HKGCC
Hong Kong General Chamber of Commerce
香港總商會1861

香港總商會
香港金鐘道統一中心廿二樓

**Hong Kong General Chamber of Commerce**
22/F United Centre,
95 Queensway, Hong Kong

Tel: (852) 2529 9229
Fax: (852) 2527 9843
Email: chamber@chamber.org.hk
Website: www.chamber.org.hk

POWERING THE FUTURE OF HONG KONG

# Booking Form for HKGCC Venue

# 香港總商會場地租用表格

Email: venuerental@chamber.org.hk Tel: (852) 2529 9229 Fax: (852) 2527 9843

Address: 22/F United Centre, 95 Queensway, Hong Kong (Admiralty MTR Station, Exit D)
地址：香港金鐘道 95 號統一中心 22 樓（金鐘地鐵站 D 出口）

* Required fields 必需填寫

Company Name "Client" * _____ Tel* _____

Membership No (*if any*) _____ Fax*_____

Contact Person* _____ Email* _____

**Booking Venue 預訂場地***

**Theatre 演講廳：☐A ☐B ☐C ☐D** **Meeting Room 會議室：☐1 號 ☐2 號 ☐3 號**

**☐Boardroom 董事會會議室** **☐Members Lounge 1861 會員尊貴廳 1861** **☐Refreshment Corner**

Event Date 活動日期* _____(DD/MM/YYYY) Booking Time 預訂時間* (from ____:_____ to ____:____)

Event Participants 活動參加者* ☐ Press ☐ Company Staff ☐ Guests (by invitation)

Event Nature 活動性質* ☐ Internal Training ☐ Seminar Talk ☐ AGM ☐ Exhibition ☐ Sales Presentation

☐ Meeting ☐ Others *(please specify)*: _____

Is there any admission fee chargeable to participants? 是否收取入場費？* ☐ Yes HK$_____ ☐ No

Event NAME (no LOGO) to be shown on the digital screen at the booked venue entrance 活動名稱（不含標誌）顯示於預訂場地門口的電子屏幕上*：

_____

Where did you hear about the Chamber venue? Website: _____ Magazine: _____

Referral: _____ Chamber Event: _____ Others: _____

## TERMS & CONDITIONS

1. Venue(s) are reserved upon receipt of the Booking Form, subject to availability and a written confirmation. The reservation will only be confirmed upon receipt of full payment within fourteen (14) working days from the date of submission. Otherwise, the venue will be released without prior notice.

2. In the Event of a cancellation by the Client prior to the scheduled commencement date of the Event, one hundred percent (100%) of the Venue Rental will be due, plus applicable administrative charges.

3. In case of adverse weather (e.g. Typhoon Signal No. 8 or above, or Black Rainstorm Warning Signal) at the day of the Event but before the scheduled commencement time of the Event, the Event shall be rescheduled to another date or other dates within one (1) month, subject to availability of venues and confirmation by HKGCC. Should the Client wish to cancel the booking, the regular cancellation policies set out above will apply unless otherwise agreed in written by both the Client and HKGCC.

If Typhoon Signal No. 8 or above, or Black Rainstorm Signal is lowered at the following hours, venues will be opened as below:

| Typhoon Signal | Rainstorm Signal | Signal is lowered (Mon – Sun) | Arrangement |
|---|---|---|---|
| No. 8 or above | Black | On or Before 7:00 am | Venue will be opened at 9:00 am. Event starts at or after 10:00am will be held as scheduled |
| | | On or Before 1:30 pm | Venue will be opened at 3:30 pm. Event starts at or after 4.30 pm will be held as scheduled |
| | | After 1:30 pm | HKGCC is closed for the day |

*Note: The above measures are general guidelines and may vary depending on the weather condition. Please contact HKGCC at (852) 2529 9229 if necessary.*

4. Unless otherwise agreed in advance and in written between the Client and HKGCC, the Client shall not use the name or logo of HKGCC in any promotional or related materials or publications.

5. Only the type of activity agreed by HKGCC may be conducted in the venue. The Client must ensure the Event held is lawful, decent and respectable, and no nuisance or damage is caused to HKGCC, its staff, its property, other persons in its premises, or the public. If this condition is not fulfilled, HKGCC may forthwith, upon notifying the Client, cancel the Event, and require the Client to remove participants in the Event from the venue and HKGCC's premises immediately. No refund of any payment made by the Client for booking the venue shall be due in such circumstances. The Client shall be liable to HKGCC for any damage or loss it may suffer from breach of this condition, including without limitation any loss from having to cancel other Events in HKGCC's premises.

6. HKGCC accepts no responsibilities for the activities of the Client using the venue.

7. The Client must ensure that users of the venue abide by such procedures, rules and regulations as deemed appropriate at the advice of the responsible staff of HKGCC during the rental period.

8. HKGCC has no liability for any loss and damage of the equipment and belongings that are brought in by the Client. Storage of any items before or after the Event can be arranged at a cost of HK$500 per item per day subject to storage availability and is undertaken at the Client's own risk.

9. HKGCC will not be responsible for any personal injuries, damage and/or loss of belongings to the Event participants. The Client should obtain appropriate insurance coverage at their own expenses.

10. The Venue setup must be agreed in written between the Client and HKGCC at least five (5) working days in advance. Any setup changes requested within two (2) hours before the Event starts might not be fulfilled and shall be subject to a charge of HK$500 per change.

11. The Client shall be responsible for any damage caused to the furniture, fixtures, and equipment at the venue and shall indemnify HKGCC for the cost of repair, replacement, or other losses as reasonably assessed by HKGCC, with a minimum charge of HKD 2,000, or such higher amount as may be applicable.

12. Consumption of outside food or beverages not arranged by HKGCC within the venue will incur a minimum cleaning fee of HK$600, or such higher amount as reasonably assessed by HKGCC.

13. For the purposes of security, safety, and operational management, CCTV surveillance is in operation within the HKGCC premises. By entering and using the venue, the Client and Event attendees acknowledge and consent to the collection and use of CCTV recordings by HKGCC in accordance with applicable laws and regulations of Hong Kong, including the Personal Data (Privacy) Ordinance (Cap. 486).

14. HKGCC reserves the right to amend above terms and conditions without prior notice. In case of disputes, the decision of HKGCC shall be final.

**We/I, being the Client, hereby acknowledge the above conditions and accept all final and contractual obligations contained herein.**

Signature with Company Chop _____ Date _____

(Full Name: _____)