適當行動。
- (4) 客戶服務處不接受任何有關該車在扣押時或拖走時所受損壞之索償。
- (5) 任何扣押車輛在一個月內無人認領將會被拍賣，放車手續費及拍賣收益將撥歸大廈管理賬目內。

### 四、訪客車輛守則

- (1) 所有訪客車輛必須領取車咭，按本車場規定繳費。
- (2) 所有訪客車輛司機於出/入車場時，請出示出閘證或身份證明文件登記。
- (3) 時租泊車收費按本停車場出入口張貼之公告為準。
- (4) 車咭如有遺失，除按本車場記錄收費外，另加查咭手續費港幣200元正。
- (5) 訪客車輛不可連續停泊超過四十八小時。過期後仍未駛離之車輛，客戶服務處有權處置及拍賣而毋須通知車主，並以拍賣所得抵償任何欠付之泊車費。
- (6) 敬請將車輛泊在指定車位內，同時請遵守本停車場規則。
- (7) 車場內車輛如有被竊、失物或損壞，或因某種原因引致任何人傷亡等，概與客戶服務處無關。
- (8) 客戶服務處有權拒絕任何車輛進入本停車場。
- (9) 每次電閘升起，只限一部車輛駛過。車輛或電閘如有損毀，概由車主或司機負責。
- (10) 本停車場收費率，是依據已公佈辦法收費。
- (11) 客戶服務處有權隨時調整停車場之收費辦法。
- (12) 其他守則在停車場內公佈，敬請留意及遵守。

### 五、汽車清潔服務

為維持停車場內整潔及控制保安，客戶服務處已特約清潔承辦商為閣下提供汽車清潔服務，其他清潔公司嚴禁進入停車場。



### **1. Clubhouse**

- (1) The Clubhouse intends for the exclusive enjoyment of Residents of THE PARCVILLE. Resident cards are to be produced for inspection when entering the Clubhouse. Guests will be admitted to the Clubhouse only if accompanied by a valid Resident Card Holder. Charges are imposed on certain facilities in the Clubhouse. All users must observe the rules & regulations of the Clubhouse when enjoying various facilities.
- (2) The top-class Clubhouse of THE PARCVILLE offers superb facilities, including Outdoor Swimming Pool, Indoor Swimming Pool, Fun Pool, Jacuzzi, Outdoor Children Playground, BBQ Area, Gymnasium, Indoor Badminton Court, Table-Tennis Room, Billiard Room, Archery Room, Aerobic Room, Indoor Children Playground Area, Computer Room, Music Room, Reading Room, Snack Bar, Green House, Function Room, Sauna Room, Steam Room and Landscaped Area.

### **2. Carpark Regulations**

- (1) This is a private carpark, any unauthorized vehicles or trespassing are not allowed.
- (2) Please park your vehicle at the designated space provided. No parking at the driveway is allowed. Double parking in one parking space and repairing of vehicles in the carpark are strictly forbidden.
- (3) Valid parking permits must be displayed on the upper left hand side of the windscreen.
- (4) Duplication of the parking permit is not allowed. No vehicles will be allowed to enter the carpark without appropriate carparking permit.
- (5) Unauthorized vehicles will be towed away and impounded without further notice and all charges incurred from such removal and storage will be borne by the vehicle owner or driver. The Customer Service Office will take no responsibility for any loss or damage caused to any vehicle thereof.
- (6) Drivers should observe the signs, speed limit notices and traffic directions in the carpark.
- (7) Cycling inside the carpark is not allowed. Please keep the carpark clean and tidy.
- (8) Car owners will be liable for any damages caused by their vehicles to the structure or fittings and equipment of the carpark whether arising out of or in connection with the usage of the carpark.

- (9) The Customer Service Office will take no responsibility for any loss or damages to the accessories of the vehicles, or articles left in the vehicles, or damages to the vehicles itself or any persons sustained injuries while using the carpark.
- (10) For security reasons, all drivers may be required to produce valid exit permit or their proof of identity for inspection whenever enter/exit the carpark.
- (11) The Customer Service Office shall have authority to refuse any person to become users of the carpark without giving any reason.
- (12) Other rules and regulations are displayed in the carpark. Please pay attention to them and observe accordingly.

### **3. Unauthorized Parking**

All vehicles admitted into THE PARCVILLE must park in the carpark. Vehicles parked in any other area without authorization will be impounded and towed away.

Car owners/drivers please note the followings:

- (1) Vehicles parked without authorization will be impounded or towed away without prior notice.
- (2) Release of vehicle is subject to settlement of the requisite fees (to be revised from time to time). Persons claim for release of vehicles are required to submit information on their names, address, telephone number and HKID numbers, or driving license numbers for future reference. After an official receipt is issued by the Customer Service Office, the vehicle will be released.
- (3) The Manager, its agent or the Customer Service Staff will take no responsibility for any damages sustained by the vehicles as a result of impounding or towing away.
- (4) Any person maliciously damages the impounding equipment and drives the vehicle away without paying the requisite fees will be reported to the Police for legal action.
- (5) Any vehicle impounding for more than one month will be auctioned. Income received from release of the vehicles and proceeds from auction will be credited to the management fund account.

#### **4. Visiting Carpark Regulations**

- (1) Visiting vehicles must obtain a parking ticket upon entry to the carpark and pay the requisite fees before leaving.
- (2) Drivers should produce valid exit permit or their proof of identity for registration whenever exit/ enter the carpark.
- (3) Hourly parking fees is calculated according to the notice board posted at the entrance of the carpark.
- (4) In case of loss of parking tickets, parking fees shall be calculated according to the records held by the Customer Services Office with a surcharge of HK\$200.00.
- (5) No vehicles shall be parked for more than 48 hours continuously. On the expire of such period, the Customer Services Office shall entitle to dispose the uncollected vehicles and set off any outstanding parking fees against the proceeds thereof without notice to the owners of the vehicles.
- (6) All vehicles should park inside the spaces specified. Regulations of the carpark should be observed.
- (7) The Customer Services Office shall take no responsibility for any theft, loss, damage, injury, death or any accidents in the carpark.
- (8) The Customer Services Office reserves the right to refuse entry of any vehicles.
- (9) Only one vehicle is allowed to pass upon each lift of the drop bar. Car owner/drivers will be responsible for all damages to the vehicles or the drop bar.
- (10) The fees payable for the use of the carpark shall be in accordance with notice prominently displayed in respect of each part thereof.
- (11) The Customer Service Office has reserved the right to revise the parking fees at any time.
- (12) Other rules and regulations are displayed in the carpark. Please pay attention to them and observe accordingly.

#### **5. Car Cleaning Service**

Vehicle cleaning contractor is appointed by the Customer Service Office to provide service for residents for the sake of cleanliness and security of the carpark. Other cleansing contractors are not allowed to enter the carpark.

## 防風措施 Typhoon Precautions

颱風吹襲前，請採取下列防風措施：

1. 所有花盆及可以被風吹倒之物品應放回屋內
2. 關緊所有門窗
3. 颱風過後，應立即更換破裂之玻璃
4. 如需要協助請與客戶服務處聯絡

In case of typhoon, please take the following precautions:

1. All flower pots or articles that can be blown away should be brought inside the premises.
2. Make sure all windows and doors are securely closed.
3. After the typhoon, replace all broken or cracked glass panes as soon as possible.
4. Please contact the Customer Service Office Staff if you need help.

## 區內交通服務

## Transportation Service

## 區內主要巴士路線 Bus Routes

53	元朗東 Yuen Lung East	至 TO	荃灣 Tsuen Wan
63M	元朗東 Yuen Lung East	至 TO	青衣機鐵站 Tsing Yi MTR station
68X	元朗東 Yuen Lung East	至 TO	佐敦道碼頭 Jordan Road Ferry
655	元朗東 Yuen Lung East	至 TO	流浮山 Lau Fau Shan
A71	元朗東 Yuen Lung East	至 TO	天水圍天瑞邨 Tin Shui Wai Tin Shui Est.
N30	元朗東 Yuen Lung East	至 TO	機場／東涌 Airport / Tung Chung
54	元朗西 Yuen Long West	至 TO	石崗上村 Shek Kong Sheung Tsuen
64K	元朗西 Yuen Long West	至 TO	大埔火車站 Tai Po KRC station
64P	元朗西 Yuen Long West	至 TO	大埔火車站 Tai Po KRC station
68M	元朗西 Yuen Long West	至 TO	荃灣地鐵站 Tsuen Wan MTR station
76K	元朗西 Yuen Long West	至 TO	粉嶺華明邨 Fanling Wah Ming Est.
77K	元朗西 Yuen Long West	至 TO	粉嶺祥華邨 Fanling Cheung Wah Est.
277	元朗西 Yuen Long West	至 TO	落馬洲轉車站 Lok Ma Chau Interchange
968	元朗西 Yuen Long West	至 TO	天后地鐵站 Tin Hau MTR station
264M	天水圍市中心 Tin Shui Wai Town Centre	至 TO	青衣機鐵站 Tsing Yi MRT station
269B	天水圍市中心 Tin Shui Wai Town Centre	至 TO	紅磡碼頭 Hungghom Ferry
269C	天水圍市中心 Tin Shui Wai Town Centre	至 TO	觀塘碼頭 Kwun Tong Ferry
276	天水圍市中心 Tin Shui Wai Town Centre	至 TO	上水廣場 Sheung Shui Plaza
276P	天水圍市中心 Tin Shui Wai Town Centre	至 TO	上水廣場 Sheung Shui Plaza
E34	天水圍市中心 Tin Shui Wai Town Centre	至 TO	機場 Airport
269D	天富苑 Tin Fu Court	至 TO	沙田火車站 Shatin KCR station
N269	天慈邨 Tin Tsz Est.	至 TO	美孚(通宵) Mei Foo (overnight)
95R	朗屏邨 Long Ping Est.	至 TO	上水火車站 Sheung Shui KCR station

