



JONES LANG
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TENANTS' HANDBOOK

Entertainment Building



(2nd Edition)

Entertainment Building
TENANTS' HANDBOOK

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Entertainment Building

1.0 INTRODUCTION

This Tenant Handbook is compiled with the objective of providing all tenants with comprehensive review of the operation of the building. In addition, we set out information on the various services, facilities, charges, contacts, house rules, and general matters. Whilst this handbook is as comprehensive as practicable, it may not cover all contingencies and is intended for guidance purposes only.

2.0 GENERAL BUILDING INFORMATION

Entertainment Building is a finest, curtain walled office building with prominent restaurants located in the heart of Central district which can be conveniently accessed by various means of public transports.

The building is of 32 storeys, with a total gross floor area of about 230,000 square feet. The main entrance to the building at Entertainment Building, is of impressive scale leading to a grand entrance hall at Ground level, with 6 passenger lifts for office floors (2 for low zone & 4 for high zone), 1 passenger lifts for restaurant floor from 1/F to 3/F and 2 service lift provide efficient vertical transportation for tenants and restaurant customer of the building. All the major electrical and mechanical plants are located on 5/F-6/F and Roof Floor, whereas the Building Management Office is situated on Ground Floor to provide efficient services to the tenants

3.0 TENANT'S GUIDE OF BUILDING MANAGEMENT

3.1 ESTATE MANAGEMENT

3.1.1 Building Management Office

Jones Lang LaSalle Management Services Ltd (hereinafter called "the Building Manager") has been appointed as the Building Manager of "Entertainment Building".

Tenants can contact the site Building Management Office at 2521 7295 or the Building Manager's Head office at 2846 5644 or 2846 5918.

Tenants or visitors who wish to seek information and assistance can either go to the Building Management Office on G/F of the building. The office hours of the Building Management Office is From Monday to Friday from 09:00 to 18:00 hours and Saturday from 09:00 to 13:00.

3.1 **ESTATE MANAGEMENT (Cont'd)**

3.1.2 **Suggestion and Complaint**

The Manager welcomes any suggestion and complaint in regard to the management of the building. Please identify yourself with name and telephone number or address so that follow-up and reply could be made.

3.1.3 **Payment of Rent and Operating Charges**

Payment of rent and operating charges via cheque and auto-pay method are both acceptable. Under no circumstances should any cash payment be made to any staff of the management. It is automatically due on the first day of every month. Payment can be made through:

Auto Pay

Tenants are encouraged to use the “Auto-pay” system for the payment of rent and operating charges. It may save your time and does not involve any cheque preparation and postal delays. In addition, the service is free, simple and safe.

Please approach the Building Management Office for the form of Direct Debit Authorization, then complete and forward it to the Building Management Office.

The Management is of great pleasure to provide forms and assistance.

3.1.4 **Building Maintenance Works**

- a) Please note that if any defect(s)/damage(s) within your premises is/are not reported to the Building Manager at the time of handover it will be presumed that all the fixtures and fittings therein are in good condition, and the tenants will thereafter, be responsible for the repair and/or costs of repair of any defective/damaged items found in the unit.
- b) As the Building Manager is only responsible for the repair and maintenance of communal facilities and common areas, tenants are required to maintain and keep in good repair the interior of their units in a manner consistent with the presentation of the image of “Entertainment Building” as a high grade commercial building.

3.1 **ESTATE MANAGEMENT (Cont'd)**

3.1.5 **Cleaning Services and Refuse Collection**

Please note that all complaints and enquiries in respect of cleaning services for common areas should be directed to the Building Manager.

Office waste will be collected from the refuse room in the building every night. Tenants are requested to observe the following: -

- a) Whilst awaiting collection, office waste must be contained in TDP refuse bags which must also be properly tied up.
- b) Tenants are requested to dispose of large items, such as industrial waste, large volume of waste exceeding the prescribed level to be cleared by the Building Manager, furniture and old machinery, properly by themselves or to make prior arrangements with the Building Manager. All costs and expenses so expended shall be recovered from the respective tenants concerned.

3.1.6 **Insurance**

An "All Risk" and "Third Party Liability" insurance have been arranged by the Landlord to cover the whole building.

