



Venue and Facility Hire Charges

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1. Venue and Facility Hire Charges (effective for the booking accepted since 1 July 2019)

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	300	210	210	145
Room 2	50	565	535	375	375	260
Room 1 & 2 (combined for use)	90	938	885	620	620	435
Auditorium	200	2400	1510	1060	1060	740
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)	- Table x 1, Chairs x 25 - Whiteboard x 1 - * LCD projector X 1 (with computer, standard HDMI adapter)
Room 2 (50 ppl)	- Table x 2, Chairs x 50 - Whiteboard x 1 - PA System with microphone - * LCD projector X 1 (with computer, standard HDMI adapter)
Room 1 & 2 (combined for use) (90 ppl)	- Table x 3, Chair x 90 - Whiteboard x 1 - PA System with microphone - * LCD projector X 2 (with computer, standard HDMI adapter)
Auditorium	- Table x 3, Chair x 200 (preset as Seminar setting) - PA System with microphone - Whiteboard x 1 - Music stand x 2 - Digital piano x 1 - * LCD projector X 2 (with computer, standard HDMI adapter) Remarks: 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.