



Rental Information of Auditorium

Rental Charges (minimum 3 hours)

Auditorium

Seats: 310 (Balcony: 88 ; Hall: 222)

Area: Balcony: 1,965 ft² ; Hall: 3,380 ft²

Purpose: ceremonies, corporate conferences, seminars, worship gathering, performances and film screening

Facilities	Non-governmental Organisations/ Registered charitable institutions # <u>Office Hour</u> (\$/hr)	Non-governmental Organisations/ Registered charitable institutions # <u>Non-Office Hour</u> (\$/hr)	Others <u>Office Hour</u> (\$/hr)	Others <u>Non-Office Hour</u> (\$/hr)
Package I	\$650	\$1,000	\$950	\$1,350
Package II	\$1,000	\$1,400	\$1,350	\$1,750

Foyer

Area: 610 ft²

Purpose	Facilities	Non-governmental Organisations/ Registered charitable institutions # <u>Office Hour</u> (\$/hr)	Non-governmental Organisations/ Registered charitable institutions # <u>Non-Office Hour</u> (\$/hr)	Others <u>Office Hour</u> (\$/hr)	Others <u>Non-Office Hour</u> (\$/hr)
Cocktail reception	For details of event catering services, please contact the Leasing Office.				
Exhibition	For details of event catering services, please contact the Leasing Office.	\$200	\$350	\$250	\$400





Facilities & Services

Package I

Facilities & Services	Quantity
Podium	1
Wireless Mic. / Headset Mic.	2
Music Album Stand	2
Walkie Talkie	1 pair
White board (3'H x 6'W)	2
Table Cloth (3' x 6'(2) / 2' x 6' (2))	4
Table (3' x 6')	3
Table (2' x 6')	2
Chair	10

Package II

Facilities & Services	Quantity
Podium	1
Wireless Mic. / Headset Mic.	6
Grand Piano * (Please inform us for arrangement if need)	1
Music Album Stand	2
Walkie Talkie	1 pair
White board (3'H x 6'W)	2
Table Cloth (3' x 6'(2) / 2' x 6' (2))	4
Table (3' x 6')	3
Table (2' x 6')	2
Chair	10
Technician (standby throughout the event)	1
Projector	1
Notebook	1
DVD player/	1





Remarks:

#Applicants should produce copies of relevant supporting documents, and the venue must be for non-commercial use.

*For more facilities and services, please refer to application for booking of venue appendix II.

Office Hour: Mon – Fri 9am – 6pm

Non-office Hour: Mon – Fri 6pm – 10pm
Sat 9am – 10pm
Sun & public holidays 9am – 10pm

Hours for Hire

1. Auditorium and lecture hall and meeting rooms are open for hire from 9am to 10pm, Monday to Sunday.
2. The minimum hiring period of auditorium is 3 hours, and lecture hall and meeting rooms is 2 hours. The rental will be charged on an hourly basis thereafter. Overtime of 15 minutes or above in an incomplete hour will be regarded as one hour.
3. Overtime will not be allowed after 10pm. The main door of the Agency headquarters building will be closed at 10:15p.m.