Please note that this insurance does NOT cover your internal area and its contents, and it is your own responsibility to insure the facilities in your premises, your stocks, goods and your belongings against fire risk, water damages and theft, and such other risks as you may consider appropriate. Please consult with your insurance agents for advice in respect of the insurance cover required for your premises.

3.2 **GENERAL GUIDELINES FOR CONDUCT OF BUSINESS**

3.2.1 **Conduct of Business**

Entertainment Building is a Grade A commercial development. It brings together the qualities of superb craftsmanship and sleek design to offer its tenants an enviable location in which to further develop and flourish. The high prestige associated with the commercial complex of such calibre will be further reinforced by its tenants' business.

3.2.2 Normal Operation Hours and Air-Conditioning Supply

To cope with the highest efficiency of the central Air-conditioning System of the building, air-conditioning supply will only be provided within normal operation hours as designated subject to tenancy agreement and shown herebelow.

Office Tower

Mondays – Fridays

08:00 hours – 19:00 hours

Saturdays

08:00 hours – 14:00 hours

Except Sundays & Public Holidays

Shops

Mondays – Sundays including Public Holidays

09:00 hours – 21:00 hours

Restaurant

Mondays – Sundays

10:00 hours – 23:59 hours

Including Public Holidays

Depending on the actual needs, the above is subject to change by the Management when circumstances require.

3.2.3 Non-office Hours and Extra Air-Conditioning Supply

Should tenants constantly need to work outside normal office hours, please approach the Building Management Office to make prior notice, so that, special arrangement of the public facilities can be prepared during the specific time. Simultaneously, if constant extra air-conditioning is necessary to be provided, please apply in advance. The charge schedule is shown as following: -

3.2.4 Non-office Hours and Extra Air-Conditioning Supply (Con'd)

Extra A/C Charge

Premises under 3,500 sq.ft.

Day	Time (Hours)	Extra Air-Conditioning Charges* (Min. One Hour)	Extra Air-Conditioning Charges (Thereafter Half Hour)
Monday to Sunday (Incl. Public Holiday)	06:00 – 23:59	\$132.00 / hour	\$66.00 / half hour
Monday to Sunday (Incl. Public Holiday)	00:00 – 05:59	\$400.00 / hour	\$200.00 / half hour

Premises over 3,500 sq.ft.

Day	Time (Hours)	Extra Air-Conditioning Charges* (Min. One Hour)	Extra Air-Conditioning Charges (Thereafter Half Hour)
Monday to Sunday (Incl. Public Holiday)	06:00 – 23:59	\$198.00 / hour	\$99.00 / half hour
Monday to Sunday (Incl. Public Holiday)	00:00 – 05:59	\$400.00 / hour	\$200.00 / half hour

Please note that extra air-conditioning charges are also subject to review from time to time to meet the increase of electricity and other cost.

Should tenants only occasionally need to have overtime work after the normal office hours, please also inform the Building Management Office. To apply for occasional extra air-conditioning supply, tenants are required to deliver their signed Application Form with company chopped to Building Management Office at G/F 24 hours before the supply.

Control After Office Hours

The normal opening hours for **office floors** of the building are as follows:

Monday to Friday 08:00 hours to 20:00 hours
Saturday 08:00 hours to 14:00 hours

Sunday & Public Holidays closed

3.3 SECURITY, CRIME PREVENTION AND EMERGENCY CONTACTS

3.3.1 Management Staff and Equipment

Sufficient management staff and a security system have been provided to give maximum protection to tenants and their premises.

3.3.2 Security for Tenancy Area

Patrolling of all common areas will be covered by our management staff such as all lift lobbies, floor corridors, toilets staircases etc.

3.3.3 Emergency Contacts

All tenants are requested to provide the Building Manager with contact names and telephone numbers (on a 24-hour basis) for the purposes of emergency contacts.

3.3.4 Accident, Theft, Burglary, Suspicious Article etc.

Should any tenants witness any of the above incidents, please inform the Police and/or the Building Manager.

- a) Stay calm and remain at the scene pending the arrival of the Police for investigation.
- b) Stay calm and report what happened to the Police/security thereafter.