#### 區內輕鐵路線 Light Transit Railway Routes

610	元朗總站 Yuen Long Terminus	至 TO	屯門碼頭(經大興邨) Tuen Mun Ferry (via Tai Hing)
614	元朗總站 Yuen Long Terminus	至 TO	屯門碼頭(經景花園) Tuen Mun Ferry (via Prime View)
615	元朗總站 Yuen Long Terminus	至 TO	屯門碼頭(經建生邨、良景邨) Tuen Mun Ferry (via Kin Sang Estate, Leung King Estate)
721	元朗總站 Yuen Long Terminus	至 TO	天水圍總站 Tin Shui Wai Terminus

#### 區內主要專線小巴路線 Light Bus Routes

36	福康街 Fuk Hong St.	至 TO	大生圍文苑村 Tai Sang Wai
37	福康街 Fuk Hong St.	至 TO	牛潭尾攸美村公所 Ngau Tam Mei Yau Tam Mei Tsuen
38	福康街 Fuk Hong St.	至 TO	牛潭尾下竹圍(近何生農場) Ngau Tam Mei Ha Chuk Yuen (Ho's Farm)
71	泰衡街 Tai Heng St.	至 TO	錦田石湖塘(河背) Shek Wu Tong
72	泰衡街 Tai Heng St.	至 TO	石崗雷公田 Shek Kong Lui Kung Tin
75	福康街 Fuk Hong St.	至 TO	落馬洲下灣村 Lok Ma Chau Ha Tsuen
76	福康街 Fuk Hong St.	至 TO	上水小鵬村 Sheung Shui Siu Hom Tsuen
601	鳳翔路 Fung Cheung Rd.	至 TO	錦田北圍村 Kam Tin Buk Wai Tsuen
602	鳳翔路 Fung Cheung Rd.	至 TO	錦田大江埔 Kam Tin Tai Kong Po
603	鳳翔路 Fung Cheung Rd.	至 TO	元朗達吉鄉 Yuen Long Fung Gut Huen
609	安康路 On Hong Rd.	至 TO	博愛醫院 Pok Oi Hospital



## 區內幼稚園/小/中學網絡

## Kindergartens, Primary &amp; Secondary Schools

**幼稚園 Kindergarten**

啟思幼稚園 Creative Kindergarten (Yuen Long) 元朗朗日路8號新元朗中心第四層商場 4/F, Sun Yuen Long Centre, No.8 Long Yat Road	2896 3639
太陽島英文幼稚園 Sun Island English Kindergarten 元朗鳳攸南街順利大廈第二座地下 G/F, Bldg 2 Ho Shun Li Building, Fung Yau Street South	2477 3277
元朗信義會生命幼稚園 Yuen Long Lutheran Life Kindergarten 元朗安信街 On Shun Street, Yuen Long	2476 9363
聖瑪提亞堂肖珍幼稚園 ST. Matthias' Church Chiu Chun Kindergarten 元朗媽廟路9號地下至2樓 G/F to 2/F, No.9 Ma Miu Road	2479 4262

**小學 Primary School**

聖公會靈愛小學 SKH Ling Oi Primary School 元朗媽廟路15號 No.15 Ma Miu Road	2477 4109
光明學校 Kwong Ming School 元朗水邊圍村 Shui Pin Wai Road	2476 2616
博愛醫院歷屆總理聯誼會梁省德學校 A.D. & F.D.P.O.H. Ltd. Leung Sing Tak School 元朗朗屏村第三期 Long Ping Estate	2474 5566
鐘聲學校 Chung Sing School 元朗大坡頭鐘聲徑5號 No.5 Chung Sing Path	2476 2505
五和公立學校 Ng Wo Public Primary School 元朗十八鄉大圍村 Tai Wai Tsuen	2476 0046
天主教崇德小學 Shung Tak Catholic Primary School 元朗南邊圍24號 Nam Pin Wai	2476 4125
佛教榮茵學校 Buddhist Wing Yan School 元朗鳳攸南街6號 No.6 Fung Yau Street South	2475 0434
元朗商會學校 Y.L.Chamber of Commerce Primary School 元朗青山道224號 No.224 Castle Peak Road, Yuen Long	2476 2268
橫洲公立學校 Wang Chau Public School 元朗橫洲西頭圍 Wang Chau Sai Tau Wai	2476 1063
元朗朗屏村惠州學校 Y.L.Long Ping Estate Wai Chow School 元朗朗屏村第二期 Long Ping Estate	2476 3903
元朗朗屏村東莞學校 Y.L.Long Ping Estate Tung Koon Primary School 元朗朗屏村第一期 Long Ping Estate	2476 2433
元朗公立中學校友會小學 Y.L.Public Middle School Alumni Association Primary School 元朗水牛嶺公園北路2號 No.2 Town Park Road North	2475 0328
中華基督教元朗真光小學 C.C.C. Chun Kwong Primary School 元朗屏信街九號 No.9 Ping Shun Street	2476 2696

#### 中學 Secondary School

元朗商會中學 Yuen Long Merchants Association Secondary School 鳳年路20號 No.20 Fung Lin Road	2478 7348
新界鄉議局元朗區中學 NT Heung Yee kuk Yuen Long District Secondary School 教育路123號 No. 123 Kau Yuk Road	2476 6226
趙聿修紀念中學 Chiu Lut Sau Memorial Secondary School 體育路7號 No.7 Tai Yuk Road	2477 8237
元朗公立中學 Yuen Long Public Secondary School 元朗市鎮公園南路22號 No.22 Town Park Road South	2476 2357
路德會西門英才中學 Gertrude Simon Lutheran School 元朗市鎮公園北路1號 No.1 Town Park Road North	2478 2424
東華三院盧韓庭紀念中學 TWGHs Lo Kon Ting Memorial College 新界元朗朗屏村 Long Ping Estate	2474 2678
博愛醫院鄧佩瓊紀念中學 Pok Oi Hospital Tang Pui King Memorial College 元朗朗屏村 Long Ping Estate	2474 1576
元朗信義學校(中學部) Yuen Long Lutheran School 元朗安信街 On Shun Street, Yuen Long	2479 1830
明愛元朗陳震夏中學 Caritas Yuen Long Chan Chun Ha Secondary School 元朗西裕街66號 No.66 Sai Yu Street	2475 5491
中華基督教會基元中學 CCC Kei Yuen College 元朗鳳攸南街 Fung Yau Street South	2475 0331
中華基督教基朗中學 The Church of Christ in China Kei Long College 元朗鳳攸南街8號 No.8 Fung Yau Street South	2475 4781
聖公會白約翰會督中學 SKH Bishop Baker Secondary School 元朗鳳攸南街10號 No.10 Fung Yau Street South	2475 4778

## 常用機構電話及網址

## Useful Telephone Numbers & Web Sites

新鴻基地產發展有限公司 Sun Hung Kai Properties Ltd.	2827 8111 <a href="http://www.shkp.com.hk">http://www.shkp.com.hk</a>
康業服務有限公司 Hong Yip Service Company Ltd.	2828 0888 <a href="http://www.hongyip.com.hk">http://www.hongyip.com.hk</a>
采葉庭客戶服務處 The Parcville Customer Service Office	2211 2000 <a href="mailto:parcville@hongyip.com.hk">parcville@hongyip.com.hk</a>
采葉庭會所 Club House	2478 5108 <a href="mailto:parcville@hongyip.com.hk">parcville@hongyip.com.hk</a>
新世界第一巴士服務有限公司 New World First Bus Service Ltd.	2136 8888 <a href="http://www.nwfb.com.hk">http://www.nwfb.com.hk</a>
九龍巴士(1933)有限公司 Kowloon Motor Bus Co. (1933) Ltd.	2745 4466 <a href="http://www.kmb.com.hk">http://www.kmb.com.hk</a>
城巴 Citybus	2873 0818 <a href="http://www.citybus.com.hk">http://www.citybus.com.hk</a>
地下鐵路 MTR Corporation	2881 8888 <a href="http://www.mtr.com.hk">http://www.mtr.com.hk</a>
九廣鐵路 Kowloon - Canton Railway Corporation	2468 7788 <a href="http://www.kcrc.com">http://www.kcrc.com</a>
中華電力有限公司 CLP Power	2678 2678 <a href="http://www.clpgroup.com.hk">http://www.clpgroup.com.hk</a>
中華煤氣 H.K. & China Gas Co.Ltd.	2880 6988 <a href="http://www.towngas.com">http://www.towngas.com</a>
水務署 Office of the Water Authority	2824 5000 <a href="http://www.info.gov.hk/wsd">http://www.info.gov.hk/wsd</a>
電訊盈科 PCCW - HKT	1000 <a href="http://www.hkt.com/directories">http://www.hkt.com/directories</a>
香港郵政 Hong Kong Post	2921 2222 <a href="http://www.hongkongpost.com">http://www.hongkongpost.com</a>
入境事務處 Immigration Department	2824 6111 <a href="http://www.info.gov.hk/immd">http://www.info.gov.hk/immd</a>
環境保護署 Environmental Protection Department	2835 1018 <a href="http://www.info.gov.hk/epd">http://www.info.gov.hk/epd</a>
差餉物業估價署 Rating and Valuation Department	2152 2152 <a href="http://www.info.gov.hk/rvd">http://www.info.gov.hk/rvd</a>
食物環境衛生署 (元朗區辦事處) Food & Environmental Hygiene Department (Yuen Long District Office)	2475 3433 / 2868 0000 <a href="http://www.info.gov.hk/fehd">http://www.info.gov.hk/fehd</a>

