Online Gown Rental Procedures

Step 1: Logon to the vendor’s website: www.victoriauniform.com

Click the “gown rental button” at the top corner on the right-hand side.

Step 2: Input the login code. The code is provided in the invitation letter inviting you to the Congregation.

Step 3: Click the “Submit” button
Step 4: Input your information
Please create your own password which is for reprinting your gown rental confirmation, if required.

Step 5: Press the “Continue” button after your input
Step 6: Select your size & the collection outlet (collection to be made at the outlet specified by you in the online booking only, the list of outlet is provided at Appendix 2)

Step 7: Select the “Collection date”

Step 8: Press the “Continue” button
Step 9: Check the details before your confirmation, then click the button after you have read the terms and conditions.

Step 10: Click the “Confirm” button
Step 11: Print out the gown rental form in dual copies
Reprint the Gown Rental Form

Step 1: Logon to the vendor’s website: www.victoriauniform.com
Click the “Reprint Logon” at the top corner on the right-hand side.

Step 2: Input your Email address and Password
Click the “Login: button

Step 3: Select “My Order”

Step 4: select “Print Dual Copies”
Sample of Gown Rental Form

租借畢業袍服務 – 租袍及按金表  Academic Regalia Rental Service – Gown Deposit Form

日期 Date: 2015-07-28

大學名稱 / Name of University: The Hong Kong Polytechnic University 香港理工大學

姓名 Name: TESTING

學生編號/ Student ID: PolyU - 10000000

聯絡電話/ Contact No.: 12345678

教育程度 / Education Level: Master of Arts (Blue)

學銜 Degree of Award: Master of Arts (Blue)

租袍名稱及指定貨品 / Hiring Package:

 Rental Package:

- Gown (袍)
- Hood (披肩)
- Mortarboard (頭帽)

尺碼 Size: 毕業袍 Gown(袍长/Body Length)適之高度

四方帽 Mortarboard(頭圍/Head Circumference):

Fit for the height of: 43” (fit for below 5’3” tall)

22”

取袍地點 Collection Venue:

- 上環分店 Sheung Wan Outlet 香港 上環 文咸東街 79-85 號文咸中心 8 樓 8/F.,Bonham Centre, 79-85 Bonham Strand, Sheung Wan

取袍日期 Collection Date:

2015-10-13 Monday to Sunday 10:45 - 19:00 Labor Holidays Off

還袍地點 Return Venue:

- 上環分店 Sheung Wan Outlet 香港 上環 文咸東街 79-85 號文咸中心 8 樓 8/F.,Bonham Centre, 79-85 Bonham Strand, Sheung Wan

還袍日期 Return Date:

On Or Before 2015-11-16 Monday to Sunday 10:45 - 19:00 Labor Holidays Off

租用條款:

1. 每套租期為 35 日為一期，由取衣日起開始計算；

2. 首租期全套租金為 HK$165，按金 HK$700 – 按金計算如下：畢

業袍 HK$300，披肩或頭帽 HK$200，黑色四方帽緣黑色帽穗
HK$200；

3. 已出租之物品，一律不可更換尺碼或款式；

4. 如續租以 7 天為一期，續租租金會於歸還時於按金中被扣除，按金計算如

下：畢業袍 HK$300，披肩或頭帽 HK$200，suite 紅/黑方形
帽緣黑色帽穗 HK$200；

5. 尺碼不對者，避免四面緣角有任何破損，如

四面緣角有破洞時，請參考店內樣

板或本公司網頁

6. 取衣及歸還的地方必須為同一分店；

7. 如租用之物品沒有損壞，按金於歸還租用時物時退回；

8. 所有租出物品在歸還時必須保持出租時品質；

9. 不可使用熨斗熨燙，不可使用扣針或使用膠紙在畢業袍及披

肩或肩帶上，避免損壞（如熨燙時，走毛及有針孔等）；

10. 四方帽不可摺疊，避免四面帽緣有任何破損；

11. 本公司收回租出物品時，如發現有污漬或破損，租用者需購回

該貨品，畢業袍 HK$300，披肩或頭帽 HK$200，四方帽緣
黑色帽穗 HK$200；

12. 損壞定義：畢業袍及披肩或頭帽緣破損，走毛，有針孔或膠紙

印等，四方帽四面帽緣有任何破損皆屬損

傷。（請參考店內樣

板或本公司網頁）

 Terms and Conditions:

1. The first rental period must be on a 35-day basis that will be counted from the date of gown collection.

2. The rental fee will vary on the items hired. (The rental fee for the first period is HK$165/set and deposit is HK$700 for whole set. Deposit for gown, hood/stole and mortarboard are HK$300, HK$200 and HK$200 respectively.)

3. No change for size and style for all hired items.

4. The extended rental period is counted on 7 days basis and the extension fee is HK$165/set. If it is less than 7 calendar days, it will be counted as a period.

5. The extension fee will be deducted from the deposit, if necessary, when returning of the hired items.

6. Gown collection and returning must be executed at the same outlet.

7. Deposit is refundable when the hired items are returned in good condition and before due date.

8. First rent period must be on a 35 day basis that will be counted from the date of gown collection.

9. Do not use iron directly, do not apply tiepin or adhesive paper on gown and hood/stole (To avoid damage, such as burning mark, running yarn and found pinholes).

10. Do not fold the mortarboard. (To avoid damage, such as corner broken)

11. If any regalia item is confirmed to be damaged or splotted by the hirer after rental, hirer is required to purchase the damaged items. The schedules of charge will vary on the items hired according to point #2 of this "Terms & Conditions"

12. The definition of "damage": gown and hood/stole got burning mark, running yarn, found pinholes and adhesive paper mark, the corner of the mortarboard broken. (Please refer to sample display in store or website)

★RemarK(備註): **交還畢業袍時，必須帶同租袍表及按金表 MUST bring along rental & deposit form when return** **按金及租袍費只收現金 Transaction by CASH ONLY** 本人已閱讀清楚及明白以上所有租用條款，並已檢查確認所租用之貨品沒有租用條款第

十二項提及之損壞。I have read through and understood all terms above; also I confirm my checking of all hired items, which do not have damages mentioned in point #12 of the Terms & Conditions.

* 轉印版 保留此單據備作退回按金之用 Please keep this invoice for refund of deposit

租用物品經及可接受暇庇 Items Checked and Received with acceptable flaws

- 袍 (Gown)
- 披肩或肩帶 (Hood/Stole)
- Mortarboard (頭帽)

Remarks:

- 袍 (Gown)
- 披肩或肩帶 (Hood/Stole)
- Mortarboard (頭帽)

Remarks:

查詢熱線 Enquiry Hotline: 3118 4396 / 3105 5009 網址 Website : http://www.victoriauniform.com