3.3.5 Security Control After Office Hours

After normal business hours, all office tenants are expected to leave their office as stay overnight is not allowed except with prior permission by the Building Management Office. Besides, all tenants or visitors are requested to register at the designated control counter before ingress to the building enclosure. The rules and regulations in respect of control of the access to the building will be subject to review where appropriate.

3.4 GENERAL INFORMATION ON HANDOVER PROCEDURES

Upon handover of the keys, tenants are requested to inspect the fittings and fixtures in their premises and notify the Building Manager of any defects found at the time of hand over. The Building Manager will then arrange to send the defect list to the building contractor or Architect for verification and remedy as appropriate. Tenants are required to notify the Building Manager of the date they will be moving in/out so that a lift can be arranged accordingly.

4.0 HOUSE RULES

The summary of the House Rules set out below, represents a brief summary only of the tenants' obligations. In addition, please note that we reserve the right to amend or add to these rules, as may be necessary.

4.1 DUMPING OF MATERIALS

No dumping of waste materials, or any waste whatsoever is permitted within the building boundaries or adjoining areas. Please note that where waste is deposited in breach of the above that the tenants will be liable for all costs incurred in removal of the waste as necessary.

4.2 CLEANING SERVICE

The Building Manager is responsible for the arrangement of cleaning of the common areas whereas for the tenant's premises, cleaning work must be carried out by the Nominated Contractor, Premier Cleaning Services Ltd.

Please liaise with the Building Manager if you prefer to use your own staff, if this is the case you must provide full details of this cleaner to the Building Manager's for approval for the sake of security reasons.

4.3 COOKING

No preparation or cooking of food is allowed within the premises other than those classified as "Restaurant".

4.4 TRANSPORTATION OF GOODS

Appointment should be made 24 hours before with management office for delivery of furniture, goods, raw food materials and fit-out materials and using the special lift as may be designated by the Building Manager. Generally loading / unloading activity to office premises will only be permitted during the hours 10:30 - 18:00 Mondays to Fridays, unless special arrangement is made with the Building Management Office. The above schedule can be adjusted by Building Manager from time to time without prior notice to the tenant. Moreover, no trolley with black rubber wheels shall be used in the shopping arcade.

4.5 USE OF LIFTS

No tenants or any of their servants, employees, agents, visitors or licensees shall bring into any passenger lift of the building any bulky parcels, food trays, lunch boxes, or other space-occupying and hazardous items without first obtaining consent from the Building Manager. Tenants must ensure the transportation and delivery of all such items including lunch boxes and fit-out materials are restricted to the service lift or the designated lifts arranged by the Building Management Office.

4.6 CANVASSING AND PEDDLING

Canvassing and peddling in the building is strictly prohibited and each tenant shall co-operate in preventing such occurrence.

4.7 ERECTION OF FLAGPOLES OR AERIAL

Unless with the written consent of the Building Manager, no flagpoles or aerials shall be erected, and no flags shall be flown from windows or elsewhere in or upon the building.

4.8 PETS AND PESTS

No animals or pets are permitted to be brought into the building. The tenants shall take all necessary steps to prevent the premises from infestation by termites, rats, cockroaches or any other pests or vermin. Periodic pest control measure is essential and the tenant is liable for all costs incurred by the nominated pest control contractor. All F&B tenants are requested to submit supporting of their pest & rodent control record for Building Manager's retention.

4.9 DANGEROUS GOODS / UNLAWFUL GOODS

Tenants should not store any dangerous, inflammable goods or other unlawful goods within the building.

4.10 NUISANCES

Tenants should not cause or permit any noise, vibration, music or smell, which is, or may be a nuisance or of annoyance to the tenants of other portions of the said building.

4.11 TYPHOON/INCLEMENT WEATHER

Tenants are advised not to open the window when they left their premises, and shall be fully liable for the consequence if damage is caused to the building or the Building's facilities as a result of their negligence to close the window in case of inclement weather.

4.12 NORMAL BUSINESS HOURS

For office portion, normal business hours are defined as from 08:00 to 20:00 hours from Mondays to Fridays and from 08:00 to 14:00 hours for Saturdays, except Sundays and statutory holidays.