民政事務總署  
Home Affairs Department

2835 2500  
<http://www.info.gov.hk/had>

政府新聞處  
Information Service Department

2824 8777  
<http://www.info.gov.hk/isd>

香港天文台  
Hong Kong Observatory

2926 8200 / 187 8200  
<http://www.weather.gov.hk>

教育署  
Education Department

2891 0088 / 2886 6639  
<http://www.info.gov.hk/ed>

博愛醫院  
Pok Oi Hospital

2478 2556  
<http://www.ha.org.hk/hesd>

元朗警署  
Yuen Long Police Station

2473 8200 / 2476 5886  
<http://www.info.gov.hk/police>



A photograph of a swimming pool with lounge chairs and a white box highlighting a section of the pool deck.

**leisurely hour**

clubhouse rules & regulations



# content

## 目錄

第一章	概說	Chapter 1	General
第二章	入場	Chapter 2	Entrance
第三章	收費辦法	Chapter 3	Payment
第四章	設施	Chapter 4	Facilities
第五章	預訂場地	Chapter 5	Booking
第六章	收費表	Chapter 6	Schedule of Fee
第七章	開放時間	Chapter 7	Opening Hours
第八章	使用各類設施守則	Chapter 8	Regulations of Using Various Facilities
第九章	申請住戶證	Chapter 9	Application for Resident Cards
第十章	住戶證	Chapter 10	Resident Card
第十一章	在會所內行為	Chapter 11	Conduct in The Club
第十二章	意外事件	Chapter 12	Accidents
第十三章	損毀設施	Chapter 13	Damages
第十四章	物品處理	Chapter 14	Belongings
第十五章	失物	Chapter 15	Lost Properties
第十六章	寵物	Chapter 16	Pets
第十七章	賓客	Chapter 17	Guests
第十八章	違反規章	Chapter 18	Breach of Regulations
第十九章	游泳池使用守則	Chapter 19	Swimming Pool Regulations
第二十章	室內兒童遊樂場使用守則	Chapter 20	Indoor Children Play Area Regulations
第二十一章	健身室使用守則	Chapter 21	Gymnasium Regulations
第二十二章	室內羽毛球場使用守則	Chapter 22	Indoor Badminton Court Regulations
第二十三章	乒乓球室使用守則	Chapter 23	Table Tennis Room Regulations
第二十四章	桌球室使用守則	Chapter 24	Billiard Room Regulations
第二十五章	室內箭道使用守則	Chapter 25	Archery Room Regulations
第二十六章	健康舞室使用守則	Chapter 26	Aerobic Room Regulations
第二十七章	電腦室使用守則	Chapter 27	Computer Room Regulations
第二十八章	音樂室使用守則	Chapter 28	Music Room Regulations
第二十九章	閱讀室使用守則	Chapter 29	Reading Room Regulations
第三十章	茶座使用守則	Chapter 30	Snack Bar Regulations
第三十一章	宴會廳使用守則	Chapter 31	Function Room Regulations
第三十二章	桑拿浴室使用守則	Chapter 32	Sauna Room Regulations
第三十三章	蒸氣浴室使用守則	Chapter 33	Steam Room Regulations



# chapter

# 1

## 第一章

### 概說 General

以下規章為采葉庭經理人制定, 以確保本會所能妥善管理, 凡使用本會所設施之人士必須遵守。采葉庭經理人或其代理人有權隨時就實際需要修訂規章。

The following rules and regulations are made by the Manager of THE PARCVILLE for orderly management of the facilities provided by the Clubhouse and should be observed by every resident or guest when using the facilities. These rules and regulations may be altered, amended or added from time to time by the Manager or its agent.

## 入場 Entrance

本會所專供採葉庭住戶使用，住戶進入會所時必須出示住戶證，此外賓客亦須持有住戶證之住戶陪同方可進入會所範圍。採葉庭經理人有權向使用會所設施之人士收費。

The Clubhouse is intended for the exclusive enjoyment of resident of THE PARCVILLE. Resident cards should be presented for inspection when entering the Clubhouse. No guests will be admitted to the Clubhouse unless accompanied by a valid Resident Cardholder. The Manager may levy a charge for using the facilities in the Clubhouse.

# chapter 3

## 第三章

### 收費辦法 Payment

所有會所設施將不接受現金付款，住戶須透過智能咭或客戶服務處發出之代用券支付費用。

All payment for using the Clubhouse facilities are made through the Smart Card or payment of coupon issued by the Customer Service Office. The Clubhouse accepts no cash.

## 設施 Facilities

- |            |                               |
|------------|-------------------------------|
| 1. 游泳池     | 1. Swimming Pool              |
| 2. 室內兒童遊樂場 | 2. Indoor Children Playground |
| 3. 燒烤場     | 3. BBQ Area                   |
| 4. 健身室     | 4. Gymnasium                  |
| 5. 室內羽毛球場  | 5. Indoor Badminton Court     |
| 6. 乒乓球室    | 6. Table Tennis Area          |
| 7. 桌球室     | 7. Billiard Room              |
| 8. 室內箭道    | 8. Archery Room               |
| 9. 健康舞室    | 9. Aerobic Room               |
| 10. 電腦室    | 10. Computer Room             |
| 11. 音樂室    | 11. Music Room                |
| 12. 閱讀室    | 12. Reading Room              |
| 13. 茶座     | 13. Snack Bar                 |
| 14. 種植室    | 14. Green House               |
| 15. 宴會廳    | 15. Function Room             |
| 16. 桑拿浴室   | 16. Sauna Room                |
| 17. 蒸氣浴室   | 17. Steam Room                |
| 18. 園藝花園   | 18. Landscaped Area           |

## 預訂場地 Booking

1. 租用原則為「先到先得」, 每次不可連續租用超過兩節。
2. 預訂場地時須出示本人之住戶證及即時繳付場地租金。會所職員將發回場地使用證。
3. 住戶須親自出示住戶證及場地使用證方可使用設施。
4. 晚上九時半後停止辦理預訂場地手續。
5. 住戶可透過內聯網預訂場地, 但必須於指定時間內到會所繳付場地租金。
6. 不設電話訂場, 但可查詢場地情況。
7. 預訂場地時間及日期後, 不得更改。
8. 已繳付之場地租金, 概不退還。
9. 如天文台懸掛八號風球或黑色暴雨訊號, 場地將會暫停開放, 住戶須親身攜同場地使用證到會所辦理改期手續。新訂時間須為暫停日之後十四天內及於同等收費時段。

1. Booking is on first-come first-served basis. No booking can be made for more than two consecutive sessions.
2. At the time of booking, resident must present his/her resident card and pay the requisite fee in advance. A relevant user permit will then be issued.
3. The right to use the facilities is subject to the presentation of one's own resident card and user permit.
4. Booking service is available up to 9:30p.m. daily.
5. Advance booking is also available through intranet. However, payment of the requisite fee must be made to the Clubhouse before the designated time.
6. No telephone booking is accepted. However, inquiries about availability of the facilities are welcomed.
7. Once the time and date booked, no change is allowed.
8. Payment made is non-refundable under all circumstances.
9. All facilities will be closed when Typhoon Signal No. 8 or above or Rainstorm Black Warning Signal is hoisted. Change of time is allowed for any session of the same fee within 14 days. "User Permit" should be presented when making an alternative booking. Postponement must be made in person.



## 收費表 Schedule of Fee

各項設施收費, 請參閱會所大堂接待處之收費表。

Please refer to the fees schedule at the reception counter of the Clubhouse.



## 開放時間 Opening Hours

上午七時至晚上十時正。採葉庭經理人或其代理人有權在發出通告後，更改開放時間。

如因維修或天氣以致影響各類設施之使用，採葉庭經理人或其代理人可暫時停止開放此等設施，有關通告將張貼於會所佈告箱。如天文台懸掛八號風球或黑色暴雨訊號，本會所將會暫停開放。

The Clubhouse opens daily from 7:00a.m. to 10:00p.m. The timetable may be changed at the discretion of the Manager or its agent and the details of such changes will be posted on the notice board of the Clubhouse. If, in the opinion of the Manager or its agent, the facilities are unfit for use on account of routine maintenance or poor weather, they will be closed and notice will be put up on the notice board. The Clubhouse will be closed when typhoon signal No. 8 or above or Rainstorm Black Warning Signal is hoisted.

# chapter 8

第八章

## 使用各類設施守則

## Regulations of Using Various Facilities

詳情請參閱各項設施之守則。

Please refer to each facility's regulations for details.

