

## **Terms & Conditions of**

### **Application for Game Booths Borrowing**

#### Application Procedures:

1. Each school can submit the application for game booths borrowing through “Cherish Water Campus” Teacher’s Portal for Primary School. Organisations wishing to borrow the Game Booths shall contact Water Conservation Unit of Water Supplies Department (WSD) by email (email address: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk)).
2. All applications will be processed on a first come, first served basis.
3. The loan period of all borrowed item(s) is two weeks. The loan period includes dates of collection and returning.

#### Conditions of Loan:

1. WSD provides loan of game booths to schools / organisations for free.
2. Each school can submit one application for borrowing game booths in every school year. Schools may borrow a maximum of four game booths in each application.
3. Each organisation can apply a session of borrowing game booths once a year. Organisations may borrow a maximum of four game booths in each application.
4. Successful application will be confirmed by email within one day. The applicant will be notified the date and time for collection and returning of the game booths.
5. The applicant is required to collect and return the game booths on her/his own at WSD (address: Room 4603, 46/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong) on the assigned day and at the assigned time. If the game booths are not collected at the assigned time, this will be deemed as voluntary waiver of the application to loan the game booths.
6. The applicant should make their own transportation arrangements for collection and returning the game booths. The applicant should arrange one to two representatives to collect and return the game booths.
7. The applicant is required to inform WSD’s staff by phone at 2294 2733 of the vehicle’s plate number one day before collection, and present the confirmation email upon collection.
8. To cancel the application of game booths borrowing, the applicant shall contact Water Conservation Unit of WSD via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk) at least one week before the scheduled date.
9. The copyright of the content display on the game booths belong solely to WSD.
10. The applicant is responsible for maintaining the borrowed item(s) in good condition, special care should be taken during transportation of the game booths. In case of damage or loss of the borrowed item(s), it should be reported to WSD immediately and no attempt for repairs should be made by the applicant.
11. The applicant should be responsible for the safety measures during the loan period.
12. WSD is not liable for any accident, damage or harm caused to persons while using the borrowed item(s).
13. WSD reserves all rights regarding this service.
14. For enquiries, please contact Water Conservation Unit of WSD via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).