For shopping arcade portion, normal business hours are defined as from 10:00 to 21:00 hours during the year.

4.13 USER RIGHTS

Under no circumstances should the premises be used for any purpose other than for those specified in the Tenancy Agreement, Occupation Permit and the Government Lease.

4.14 ACCESS TO PREMISES AFTER NORMAL BUSINESS HOURS

If you or your staff require access to the building after normal business hours, please make prior arrangements with the Building Management Office for your personnel details to be registered with the Management Counter. The management staff are instructed only to allow access for those who have been so registered and to refuse entry for others. Your staff is further requested to sign out when he/she leaves the building. You will understand that this measure is designed for the better security to the building generally and for the common good.

4.15 SLEEPING OVERNIGHT

Tenants of the building may not permit their staff or third parties to remain overnight in their units, nor permit any hiring of sleeping accommodation within their premises.

4.16 OBSTRUCTION AT PUBLIC AREAS

The storage of goods or the obstruction of public areas including but not limited to washrooms, passenger lift lobbies, service lift lobbies, smoke lobbies, common corridors, etc, is strictly prohibited.

4.17 DIRECTORY BOARDS

The main Tenant's Directory Board is located on the Ground Floor and 1/F lobby of the building with one floor directory board on multi-tenant floor. Each Tenant may only make one entry in accordance with the name in the Tenancy Agreement on each Directory board, and the Building Management Office will provide particulars of the format on handover of possession. The cost for printing company name on the directory strip is to be borne by Tenant. Please complete the office directory application for the name in accordance with Tenancy Agreement to be put on the Directory strip application form and return to the Building Management Office. No name can be put on the directory strip except the name approved by Building Manager.

4.18 REPAIRS AND MAINTENANCE

Tenants are responsible to keep and maintain interior parts of premises including internal fixtures and fittings in good condition.

4.19 SIGNBOARD AT PUBLIC AREAS

No signboard shall be installed within or on exterior of premises which may be visible from outside the premises. It also applies to affixing of any signboard in common areas e.g. lobby, corridor, etc. For any signboard in common corridor, tenants should obtain prior approval from the Building Manager and are required to use standard signboard prepared by the Nominated Contractor. The cost shall be borne by the respective tenants.

4.20 NO SMOKING IN BUILDING

All tenants' employees, licensees, contractors, visitors or invitees shall not conduct smoking inside the building.

4.21 AMENDMENTS TO THESE RULES

The rules listed herein may be amended, deleted or added to, by the Building Manager from time to time when deemed necessary, and in order to maintain proper standards for the building, and to properly protect the interest of all tenants.

5.0 **FIRE SAFETY INSTRUCTIONS**

These instructions are in four parts:

Part I - Fire Orders for Display

Part II - Instructions for Evacuation

Part III - Warning Systems

Part IV - Fire Precaution

Please ensure that fire orders are displayed in a prominent position.

ALL tenants and their employees in this building must be made fully aware of the contents of these instructions. It is recommended that each Company in occupation elect a "Fire Officer" to be responsible for staff familiarization with procedures, and emergency evacuation.

PART I - FIRE ORDER FOR DISPLAY

A. IF YOU DISCOVER A FIRE, REMAIN CALM

- (i) Break the fire alarm glass at the nearest corridor. This will sound the alarm.
- (ii) Inform the Fire Brigade by dialing 999.
- (iii) Instruct the nearest responsible person to inform the Building Management Office.
- (iv) Attempt to put out the fire using CO₂ fire extinguishers or the hose-reel hydrant near the alarm point. However, **if the fire relates to a source of electric supply the hydrant must not be used.** All switches and the main switch must be turned off. Powder extinguisher only should be used for electrical fires.
- (v) Should the fire get beyond your control, go via the nearest staircase to the Ground Floor, and await the arrival of Fire Service personnel, so as to give them details of the fire situation, and receive instructions from them as to final evacuation.

B. IF YOU HEAR A FIRE ALARM, REMAIN CALM

The alarm bells will sound on the affected floor, one floor below and two floors above, and in addition the general alarm bell on Ground Floor control room will also sound. **YOUR FLOOR MAY NOT BE AFFECTED BY FIRE** even if the bells are ringing on your floor.