## 申請住戶證

## Application for Resident Cards

1. 住戶申請住戶證由客戶服務處辦理, 每年換證一次。非於采葉庭居住之業主無權領取住戶證。
2. 申請住戶證之數量上限如下：
  - i) 二房單位最多可申請五張。
  - ii) 三房單位最多可申請七張。

1. Owners, occupiers or tenants of residential units may apply to the Customer Service Office for Resident Cards and the cards will be renewed annually. Owners not in residence will not be entitled for Resident Cards.
2. Quotats for application for Resident Cards :
  - i) A maximum of 5 Resident Cards for Flats with two bedrooms.
  - ii) A maximum of 7 Resident Cards for Flats with three bedrooms.

# chapter 10

## 第十章

### 住戶證 Resident Card

1. 住戶證不可轉讓。
2. 當住戶遷離某庭, 住戶證即告無效。
3. 失證補領須繳付手續費。

1. The card is non-transferable.
2. The card is not valid when the cardholder ceases to be a resident of THE PARCVILLE.
3. Charges will be levied for replacement of lost card.

## 在會所內行為 Conduct in The Club

1. 所有使用人士須穿著整齊。
2. 嚴禁在會所內進行未經采葉庭經理人或其代理人許可之活動。
3. 倘若住戶對其他住戶或會所職員不滿, 應口頭或書面通知客戶服務處。
4. 除得客戶服務處事前批准外, 會所嚴禁拍攝, 錄影及錄音。
5. 除客戶服務處批准之教練外, 其他人士不可經營教練行業。
6. 會所活動範圍內(除指定之地方外)不准飲食及吸煙。

1. All Clubhouse users should be properly dressed.
2. No activities prohibited by the Manager or its agent is allowed in the Clubhouse.
3. For any complaints about other residents or the Clubhouse Staff, he/she should refer the matter verbally or in writing to the Customer Service Office.
4. No photograph taking, video or voice recording will be allowed in the Clubhouse unless approved by the Customer Service Office in advance.
5. No coaching services is permitted unless approved by the Customer Service Office in advance.
6. No eating (other than in designated area) or smoking is allowed in any part of the Clubhouse premises.



## 意外事件 Accidents

所有意外事件導致住戶或賓客傷亡，無論是否因為采葉庭經理人、代理人、客戶服務處、會所職員或其他人士之疏忽所引致，采葉庭經理人、其代理人、客戶服務處、會所職員概不負責。

The Manager, its agent or the Customer Service Office/ the Clubhouse Staff, will take no responsibility for occurrence of any accident or injury sustained by the users, in any part of the Clubhouse premises, whether or not such accident or injury is caused by the negligence of the Manager, its agent, the Customer Service Office/ the Clubhouse Staff or any other authorized person.



# chapter 13

## 第十三章

### 損毀設施 Damages

倘若住戶或其邀請之賓客損毀本會所內任何設施，無論是蓄意或意外，該名住戶必須承擔一切責任。

Residents will be held responsible for the cost of making good any damage caused by themselves or their guests, whether willfully or accidentally, towards any kind of facilities or property of the Clubhouse.

## 物品處理 Belongings

1. 住戶或賓客所攜帶之物品，無論是放在公共地方或是存放在貯物箱內，倘若被竊或損毀，  
采葉庭經理人或其代理人概不負責。
2. 雜物或物品應存放在鎖好之貯物箱內，切勿亂放。
3. 倘若住戶或賓客委託客戶服務處/會所職員看管物品，采葉庭經理人或其代理人概不承  
擔任何責任。
4. 所有物品不准在本會所內存放過夜。

1. The Manager or its agent will take no responsibility for the loss, theft or damage of  
the belongings brought into the Clubhouse premises by both residents and guests,  
whether they are left in public areas or in the security lockers provided.
2. Residents or guests should keep their belongings in the security lockers provided  
and should ensure the lockers are safely locked.
3. The Manager or its agent will accept no responsibility for the valuables and belongings  
entrusted to the care of any member of the Customer Service Office/ the Clubhouse  
Staff.
4. No article is allowed to be stored overnight in the Clubhouse.

# chapter 15

## 第十五章

### 失物 Lost Properties

1. 所有在會所內拾獲之貴重物品將存放於客戶服務處, 失主可在該處認領失物。
2. 所有在會所內拾獲之物品如三個月內仍無人認領, 采葉庭經理人或其代理人有權以出售或其他形式處理該等物品, 所有收入將撥入管理費賬目。

1. Any valuable found in the Clubhouse will be kept by the Customer Service Office and can be claimed by the owner with proper evidence of proof.
2. Any lost articles remain unclaimed for a period of three months from the date found will be disposed of by sale or in such other manner as the Manager or its agent may direct. The proceeds will be credited to the management fund account.

# chapter 16

## 第十六章

### 寵物 Pets

在任何情況下,均不准帶寵物入本會所。

No pet whatsoever shall be admitted to the Clubhouse.

# chapter 17

## 第十七章

### 賓客 Guests

持有住戶證之住戶可邀請賓客使用本會所之設施, 但該名住戶必須陪同賓客一同使用各類設施, 並且須對賓客之行為負責。 采葉庭經理人或其代理人有權拒絕賓客進入會所範圍。

Resident Cardholder may invite guests to the Clubhouse provided that he/she should be responsible at all times for the conduct of the guests. All guests must be accompanied by residents. The Manager or its agent reserves the right to restrict admittance of guests.

# chapter 18

第十八章

## 違反規章 Breach of Regulations

住戶或賓客如有違反采葉庭會所規章, 將會被請離開本會所。

Residents or guests who are in breach of the Rules and Regulations of the Clubhouse  
will be required to leave the premises immediately.



# chapter 19

## 第十九章

### 游泳池使用守則 Swimming Pool Regulations

使用本泳池人士必須遵守下列規例及泳池範圍內展示之任何其他告示,冀使所有泳客得到安全之保障及方便泳客能盡情享用泳池的設施。倘任何人士經常違反下列任何一條規則,騷擾或危害其他泳客,採葉庭經理人、其代理人、客戶服務員或救生員有權拒絕該等人士進入泳池。

1. 本泳池專供採葉庭住戶享用,賓客必須由住戶陪同方可使用。入場前住戶必須出示住戶證及交出有效之游泳券,採葉庭經理人或其代理人保留收費及限制賓客使用泳池之權利。
2. 使用本泳池人士,必須自行負責本身之安全;倘因使用泳池或在池邊範圍發生意外或受傷,採葉庭經理人、其代理人概不負責。
3. 採葉庭經理人或其代理人有權制訂每年之泳池開放及關閉日期,開放日期及時間,請參閱泳池入口或會所之通告。
4. 泳池或更衣室使用者之私人物品遇有損毀或被竊,採葉庭經理人或其代理人概不負責。
5. 除客戶服務處批准之教練外,其他人士不可在泳池範圍內進行教練活動。
6. 十二歲以下之小童必須由成人陪同進入泳池。
7. 患有皮膚病或其他傳染病之人士,不得進入泳池範圍。
8. 不准攜帶玻璃或易碎物品、寵物或牲畜、收音機、錄音機、唱機、攝影器材或任何樂器進入泳池範圍。
9. 凡進入泳池範圍內之人士必須穿著合適之泳衣,泳客請勿穿著任何形式之鞋履進入泳池範圍內。
10. 泳客必須由更衣室進入泳池,進入泳池前必須先用花洒沖身及在洗腳池洗腳。
11. 不准在泳池範圍內吸煙、飲食或使用太陽油。
12. 除認可之助浮器如乳膠浮板、水袖外,蛙鞋、吸氣管、沙灘波、模型船或其他玩具等一概不准使用。
13. 未經客戶服務處同意,不得利用泳池或池邊範圍舉辦私人派對。
14. 不得隨處拋掉或棄置垃圾、廢紙或廢物。
15. 使用本泳池之人士,均應循規蹈矩,避免騷擾或危害其他泳客,禁止推撞、追逐、彈水花及跳水,亦不得干擾或破壞所安裝之任何安全措施或設施。
16. 採葉庭經理人或其代理人有權隨時關閉游泳池,亦可決定關閉多久以便清潔、保養、維修或安排特別活動。
17. 使用游泳池人士須聽從救生員指示,合作遵守,切勿理論而影響救生員之工作。如有任何詢問或建議,請往接待處提出。
18. 未得客戶服務處同意,不准拍攝硬照、錄影帶或電影。
19. 使用助浮器或不擅泳者切勿進入深水區。
20. 請遵守泳池守則,嚴禁瞞騙採葉庭客戶服務員或救生員而進入泳池;如有瞞騙行為,採葉庭經理人會採取適當行動處理,保障住戶權益。
21. 遇有狂風暴雨或天文台雷暴警告,泳池會照常開放,直至另行通告為止。救生員會懸掛紅旗及提示泳客自顧安全,惟三號風球或以上或黑色暴雨訊號期間,泳池將暫停開放。

For the safety, convenience and better enjoyment purpose, users of the Swimming Pool should at all time observe the following regulations and any other notices exhibited in the pool areas. The Manager or its agent or the Customer Service Staff or the Lifeguard reserves the rights to refuse admittance of any persons who habitually disregard any of the following regulations or cause annoyance or danger to others.

