



香港沙維雅人文發展中心

HONG KONG SATIR CENTER for HUMAN DEVELOPMENT

Hire of Activity Room

(Jun 2020 Version)

Terms of Hire

1. The activity room of Hong Kong Satir Center for Human Development (HKSC) can be hired for counseling or training purpose.
2. The hiring hours is from Monday to Saturday 10 am to 9 pm. HKSC is closed on Sunday and public holidays. The room is kept open 30 minutes before and after the programme for setting up and clearing up.
3. The application form should be completed and the relevant documents should be attached for approval. Discount is available for continuous room booking. For details, please contact our staff.
4. A deposit of 50% of the total payment is required within one week of the issue of booking confirmation. The balance is to be made 28 days ahead of the first booking day. Payment can be made by crossed cheque, cash, bank transfer or FPS. For details, please contact our staff.
5. For cancellation before 14 days ahead of the first booking day, 10% of the total payment deduction is made. For cancellation notice of less than 14 days ahead of the first booking day, 50% of the total payment deduction is required.
6. For rescheduling of a particular booking session, notice of not less than 14 days is required. For any belated notice of rescheduling or failure to turn up, the payment will not be refunded.
7. HKSC is closed when the typhoon signals no. 8, 9 or 10 (Or when the Observatory announces that the signal is about to be hoisted); or black rainstorm warning is issued. HKSC usually reopens 3 hours after the above-mentioned signals are replaced or cancelled. The booking can be rescheduled or the payment can be refunded in such cases.
8. HKSC has the priority to use the room. HKSC may also be temporarily closed due to special circumstances. Booking can be rescheduled or the payment can be refunded in such cases.
9. Smoking is prohibited in the building while eating and drinking are forbidden in the Activity Room.
10. Any damage and loss of property are subjected to compensation.
11. Please contact our staff for any special conditions/enquiries.

Charges

Room Charges

Unit Rate	Facilities Provided	Remarks
\$400/ hour (Lunch/ Dinner session will be treated as hiring period)	4 tables, 30 chairs, 1 whiteboard, 4 microphones	Area: 500 sq ft app. (28 ft x 17 ft)

Charges for Additional Facilities

Item	Unit Rate
Projector	\$100/hour

Hong Kong Satir Center for Human Development
Application Form for Hire of Activity Room

Code:
 VB____-____

Name of Applicant: _____(Chinese)_____ (English) *Male / Female

Contact No.: _____(Mobile)_____ (Office) Fax No.: _____

E-mail: _____

Correspondence Address: _____

Details of Applicant (Applicable to individual applicant)

ID No. (First 5 alphabets/digits): _____ (ID Card required for verification)

Member Code (must be a member of HKSC): _____

Details of Organization (Applicable to organization applicant)

Name of Organization: _____

*Business Registration/ Charity/ School Registration Number: _____

(A copy of supporting documents should be attached; School may attach an official letter as proof.)

Details of Hire:

Name of Function: _____

Nature of Function: _____ (please attach programme leaflet)

No. of Participants: _____

Date	Period

Hiring of Projector:

Date	Period

(*Please delete the inapplicable items)

Disclaimer: The applicant understands that HKSC is only a provider of venue facility and is waived for indemnity against any liability arisen out of the programme. The applicant has clearly conveyed the above message to the participants. The applicant is responsible for any compensation to the physical or mental injuries or loss of property of the participants in the programme/session. j

Signature of Applicant: _____

Chop of the organization: _____

Date: _____

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Office Use Result:  Approved  Not Approved

|                          |              |            |
|--------------------------|--------------|------------|
| Charge for Venue: \$     | Subtotal: \$ | Total : \$ |
| Charge for Projector: \$ | Subtotal: \$ |            |

**Payment Details:**

|         |           |           |        |       |
|---------|-----------|-----------|--------|-------|
| Deposit | Total: \$ | Receipt#: | Staff: | Date: |
| Balance | Total: \$ | Receipt#: | Staff: | Date: |