- (i) Assemble your staff and evacuate all personnel to a safe area (see Part II).
- (ii) Close all doors as you leave having ensured that everyone is out of the premises.
- (iii) The senior member present in each office will be responsible for accounting for all office staff in case of evacuation.
- (iv) **DO NOT USE LIFTS**

C. HOW TO USE THE HOSE REEL

- (i) Turn on the gate valve inside the Hose Reel box in an anti-clockwise direction.
- (ii) Draw the nozzle to the alarm point.
- (iii) For discharge of water turn the switch from the position where it is perpendicular to the nozzle (off) to where it is in line with the nozzle (on).

PART II - INSTRUCTIONS FOR EVACUATION

If you become aware of a fire in another part of the building, but note that the alarm does not sound on your floor - wait for further instructions from the Building Management staff or Fire Service Personnel.

A. WHILE AWAITING INSTRUCTION

- (i) Be considerate and avoid panic.
- (ii) Lock away all valuable documents.
- (iii) Switch off all electrical supply.
- (iv) Stop using the telephone.

B. IF EVACUATION IS ORDERED REMAIN CALM

- (i) Lock up your office main door when your office staff have been fully evacuated.
- (ii) **DO NOT** use the lifts as they may stop between floors because of the fire.
- (iii) **WALK**, do not run. Leave by the nearest staircase and do not idle in so doing.
- (iv) Carry nothing larger than a briefcase.
- (v) Obey any instructions which may be given by Building Management Staff or Fire Service Personnel.
- (vi) The senior member elected as "Fire Officer" in each office will be responsible for accounting for all office staff in the event of evacuation.

PART III - WARNING SYSTEM

A. FIRE ALARMS

Glass-fronted, recessed metal boxes, each containing a fire alarm contact and bearing the words, "FIRE BREAK GLASS", are situated on each floor. When the glass of any box is broken, the fire alarm bells will automatically sound. The Fire Service control panel will show the area affected, and the signal will be automatically relayed to the Fire Station and the Building Monitoring System.

B. ADDITIONAL EQUIPMENT

This building is equipped with a comprehensive smoke and heat detection system for the areas not covered by the Sprinkler System, activated by the presence of smoke or excessive heat, which will activate the alarm in the zone concerned, both in the Building Monitoring System control panel and Fire Service Control Room (with the location indicated on the control panel) and also at the Hong Kong Fire Station.

C. COMMUNICATIONS

The message will be communicated to tenants through the Telephone or Public Address Systems.

PART IV - FIRE PRECAUTIONS

The following fire precautions should be observed by everybody, and at all times.

1. Whenever you leave your office, check that all electrical switches are off, and all electrically operated equipment such as calculators, duplicating machines, typewriters etc. are fully disconnected.
2. Ensure that all electrical installation and wiring is properly inspected regularly.
3. Do not overload any electrical point by using adapters.
4. Do not attach loose wires to wall sockets, but always use the correct plug.
5. Do not store in your office, materials of an inflammable nature, which would not normally be used in office accommodation.
6. Make sure that smouldering cigarettes, and tobacco are not left in the office.
7. Immediately inform the Building Management Office should the cleaning contractors leave refuse in or near your office, and particularly in the staircases and lobbies, so that removal of such can be arranged immediately.
8. Do not allow cooking within the premises.
9. Never "Wedge" open exit doors leading to staircases, always make sure these doors are kept closed at all times.

NOTE

THE BUILDING MANAGER RESERVES THE RIGHT TO AMEND THESE RULES AND REGULATIONS FROM TIME TO TIME AT THEIR ABSOLUTE DISCRETION.