1. The Swimming Pool is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. Residents must present their Resident Cards and produce the valid coupons before entering the pool areas. The Manager or its agent reserves the rights to levy charges and restrict the admission of any guests.
2. The Manager or its agent or the Customer Service Staff will take no responsibility for any persons who sustain personal injuries or accidents in using the Swimming Pool.
3. The Manager or its agent has the absolute discretion on the opening and closing dates of the Swimming Pool. Notices will be exhibited on the entrance of Swimming Pool or on the notice board of the Clubhouse.
4. The Manager or its agent will take no responsibility for any loss or damages of personal property.
5. No coaching service is allowed unless approved by the Customer Service Office in advance.
6. Children under age of 12 should be accompanied by adults.
7. Persons suffering from skin diseases or other infectious diseases are not allowed to use the pool.
8. Glasses, fragile containers, pets, radios, tape recorders, record players, cameras, camcorders or any other form of musical instruments are not allowed within the pool areas.
9. All persons entering the pool areas should be in proper swimming suits and no slippers or any forms of shoes are permitted in the pool or pool-side areas.
10. Swimmers must enter the Swimming Pool via the changing rooms and use the showers and foot-baths.
11. Smoking, eating or suntan oil is not allowed within the Swimming Pool areas.
12. Flippers, snorkels, beach balls, model boats or other toys are not permitted except those approved floating aids, such as latex floating board or floating arm rings.
13. No private party is allowed at the swimming pool or pool-side areas unless approved by the Customer Service Office in advance.

14. Litter must be disposed properly.
15. All persons using the pool shall be in such manner as not to cause any annoyance or danger to other swimmers. Pushing, chasing, "splash bombing" and diving are strictly forbidden.
16. The Manager or its agent reserves the rights to close the pool areas at any time and duration for the purpose of cleaning, maintenance, repair or special functions.
17. Swimmers are requested to follow the instructions and advice given by the lifeguards. They are reminded not to argue with the lifeguards since it may disrupt their duties. All inquiries and complaints regarding management of the Swimming Pool should be referred to the Customer Service Staff.
18. No photograph, video tape or movie taking is allowed unless with the consent of the Customer Service Office in advance.
19. Beginners and those using floating aids are advised not to go near the deep water areas.
20. Swimmers should observe the "Rules and Regulations" of the Swimming Pool. Nobody is allowed to enter the pool areas by fraud, otherwise, the Customer Service Office will take appropriate action in order to protect the rights of the residents.
21. The Swimming Pool will remain open in times of rain or thunderstorm unless otherwise announced. However, red flag will be put up in the pool areas and swimmers should be responsible for their own safety if they wish to continue to use the Swimming Pool. The Swimming Pool will be closed when typhoon signal No. 3 or above or the Rainstorm Black Warning signal is hoisted.

## 室內兒童遊樂場使用守則

## Indoor Children Play Area Regulations

1. 室內兒童遊樂場專供采葉庭住戶使用, 賓客只能在住戶陪同下才可使用。采葉庭經理人或其代理人保留限制賓客使用室內兒童遊樂場之權利。
  2. 使用室內兒童遊樂場引致之任何意外及傷亡, 采葉庭經理人、其代理人或管理人概不負責。
  3. 在客戶服務處安排特別活動期間, 室內兒童遊樂場內設施將不開放予其他人士使用。
  4. 室內兒童遊樂場祇准十二歲以下之兒童使用及必須有成人在旁指導。
  5. 室內兒童遊樂場內禁止吸煙或飲食。
  6. 禁止攜帶寵物或牲畜進入。
  7. 不准隨地拋棄廢物。
  8. 采葉庭經理人或其代理人對私人物品之損毀或被竊概不負責。
  9. 室內兒童遊樂場一切設備應小心使用, 如有損毀, 使用者須負責賠償一切損失。
  10. 如天文台懸掛八號風球或以上或黑色暴雨訊號, 室內兒童遊樂場將暫停開放。
- 
1. The Indoor Children Play Area is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent however reserves the right to restrict the admission of any guest.
  2. The Manager or its agent or the Management Staff will take no responsibility for any accident or injury which may occur through the use of the Play Area.
  3. In the time of special events arranged by the Customer Service Office, the Play Area will be reserved and no play will be permitted except of the aforesaid purposes.
  4. The Play Area is only for the children under the age of 12 and should be accompanied by adults.
  5. Smoking or eating is not allowed in the Indoor Children Play Area.
  6. No pet or whatsoever shall be admitted.
  7. Litter must be disposed properly.
  8. The Manager or its agent will take no responsibility for any loss or damage or personal property.
  9. All the facilities provided should be used with care or otherwise the user will be held responsible for the damage of those facilities.
  10. The Indoor Children Play Area will be closed in case of typhoon signal No. 8 or above or the Rainstorm Black Warning is hoisted.



## 健身室使用守則 Gymnasium Regulations

1. 健身室專供采葉庭住戶使用，賓客只能在住戶陪同下才可使用，采葉庭經理人或其代理人保留限制賓客使用健身室之權利。
2. 使用健身室設施引致任何意外或傷亡，采葉庭經理人、其代理人或客戶服務員概不負責。
3. 在客戶服務處安排特別比賽或活動期間，健身室將不開放予其他人士使用。
4. 健身室及其器材不設預訂，惟需於進場前扣除費用。
5. 十五歲以下或未曾接受健身器械訓練之人士嚴禁使用健身室設施。
6. 除客戶服務處批准之教練外，其他人士不可在健身室範圍內進行訓練活動。
7. 住戶必須出示住戶證，於登記後方可使用健身室器材。
8. 健身室於同一時間內最高使用人數為20人。
9. 使用健身室器材者必須穿著合適之運動裝及運動鞋。
10. 使用者在未得到采葉庭經理人、其代理人或客戶服務人員同意前不得移動室內任何固定設施。
11. 禁止攜帶寵物或牲畜進入健身室。
12. 不准隨地拋棄廢物。
13. 健身室內禁止吸煙及飲食。
14. 健身室內一切設備應小心使用，如有損毀，使用人負責賠償一切損失。
15. 健身室使用者之私人物品如遇有損毀或被竊，采葉庭經理人或其代理人概不負責。
16. 如天文台懸掛八號風球或以上或黑色暴雨訊號，健身室暫停開放。



1. The Gymnasium is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent reserves the rights to restrict the admittance of any guests.
2. The Manager or agent or the Customer Service Staff will take no responsibility for any accidents or injuries which may occur through the use of the Gymnasium.
3. For the Tournament, league games or matches specially arranged by the Customer Service Office, the Gymnasium will be reserved and no play will be permitted except for the aforesaid purposes.
4. No booking is required for gymnasium apparatus.
5. Persons under the age of 15 or without gymnasium training are not allowed to use the Gymnasium.
6. No coaching services are permitted unless approved by the Customer Service Office in Advance.
7. Residents should present their Resident Cards for registration before they can use the Gymnasium.
8. Maximum of 20 persons are allowed to stay in the Gymnasium at any one time.
9. All users must wear proper sportswear and sport shoes.
10. Without the permission of the Manager, its agent or the Customer Service Staff, residents cannot move any Gymnasium apparatus.
11. No pet or whatsoever shall be admitted.
12. Litter must be disposed properly.
13. Smoking and eating is not allowed in the Gymnasium.
14. All apparatus provided should be used with care or otherwise the user will be held responsible for any damages to the apparatus.
15. The Manager or its agent will take no responsibility for any losses or damages to personal property in the Gymnasium.
16. The Gymnasium will be closed in case of typhoon signal No. 8 or above or the Rainstorm Black warning signal is hoisted.

# chapter 22

第二十二章

## 室內羽毛球場使用守則

## Indoor Badminton Court Regulations

1. 室內羽毛球場專供采葉庭住戶使用, 訪客只能在住戶陪同下才可使用。采葉庭經理人或其代理人保留限制訪客使用室內羽毛球場之權利。
2. 在采葉庭客戶服務處及會所安排特別項目或訓練課程期間, 室內羽毛球場將全部或局部不開放予其他人士使用。
3. 室內羽毛球場是以「先到先得」原則接受七天前預訂, 並須即時繳付有關費用。
4. 住戶必須出示住戶證及場地使用證, 於登記後方可使用室內羽毛球場。
5. 租用時間完畢後, 即使活動未完成亦須離場。
6. 禁止攜帶寵物或牲畜進入。
7. 不准隨地拋棄廢物。
8. 采葉庭經理人或其代理人對私人物品之損毀或被竊概不負責。
9. 使用室內羽毛球場引致之任何意外及傷亡, 采葉庭經理人、其代理人或管理人員概不負責。
10. 必須小心使用室內羽毛球場各項設施, 如有損毀, 使用者須負責賠償。
11. 除采葉庭經理人或其代理人批准外, 不可攜帶食物及飲品進入。
12. 室內羽毛球場內嚴禁吸煙。
13. 如天文台懸掛八號風球或以上或黑色暴雨訊號, 室內羽毛球場將暫停開放。住戶須親身攜同室內羽毛球場使用證到會所接待處辦理改期, 而新訂時間應為暫停日之後十四天及於同等收費時段。

1. The Indoor Badminton Court is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent however reserves the right to restrict the admission of any guest.
2. In the time of special events or courses arranged by the Customer Service Office, the Indoor Badminton Court will be reserved and no residents other than the participants will be allowed to enter the whole or part of the premises.
3. On the first-come first-served basis, the Indoor Badminton Court will be available for booking up to a maximum of 7 days in advance. Requisite fees must be paid at the time of booking.
4. Residents should produce their "Resident Cards" and "User Permit" for registration before they can use the Indoor Badminton Court.
5. No function shall continue at the end of the session booked even if the activities in progress has not yet been completed.
6. No pet or whatsoever shall be admitted.
7. Litter must be disposed properly.
8. The Manager or its agent will take no responsibility for any loss or damage or personal property.
9. The Manager or its agent or the Customer Service Staff will take no responsibility for any accident or injury which may occur through the use of the above facilities.
10. All the facilities provided should be used with care or otherwise the user will be held responsible for the damage of those facilities.
11. No food or drink are allowed unless approved by the Manager or its agent in advance.
12. No smoking is allowed.
13. The Indoor Badminton Court will be closed in case of typhoon signal No. 8 or above or the Rainstorm Black Warning is hoisted. Change of time is allowed within 14 days only with the same rate. "User Permit" should be produced when making alternative booking. Postponement should be made in person.

