



# 香港沙維雅人文發展中心

## HONG KONG SATIR CENTER for HUMAN DEVELOPMENT

### Hire of Interview Room

(Jun 2020 version)

#### Terms of Hire

1. The interview rooms of Hong Kong Satir Center for Human Development (HKSC) can be hired for private practice (counseling and supervision) and academic study.
2. The hiring hours is from 9:30am-9:30pm on Monday to Saturday. HKSC is closed on Sunday and public holidays.
3. The application form should be completed and the relevant documents should be attached for approval at least one week before the first time of booking. Biennial renewal of the approval is required (renewal application submitted in January for every 2 years). The booking can be made via phone call after the approval. Discount is available for continuous room booking. For details, please contact our staff.
4. The training team and trainees of HKSC's course can hire a room for the required course activities by calling the center directly. No written application is required.
5. Payment can be made by crossed cheque, cash, FPS or bank transfer. For details, please contact our staff.
6. Full payment is required for cancellation with notice of less than one business day.
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 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 in such cases.
9. Smoking is prohibited in the building while eating and drinking are forbidden in the interview room.
10. Any damage and loss of property are subjected to compensation.
11. Please contact our staff for any special conditions/enquiries.

Room	Unit Rate	Basic Facilities	Remarks
A – E	HK\$200/hr#	chairs	Half price for trio meeting and peer supervision of the Center's professional course; video viewing of course process by participants.
F	HK\$250/hr#	chairs	
Item	Unit Rate	Remarks	
TV Set/ DVD Player/ Notebook computer	\$100/hr#	Free for PCCC trio meeting and peer supervision. Advanced booking is required.	
Projector	\$100/hr#	Only available when Room E & F are hired together. Advanced booking is required.	
Videotaping	\$100/hr#	Some rooms are equipped with video equipment. Please inform staff if you need to use it. DVD is provided.	
Videotaping (applicable for PCCC students; HKSC counselors and supervisors)	\$20/ session		

#Extra half payment required for every additional 30 minutes of booking



香港沙維雅人文發展中心  
HONG KONG SATIR CENTER for HUMAN DEVELOPMENT

Ref No. : PP\_\_\_\_\_ - \_\_\_\_\_

**Application Form for Hire of Interview Rooms**

Name of applicant: \_\_\_\_\_ (Chinese) \_\_\_\_\_ (English) \*Male / Female

Contact No.: \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Office) Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

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): \_\_\_\_\_ Occupation: \_\_\_\_\_

**Details of Organization (Applicable to organization application)**

Name of Organization: \_\_\_\_\_

\*Business Registration/ Charity/ School Registration Number \_\_\_\_\_

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

**Nature of Activities (Please choose the applicable item)**

Counseling/ Supervision  Study

The professional qualifications obtained by counselor/ supervisor/ personnel leading the academic study:  
(valid period) (For individual applicant, copy of relevant documents should be attached for approval; for  
organization applicant, please verify the qualifications and enclose a letter as proof.)

\_\_\_\_\_  
\_\_\_\_\_

(\*Please delete as inappropriate)

---

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 session.

Signature of Applicant: \_\_\_\_\_ Organization chop: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
Office Use Result:  Approved  Not Approved Staff: \_\_\_\_\_ Date: \_\_\_\_\_