



Classrooms and Auditorium (U-hub) Renting Notes

(Effective on July 1, 2009)

Service Mission: Breakthrough Centre is a U-hub for youth igniting dreams. The venue suitable for holding lectures, seminars, workshops and training classes for young people, are available for hire.

Type of Application: Classrooms and Auditorium in Breakthrough Centre will be rent to government-registered organization only.

Renting Fees:

Venue	Max. Capacity	Rent (including air-conditioning)				Facilities (Free of charge)
		Non-profit organization		Other company/organization		
		Non-peak hour (per hour)	Peak hour (per hour)	Non-peak hour (per hour)	Peak hour (per hour)	
Classroom	30 prs	\$145	\$225	\$225	\$325	White board, Flip-chart
Auditorium (U-hub)	200 prs	\$450	\$670	\$670	\$990	PA system, Digital piano, Music stand, White board, Flip-chart
Remarks	<ol style="list-style-type: none"> Applicable to non-profit organizations which are exempt from tax under section 88 of Inland Revenue Ordinance of HK, and the tertiary education institutes, primary and secondary schools in HK. Non-peak hour: Monday to Friday, 9:00am to 6:00pm (except public holidays) Please note that access to auditorium and classrooms is only available via the stairs The use of microphones, loud speakers and amplifiers is prohibited in classroom. 					

Special Facilities Rental Fees:

- One LCD projector: \$200 per time.
Maximum renting duration: Not more than 3 consecutive hours

Rental Time:

- Rental time: Monday-Sunday (9:00am-10:00pm)
- Minimum rental time will be 2 hours. Rental time after the initial 2 hours will be calculated hourly. An extra hour will be added for late returns exceeding 15 minutes.
- Late rental after 10pm will not be accepted.

Application Procedures:

- Rental application forms are available at Facility Management (3/F Breakthrough Centre), by dialing 2377 8500 for fax on demand, or by downloading via Breakthrough’s Website: www.breakthrough.org.hk.
- Please send the completed form together with a photocopy of the Business Registration/Organization Registration document by fax, post or in person to Facility Management, 3/F Breakthrough Centre.
- Selection of successful applications is on a first-come-first-serve basis and is decided by the nature of activities. Applicants will be informed within 2 weeks of submitting an application whether the application is successful or not.
- No telephone booking is accepted. Bookings less than 3 working days prior to rental date will also not be accepted.

- We reserve the rights to amend and revise the above rules and regulations without prior notice. -

5. Breakthrough Centre can provide inspection appointments for organizations that interested in booking our facilities. Please contact our staff for further arrangement: 2377 8500.

Method of Payment:

1. Applicants shall settle the entire payment within 7 working days after receiving the notification. On failure to do so, the booking will be cancelled.
2. Applicants should send a crossed cheque (bank drafts are not accepted) payable to “Breakthrough Limited” by post or in person to the Facility Management, 3/F, Breakthrough Centre.
3. If an application is made less than 7 working days prior to the booking date and is accepted, payment must be paid immediately by cash, cheque, or deposited to Breakthrough’s account.
4. Bookings will be confirmed only when payment is received by Breakthrough.
5. Breakthrough will deduct 50% from the total rental fee if there is cancellation of a successful booking one month or more before the rental date, while the remaining fee will be refunded to the applicants. If notification of cancellation is sent less than one month prior to the rental date, no refund will be given.
6. If an applicant wishes to defer a booking date after an application has already been accepted, the booking will be treated as a cancellation. If an applicant is able to notify Breakthrough one month or more before the designated date and are successful to book another date, Breakthrough will deduct 20% from the total payment as an administration fee, while the remaining will be treated as a booking fee of the new booking. This kind of delay is permitted once only.
7. Once an application is accepted, a notice of cancellation shall be made by formal writing.

Arrangement under Typhoon and Rainstorm Warning Signal:

If a Typhoon Signal No.8 or above or a Black Rainstorm Warning is in force 4 hours before the booking time, applicants can cancel the booking. They may change the booking date or ask for a refund.

Booking Regulations:

1. Rental parties and users must comply with all rental rules defined by Breakthrough Centre.
2. Applicants must register at the Lobby Counter on G/F before the booked time.
3. Rental parties and users may begin to use the floor up to 15 minutes before the booked time and should return the floor on time.
4. Smoking, gambling and drinking of alcoholic beverages are prohibited in the Breakthrough Centre.
5. Rental parties and users are not allowed to eat and drink inside the rental area unless prior approval has been given.
6. Bills are not to be posted on the walls of the rental area.
7. Rental parties cannot exchange the booked venue and/or furniture unless prior approval has been given.
8. Rental parties may not move equipment inside the rental area.
9. Rental parties may not transfer or re-rent the rental floor to other groups or individuals.
10. Rental parties are responsible for compensation for any damages or losses of facilities during the rental period.
11. Rental parties should submit relevant information to Breakthrough Centre 5 days before the rental period if a change of floor facilities is required.
12. Rental parties are responsible for physical injury or property damage of their users during the rental period.
13. Breakthrough Centre has the right to terminate the usage of the floor if the rental parties or users violate the rules mentioned above without the refund of any fees paid.

Inquiries:

If you have any inquiries, please call 2377 8500 during office hours.

Breakthrough’s office hours: Monday, Wednesday-Friday
 9:00am-1:00pm; 2:00pm-6:00pm
 Tuesday 2:00pm-6:00pm
 Saturday, Sunday and public holidays **closed**

Address: 3/F, Breakthrough Centre, 191 Woosung Street, Jordan, Kowloon.

Tel no: 2377 8500 Fax: 2730 7899

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