## 乒乓球室使用守則 Table Tennis Room Regulations

1. 乒乓球室專供采葉庭住戶使用, 賓客只能在住戶陪同下才可使用。經理人或其代理人保留限制賓客使用乒乓球室之權利。
2. 使用乒乓球室引致之任何意外或傷亡, 采葉庭經理人、其代理人或客戶服務員概不負責。
3. 在客戶服務處安排特別比賽或活動期間, 乒乓球室將不開放予其他人士使用。
4. 乒乓球室是以「先到先得」原則接受七天前預訂, 並須即時繳付有關費用。入乒乓球室前, 住戶必須出示住戶證及場地使用證。
5. 使用乒乓球室者不准穿著黑色鞋底或可污染地板之球鞋。
6. 租用時間完畢後, 即使賽事未完成亦須即時離場。
7. 禁止攜帶寵物或牲畜進入乒乓球室。
8. 不准隨地拋棄廢物。
9. 除客戶服務處批准之教練外, 其他人士不可在乒乓球室範圍內進行教練活動。
10. 乒乓球室內禁止吸煙或飲食。
11. 乒乓球室內一切設備應小心使用, 如有損毀, 使用人須負責賠償一切損失。
12. 乒乓球室使用者之私人物品遇有損毀或被竊, 采葉庭經理人或其代理人概不負責。
13. 如天下台懸掛八號風球或以上或黑色暴雨訊號, 乒乓球室將暫停開放, 住戶須親身攜同乒乓球室使用證到會所辦理改期手續, 新訂時間應為暫停日之後十四天內及於同等收費時段。

1. The Table Tennis Room is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent reserves the rights to restrict the admission of any guests.
2. The Manager or its agent or the Customer Service Staff will take no responsibility for any accidents or injuries which may occur through the use of the Table Tennis Room.
3. For the tournaments, league games or matches specially arranged by the Customer Service Office, the Table Tennis Room will be reserved and no play will be permitted except for the aforesaid purposes.
4. On the first-come first-served basis, the Table Tennis Room will be available for booking up to a maximum of 7 days in advance. Requisite fee must be paid at the time of booking. Residents should present their Resident Cards and User Permits for registration before they can use the Table Tennis Room.
5. Players using Table Tennis Room should be properly dressed. Black soled shoes which may stain the floor should not be worn.
6. No play shall be continued at the end of the session booked even if the game in progress has not yet been completed.
7. No pet or whatsoever shall be admitted.
8. Litter must be disposed properly.
9. No coaching services is allowed unless approved by the Customer Service Office in advance.
10. Smoking or eating is not allowed in the Table Tennis Room.
11. All facilities provided should be used with care or otherwise the user will be held responsible for any damages to the facilities.
12. The Manager or its agent will take no responsibility for any loss or damage of personal property.
13. The Table Tennis Room will be closed in case of typhoon signal No.8 or above or the Rainstorm Black Warning is hoisted. Residents have the option to make an alternative booking in person, change of time is allowed within 14 days after the closing day with the same rate.



## 桌球室使用守則 Billiard Room Regulations

1. 桌球室專供采葉庭住戶使用, 訪客只能在住戶陪同下才可使用。采葉庭經理人或其代理人保留限制訪客使用桌球室之權利。
2. 在采葉庭客戶服務處及會所安排特別項目或訓練課程期間, 桌球室將全部或局部不開放予其他人士使用。
3. 桌球室是以「先到先得」原則接受七天前預訂, 並須即時繳付有關費用。
4. 住戶必須出示住戶證及場地使用證, 於登記後方可使用桌球室。
5. 使用者必須年齡達十五歲或以上。
6. 租用時間完畢後, 即使活動未完成亦須離場。
7. 禁止攜帶寵物或牲畜進入。
8. 不准隨地拋棄廢物。
9. 采葉庭經理人或其代理人對私人物品之損毀或被竊概不負責。
10. 使用桌球室引致之任何意外及傷亡, 采葉庭經理人、其代理人或管理人員概不負責。
11. 必須小心使用桌球室各項設施, 如有損毀, 使用者須負責賠償。
12. 除采葉庭經理人或其代理人批准外, 不可攜帶食物及飲品進入。
13. 桌球室內嚴禁吸煙。
14. 如天文台懸掛八號風球或以上或黑色暴雨訊號, 桌球室將暫停開放。住戶須親身攜同桌球室使用證到會所接待處辦理改期, 而新訂時間應為暫停日之後十四天及於同等收費時段。


1. The Billiard Room is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent however reserves the right to restrict the admission of any guest.
2. In the time of special events or courses arranged by the Customer Service Office, the Billiard Room will be reserved and no residents other than the participants will be allowed to enter the whole or part of the premises.
3. On the first-come first-served basis, the Billiard Room will be available for booking up to a maximum of 7 days in advance. Requisite fees must be paid at the time of booking.
4. Residents should produce their "Resident Cards" and "User Permit" for registration before they can use the Billiard Room.
5. Users must be 15 years old or above.
6. No function shall continue at the end of the session booked even if the activities in progress has not yet been completed.
7. No pet or whatsoever shall be admitted.
8. Litter must be disposed properly.
9. The Manager or its agent will take no responsibility for any loss or damage or personal property.
10. The Manager or its agent or the Customer Service Staff will take no responsibility for any accident or injury which may occur through the use of the above facilities.
11. All the facilities provided should be used with care or otherwise the user will be held responsible for the damage of those facilities.
12. No food or drink are allowed unless approved by the Manager or its agent in advance.
13. No smoking is allowed.
14. The Billiard Room will be closed in case of typhoon signal No. 8 or above or the Rainstorm Black Warning is hoisted. Change of time is allowed within 14 days only with the same rate. "User Permit" should be produced when making alternative booking. Postponement should be made in person.

# chapter 25

## 第二十五章

### 室內箭道使用守則 Archery Room Regulations

1. 室內箭道專供采葉庭住戶使用, 訪客只能在住戶陪同下才可使用。采葉庭經理人或其代理人保留限制訪客使用室內箭道之權利。
2. 在采葉庭客戶服務處及會所安排特別項目或訓練課程期間, 室內箭道將全部或局部不開放予其他人士使用。
3. 室內箭道是以「先到先得」原則接受七天前預訂, 並須即時繳付有關費用。
4. 住戶必須出示住戶證及場地使用證, 於登記後方可使用室內箭道。
5. 租用時間完畢後, 即使活動未完成亦須離場。
6. 禁止攜帶寵物或牲畜進入。
7. 不准隨地拋棄廢物。
8. 采葉庭經理人或其代理人對私人物品之損毀或被竊概不負責。
9. 使用室內箭道引致之任何意外及傷亡, 采葉庭經理人、其代理人或管理人員概不負責。
10. 必須小心使用室內箭道各項設施, 如有損毀, 使用者須負責賠償。
11. 除采葉庭經理人或其代理人批准外, 不可攜帶食物及飲品進入。
12. 室內箭道嚴禁吸煙。
13. 如天文台懸掛八號風球或以上或黑色暴雨訊號, 室內箭道將暫停開放。住戶須親身攜同室內箭道使用證到會所接待處辦理改期, 而新訂時間應為暫停日之後十四天及於同等收費時段。

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1. The Archery Room is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent however reserves the right to restrict the admission of any guest.
  2. In the time of special events or courses arranged by the Customer Service Office, the Archery Room will be reserved and no residents other than the participants will be allowed to enter the whole or part of the premises.
  3. On the first-come first-served basis, the Archery Room will be available for booking up to a maximum of 7 days in advance. Requisite fees must be paid at the time of booking.
  4. Residents should produce their "Resident Cards" and "User Permit" for registration before they can use the Archery Room.
  5. No function shall continue at the end of the session booked even if the activities in progress has not yet been completed.
  6. No pet or whatsoever shall be admitted.
  7. Litter must be disposed properly.
  8. The Manager or its agent will take no responsibility for any loss or damage or personal property.
  9. The Manager or its agent or the Customer Service Staff will take no responsibility for any accident or injury which may occur through the use of the above facilities.
  10. All the facilities provided should be used with care or otherwise the user will be held responsible for the damage of those facilities.
  11. No food or drink are allowed unless approved by the Manager or its agent in advance.
  12. No smoking is allowed.
  13. The Archery Room will be closed in case of typhoon signal No. 8 or above or the Rainstorm Black Warning is hoisted. Change of time is allowed within 14 days only with the same rate. "User Permit" should be produced when making alternative booking. Postponement should be made in person.