6.0 USEFUL CONTACTS

Entertainment Building Management Office	Tel:	2521 7295
	Email:	entb@jllms.com
Jones Lang LaSalle Management Services Ltd		2846 5644 2846 5918
Jones Lang LaSalle Customer Service Centre (After Office Hours)		2846 5939
Emergency		999
Hong Kong Electric Co., Ltd.		2887 3411
Hong Kong & China Gas Co. Ltd		2880 6988
PCCW :Account Information Enquiry		2710 3838
Telephone Repair Services		1093
Line Application & Other General Services: -		
Telephone No.		1000
Fax No.		1002
Water Supplies Department - Water Accounts		2824 5000
Other than water accounts		2880 2500
Rating & Valuation Department		2805 7666



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APPENDIX I

Entertainment Building

FIT-OUT QUESTIONNAIRE

This Questionnaire must be completed in every respect and return, by hand, together with marked up plans to: -

Jones Lang LaSalle Management Services Ltd
Building Management Office

1. Tenant's Name(s): -

2. Tenant's Address for correspondences: -

Telephone No. : Person in Charge :
Fax No. :

3. Unit No. :

4. Name of tenant's Architect or Interior Designer: -

Name :
Address :
Telephone No. : Person in Charge:
Fax No. :

5. Name of tenant's M&E Engineer: -

Name :
Address :
Telephone No. : Person in Charge:
Fax No. :

6. Name of tenant's Fit-Out Contractor: -

Name :
Address :
Telephone No. : Person in Charge:
Fax No.:



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APPENDIX II

Entertainment Building

Fit-Out Works Commencement Notification Form

To : Jones Lang LaSalle Management Services Ltd
Building Management Office

Please be advised that the fit-out works at Unit(s) _____, Entertainment Building will be commenced on _____ and is expected to be completed on _____ appointed approval of plans.

Signed : _____

Date : _____

For Use by Building Management Office Only

We would like to inform you that the fit-out works at Unit(s) _____, Entertainment Building will be commenced on _____ and is expected to be completed on _____.

Signed : _____

Date : _____



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APPENDIX III

Entertainment Building

Fit-Out Works Completion Notification Form

To : Jones Lang LaSalle Management Services Ltd
Building Management Office

Hong Kong
Attn: Fit-Out Controller

Please be advised that the fit-out works at Unit(s) _____, Entertainment Building have now been completed according to the approved plans and we would be obliged if you could arrange for a final inspection.

Signed : _____

Date : _____

For Use by Building Management Office Only

We confirm that the fit-out works at Unit(s)_____, Entertainment Building have now been completed to our satisfaction.

By copy of this letter, Jones Lang LaSalle Management Services Ltd is requested to arrange for the release of the fit-out deposit/subject to a deduction of HK\$ _____ for _____.

Signed : _____

Date : _____



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APPENDIX IV

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DECORATOR REGISTRATION FORM

Premises : Unit No. _____
Floor _____

Name of Tenant : _____

Tel. No. : Office: _____ After Office Hours: _____

Decorator : _____

Address : _____

Tel. No. : _____

Responsible Person : _____ I.D. Card No.: _____

Contact Tel. No. : _____

Date of Commencement of Decoration :

No. of Working Passes Required : (No. _____ - No. _____)

Signature/Co. Chop of Decorator

Signature/Co. Chop of Tenant

Date : _____

Date : _____



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APPENDIX V

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TENANTS' REGISTRATION FORM

Premises : Unit No. _____

Floor _____

Name of Tenant : _____
(As appears in the Tenancy Agreement)

Contact Person/Telephone No.: -

Office Hours : _____

After Office Hours : _____

In the interest of your security, we do not retain master keys to your premises.

In the event of your leaving your premises unoccupied during business trips, we would recommend that you advise the Building Manager of the name of any person holding keys to your premises or able to act for you in case any emergency situation arises during your absence.

Signature/Co. Chop of Tenant

Date

(After completion, please return to the Building-In-Charge of the Management Office)



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APPENDIX VI

**ENTERTAINMENT BUILDING
DIRECTORY ORDER FORM**

Directory Entries: -

Indicate below your requirements for display on the tenant's directory board of the building. Only one entry per directory per tenant will be permitted and the cost of the nameplate will be to your account.

Required Entry (English):

Required Entry (Chinese Characters):

To: Jones Lang LaSalle Management
Services Ltd

Signature & Co Chop : _____

Entertainment Building Management
Office

Unit No./Floor : _____

30 Queen's Road Central, Central,
Kowloon, Hong Kong

Date : _____