



## Venue and Facility Hire Charges

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### 1. Venue and Facility Hire Charges

Venue	Max. Capacity	Area (sq.ft)	Hourly Rate (HK\$)			
			Company/Organization		Non-profit organization	
			Peak Hour	Non-peak Hour	Peak Hour	Non-peak Hour
Room 1	25	300	285	200	200	140
Room 2	50	565	510	355	355	245
Room 1 & 2 (combined for use)	90	938	845	590	590	410
Auditorium	200	2400	1450	980	980	680
Other Charges :	Visualizer shall be used with LCD projector with separate charge: HK\$200 per set for 3 consecutive hours.					

Remarks : (1) Non-peak hours: 0900-1800 for weekdays (except public holiday).

(2) Peak hours: 1800-2200 for weekdays; Saturdays, Sundays and public holiday (whole day).

(3) Venue and facility charges are for lighting & air-conditioning and cover also the provision of basic equipment.

(4) Minimum rental time will be 2 hours.

(5) 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.

### 2. Equipment

Venue	Equipment
Room 1 (25 ppl)	- 1 tables, 25 chairs - Whiteboard - * LCD projector
Room 2 (50 ppl)	- 2 tables, 50 chairs - Whiteboard - P A System with microphone - * LCD projector
Room 1 & 2 (combined for use) (90 ppl)	- 3 tables, 90 chairs - Whiteboard - P A System with microphone - * LCD projector
Auditorium	- 3 tables, 200 chairs (pre-setted as Seminars setting) - P A System with microphone - Digital piano - Whiteboard - Music stand - * LCD projector  <b>Remarks:</b> Auditorium is located at the basement floor, when access to auditorium is required to use staircase respectively.

Remarks : \* Visualizer shall be used with LCD projector with separate charge.