## 健康舞室使用守則

## Aerobic Room Regulations

1. 健康舞室專供采葉庭住戶使用, 賓客只能在住戶陪同下才可使用, 采葉庭經理人或其代理人保留限制賓客使用健康舞室之權利。
2. 使用健康舞室設施引致之任何意外或傷亡, 采葉庭經理人、其代理人或客戶服務員概不負責。
3. 在客戶服務處安排特別比賽或活動期間, 健康舞室將不開放予其他人士使用。
4. 健康舞室及其器材不設預訂, 惟需於進場前扣除費用。
5. 除客戶服務處批准之教練外, 其他人士不可在健康舞室範圍內進行教練活動。
6. 住戶必須出示住戶證, 於登記後方可使用健康舞室器材。
7. 健康舞室於同一時間內最高使用人數為10人。
8. 使用健康舞室器材者必須穿著合適之運動服裝及運動鞋。
9. 使用者在未取得采葉庭經理人、其代理人或客戶服務員同意前不得移動室內任何固定設施。
10. 禁止攜帶寵物或牲畜進入健康舞室。
11. 不准隨地拋棄廢物。
12. 健康舞室內禁止吸煙或飲食。
13. 健康舞室內一切設備應小心使用, 如有損毀, 使用人負責賠償一切損失。
14. 健康舞室使用者之私人物品遇有損毀或被竊, 采葉庭經理人或其代理人概不負責。
15. 如天文台懸掛八號風球或以上或黑色暴雨訊號, 健康舞室將暫停開放。



1. The Aerobic Room is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent reserves the rights to restrict the admission of any guests.
2. The Manager or its agent or the Customer Service Staff will take no responsibility for any accidents or injuries which may occur through the use of the Aerobic Room.
3. For the tournament, league games or matches specially arranged by the Customer Service Office, the Aerobic Room will be reserved and no play will be permitted except for the aforesaid purposes.
4. No booking is required for gymnasium apparatus but requisite fees must be paid before using the Aerobic Room.
5. No coaching services are permitted unless approved by the Customer Service Office in advance.
6. Residents should present produce Resident Cards for registration before they can use the Aerobic Room.
7. Maximum of 10 persons are allowed to stay in the Aerobic Room.
8. All users must wear proper sportswear and sport shoes.
9. Without the permission of the Manager, its agent or the Customer Service Staff, residents cannot move any Aerobic Room apparatus.
10. No Pets or whatsoever shall be admitted into the Aerobic Room.
11. Litter must be disposed properly.
12. Smoking and eating is not allowed in the Aerobic Room.
13. All facilities provided should be used with care or otherwise the user will be held responsible for any damages to the facilities.
14. The Manager or its agent will take no responsibility for any loss or damage of personal property.
15. The Aerobic Room will be closed in case of typhoon signal No. 8 or above or the Rainstorm Black Warning is hoisted.

## 電腦室使用守則

## Computer Room Regulations

1. 電腦室專供采葉庭住戶使用, 訪客只能在住戶陪同下才可使用。采葉庭經理人或其代理人保留限制訪客使用電腦室之權利。
2. 在采葉庭客戶服務處及會所安排特別項目或訓練課程期間, 電腦室將全部或局部不開放予其他人士使用。
3. 電腦室是以「先到先得」原則供住客使用。
4. 住戶必須出示住戶證於登記後方可使用電腦室。
5. 禁止攜帶寵物或牲畜進入。
6. 不准隨地拋棄廢物。
7. 采葉庭經理人或其代理人對私人物品之損毀或被竊概不負責。
8. 使用電腦室引致之任何意外及傷亡, 采葉庭經理人、其代理人或客戶服務處職員概不負責。
9. 必須小心使用電腦室各項設施, 如有損毀, 使用者須負責賠償。
10. 除采葉庭經理人或其代理人批准外, 不可攜帶食物及飲品進入。
11. 電腦室內嚴禁吸煙。
12. 使用者非法從互聯網上下载任何軟件可遭受檢控, 采葉庭經理人或其代理人概不負責。
13. 使用者不可瀏覽色情及暴力網頁, 采葉庭經理人保留限制使用電腦室的權利。
14. 如天文台懸掛八號風球或以上或黑色暴雨訊號, 電腦室將暫停開放。

1. The Computer Room is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent however reserves the right to restrict the admission of any guest.
2. In the time of special events or courses arranged by the Computer Service Office, the Computer Room will be reserved and no residents other than the participants will be allowed to enter the whole or part of the premises.
3. The Computer Room will be available for service on the first-come first-served basis.
4. Residents should present their "Resident Cards" for registration before they can use the Computer Room.
5. No pets or whatsoever shall be admitted.
6. Litter must be disposed properly.
7. The Manager or its agent will take no responsibility for any loss or damage or personal property.
8. The Manger or its agent or the Customer Service Staff will take no responsibility for any accident or injury which may occur through the use of the above facilities.
9. All the facilities provided should be used with care or otherwise the user will be held responsible for the damage of those facilities.
10. No food or drink is allowed unless approved by the Manager or its agent in advance.
11. No smoking is allowed.
12. The Manager or its agent will take no responsibility for any illegal downloading of software from the Internet.
13. No visit of sexual and/or violence web pages is allowed. The Manager reserves the right to restrict admission of any users.
14. The Computer Room will be closed in case of typhoon signal No. 8 or above is hoisted or the Rainstorm Black Warning is effective.

# chapter 28

第二十八章

## 音樂室使用守則

## Music Room Regulations

1. 音樂室專供采葉庭住戶使用, 賓客只能在住戶陪同下才可使用。采葉庭經理人或其代理人保留限制賓客使用音樂室之權利。
2. 在使用以上設施前, 住戶必須登記及出示住戶證。
3. 音樂室內禁止吸煙或進食。
4. 禁止攜帶寵物或牲畜進入音樂室。
5. 不准隨地拋棄廢物。
6. 在客戶服務處安排特別比賽或活動期間, 音樂室將不開放予其他人士使用。
7. 采葉庭經理人或其代理人對音樂室使用者之私人物品之損毀或被竊概不負責。
8. 音樂室內一切設備應小心使用, 如有損毀, 使用者須負責賠償一切損失。
9. 使用音樂室引致之任何意外或傷亡, 采葉庭經理人、其代理人或客戶服務員概不負責。
10. 如天文台懸掛八號風球或以上或黑色暴雨訊號, 音樂室將暫停開放。

1. The Music Room is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent however reserves the right to restrict the admission of any guest.
2. Residents should produce their Resident Cards for registration before they can use the Music Room.
3. Smoking or eating is not allowed in the Music Room.
4. No pets or whatsoever shall be admitted into the Music Room.
5. Litter must be disposed properly.
6. For tournaments, league games or matches specially arranged by the Customer Service Office, the Music Room will be reserved and no play will be permitted except for the aforesaid purposes.
7. The Manager or its agent will take no responsibility for any loss or damage of personal property.
8. All facilities provided should be used with care or otherwise the user will be held responsible for the damage of those facilities.
9. The Manager or its agent or the Customer service staff will take no responsibility for any accidents or injuries which may occur through the use of the Music Room.
10. The Music Room will be closed in case of typhoon signal No. 8 or above or the Rainstorm Black Warning is hoisted.



## 閱讀室使用守則 Reading Room Regulations

1. 閱讀室專供采葉庭住戶使用, 賓客只能在住戶陪同下才可使用。采葉庭經理人或其代理人保留限制賓客使用電腦室之權利。
2. 在采葉庭 管理處及會所安排特別項目或訓練課程期間, 閱讀室將全部或局部不開放予其他人士使用。
3. 閱讀室以「先到先得」原則接受不多於七天前預訂, 並需即時扣除費用。
4. 住戶必須出示住戶證及場地使用證, 於登記後方可使用閱讀室。
5. 十二歲以下兒童必須由成人陪同方可使用閱讀室。
6. 禁止攜帶寵物或牲畜進入。
7. 不准隨地拋棄廢物。
8. 采葉庭經理人或其代理人對私人物品之損毀或被竊概不負責。
9. 使用閱讀室引致之任何意外及傷亡, 采葉庭經理人、其代理人或客戶服務處職員概不負責。
10. 請小心使用閱讀室各項設施, 如有損毀, 使用者須負責賠償。
11. 除采葉庭經理人或其代理人批准外, 不可攜帶食物及飲品進入。
12. 閱讀室內嚴禁吸煙。
13. 如天文台懸掛八號風球或以上或黑色暴雨訊號, 閱讀室將暫停開放。住戶須親身攜同場地使用證到會所接待處辦理改期, 而新訂時間應為暫停日之後十四天及於同等收費時段。



1. The Reading Room is intended for the exclusive use and enjoyment of the residents of The Parcville. Guest accompanied by residents are also permitted. The Manager or its agent however reserves the right to restrict the admission of any guest.
2. In the time of special events or courses arranged by the Customer Service Office, the Reading Room will be reserved and no residents other than the participant will be allowed to use the Reading Room.
3. On the first- come first- served basis, the Reading Room will be available for booking up to a maximum of 7days in advance. Requisite fees must be paid at the time of booking.
4. Residents should present their Resident Cards for registration before they can use the Reading Room.
5. The Children under the age of 12 should be accompanied by adults.
6. No pets or whatsoever shall be admitted.
7. Litter must be disposed properly.
8. The Manager or its agent will take no responsibility for any loss or damage of personal property.
9. The Manager or its agent or the Customer Service staff will take no responsibility for any accident or injury which may occur through the use of the above facilities.
10. All the facilities provided should be used with care or otherwise the user will be held responsible for the damage of those facilities.
11. No food or drink are allowed unless approved by the Manager or its agent in advance.
12. No smoking is allowed.
13. The Reading Room will be closed in case of typhoon signal No. 8 or above or the Rainstorm Black Warning is hoisted. Residents have the option to make an alternative booking in person Change of time is allowed within 14 days after the closing dag with the same rate.

## 茶座使用守則 Snack Bar Regulations

1. 茶座專供采葉庭住戶使用, 賓客只能在住戶陪同下才可使用, 采葉庭經理人或其代理人保留限制賓客使用茶座之權利。
2. 使用茶座引致之任何意外及傷亡, 采葉庭經理人, 其代理人或客戶服務處職員概不負責。
3. 在客戶服務處安排特別比賽瓦活動期間, 茶座將不開放予其他人士使用。
4. 進入茶座前, 住戶必須出示住戶證。
5. 禁止攜帶寵物或牲畜進入茶座。
6. 不准隨地拋棄廢物。
7. 茶座內禁止吸煙或飲食。
8. 茶座內一切設備應小心使用, 如有損毀, 使用人負責賠償一切損失。
9. 茶座使用者之私人物品遇有損毀或被竊, 采葉庭經理人或代理人概不負責。
10. 如天文台懸掛八號或以上風球或黑色暴雨訊號, 茶座將暫停開放。

1. The Snack Bar is intended for exclusive use and enjoyment of residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent reserves the rights to restrict the admission of any guests.
2. The Manager, its agent or the Customer Service staff will take no responsibility for any accidents or injuries which may occur through the use of the Snack Bar.
3. For the tournament, league games or matches specially arranged by the Customer Service Office, the Snack Bar will be reserved and no play will be permitted except for the aforesaid purposes.
4. Residents should present Resident Cards before they use the Snack Bar.
5. No pet or whatsoever shall be admitted into the Snack Bar.
6. Litter must be disposed of properly.
7. Smoking is not allowed in the Snack Bar.
8. All facilities provided should be used with care or otherwise the user will be held responsible for any damages to the facilities.
9. The Manager or its agent will take no responsibility for any loss or damage of personal property.
10. The Snack Bar will be closed in case of Typhoon Signal No. 8 or above is hoisted or Rainstorm Black Warning Signal is effective.

## 宴會廳使用守則

## Function Room Regulations

1. 宴會廳專供采葉庭住戶使用,訪客只能在住戶陪同下才可使用,采葉庭經理人或其代理人保留限制訪客使用宴會廳之權利。
2. 在采葉庭客戶服務處及會所安排特別項目或訓練課程期間,宴會廳將全部或局部不開放予其他人士使用。
3. 宴會廳是以「先到先得」原則供住客使用。
4. 住戶必須出示住戶證於登記後方可使用宴會廳。
5. 禁止攜帶寵物或牲畜進入。
6. 不准隨地拋棄廢物。
7. 采葉庭經理人或其代理人對私人物品之損毀或被竊概不負責。
8. 使用宴會廳引致之任何意外及傷亡,采葉庭經理人、其代理人或客戶服務處職員概不負責。
9. 必須小心使用宴會廳各項設施,如有損毀,使用者須負責賠償。
10. 除采葉庭經理人或其代理人批准外,不可攜帶食物及飲品進入。
11. 宴會廳內嚴禁吸煙。
12. 如天文台懸掛八號風球或以上或黑色暴雨訊號,宴會廳將暫停開放。

1. The Function Room is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent however reserves the right to restrict the admission of any guest.
2. In the time of special events or courses arranged by the Customer Service Office, the Function Room will be reserved and no residents other than the participants will be allowed to enter the whole or part of the premises.
3. The Function Room will be available for service on the first- come first- served basis.
4. Residents should present their Resident Cards for registration before they can use the Function Room.
5. No pets or whatsoever shall be admitted.
6. Litter must be disposed properly.
7. The Manager or its agent will takes no responsibility for any loss or damage or personal property.
8. The Manager or its agent or the Customer Service Staff will take no responsibility for any accident or injury which may occur through the use of the above facilities.
9. All the facilities provided should be used with care or otherwise the user will be held responsible for the damage of those facilities.
10. No food or drink is allowed unless approved by the Manager or its agent in advance.
11. No smoking is allowed.
12. The Function Room will be closed in case of typhoon signal No. 8 or above is hoisted or the Rainstorm Black Warning is effective.

## 桑拿浴室使用守則

## Sauna Room Regulations

1. 桑拿浴室專供采葉庭住戶使用, 賓客只能在住戶陪同下才可使用。采葉庭經理人或其代理人保留收費及限制賓客使用桑拿浴室之權利。
  2. 使用場地引致之任何意外或傷亡, 采葉庭經理人、其代理人或客戶服務員概不負責。
  3. 有身孕之婦女、患有心臟病、血液循環不良、曾服用酒精、皮膚病或傳染病人士請勿使用桑拿浴室。
  4. 桑拿浴室是以「先到先得」原則接受使用。
  5. 十二歲以下之小童必須有成人陪同。
  6. 住戶必須出示住戶證及場地使用証, 於登記後方可使用桑拿浴室設施。
  7. 每間桑拿浴室同一時間內最高使用人數為六人。
  8. 桑拿浴室內禁止吸煙或飲食。
  9. 禁止攜帶寵物或牲畜進入桑拿浴室。
  10. 不准隨地拋棄廢物。
  11. 場地使用者之私人物品遇有損毀或被竊, 采葉庭經理人或其代理人概不負責。
  12. 如天文台懸掛八號風球或以上或黑色暴雨訊號, 桑拿浴室將暫停開放。
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1. The Sauna Room is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent reserves the rights to levy charges and restrict the admission of any guests.
  2. The Manager or its agent or the Customer Service Staff will take no responsibility for any accidents or injuries which may occur through the use of the Sauna Room.
  3. Pregnant women, drunken persons or persons suffering from Heart Disease/ Poor Blood Circulation/ Skin Disease/ Infectious and Contagious Diseases should not use the Sauna Room.
  4. The Sauna Room will be available for service on the basis of first- come first- served.
  5. Children under age of 12 should be accompanied by adult.
  6. Residents should produce their Resident Cards for registration before they can use the Sauna Room.
  7. Maximum of 6 persons are allowed to stay in the Sauna Room at any one time.
  8. Smoking or eating is not allowed in the Sauna Room.
  9. No pets or whatsoever shall be admitted into the Sauna Room.
  10. Litter must be disposed properly.
  11. The Manager or its agent will take no responsibility for any loss or damage of personal property.
  12. The Sauna Room will be closed in case of typhoon signal No. 8 or above is hoisted or the Rainstorm Black Warning signal is effective.



## 蒸氣浴室使用守則

## Steam Room Regulations

1. 蒸氣浴室專供采葉庭住戶使用, 賓客只能在住戶陪同下才可使用。采葉庭經理人或其代理人保留收費及限制賓客使用蒸氣浴室之權利。
2. 使用場地引致之任何意外或傷亡, 采葉庭經理人、其代理人或客戶服務員概不負責。
3. 有身孕之婦女、患有心臟病、血液循環不良、曾服用酒精、皮膚病或傳染病人士請勿使用桑拿浴室。
4. 蒸氣浴室是以「先到先得」原則接受使用。
5. 十二歲以下之小童必須有成人陪同。
6. 住戶必須出示住戶證及場地使用證, 於登記後方可使用桑拿浴室設施。
7. 每間蒸氣浴室同一時間內最高使用人數為六人。
8. 蒸氣浴室內禁止吸煙或飲食。
9. 禁止攜帶寵物或牲畜進入蒸氣浴室。
10. 不准隨地拋棄廢物。
11. 場地使用者之私人物品遇有損毀或被竊, 采葉庭經理人或其代理人概不負責。
12. 如天文台懸掛八號風球或以上或黑色暴雨訊號, 蒸氣浴室將暫停開放。

1. The Steam Room is intended for the exclusive use and enjoyment of the residents of The Parcville. Guests accompanied by residents are also permitted. The Manager or its agent reserves the rights to levy charges and restrict the admission of any guests.
2. The Manager or its agent or the Customer Service Staff will take no responsibility for any accidents or injuries which may occur through the use of the Steam Room.
3. Pregnant women, drunken persons or persons suffering from Heart Disease/ Poor Blood Circulation/ Skin Disease/ Infectious and Contagious Diseases should not use the Steam Room.
4. The Steam Room will be available for service on the basis of first- come first- served.
5. Children under age of 12 should be accompanied by adult.
6. Residents should produce their Resident Cards for registration before they can use the Steam Room.
7. Maximum of 6 persons are allowed to stay in the Steam Room at any one time.
8. Smoking or eating is not allowed in the Steam Room.
9. No pets or whatsoever shall be admitted into the Steam Room.
10. Litter must be disposed properly.
11. The Manager or its agent will take no responsibility for any loss or damage of personal property.
12. The Steam Room will be closed in case of typhoon signal No. 8 or above is hoisted or the Rainstorm Black Warning signal is effective.