



## Rental Information of Auditorium

### Rental Charges (minimum 3 hours)

#### Auditorium

Seats: 310 (Balcony: 88 ; Hall: 222)  
Area: Balcony: 1,965 ft<sup>2</sup> ; Hall: 3,380 ft<sup>2</sup>  
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 ft<sup>2</sup>

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
Cassette Player / CD Player	1
Karaoke system	1
DVD player/ VHS player	1





## Rental Information of Lecture Hall / Meeting Rooms

### Rental Charges (minimum 2 hours)

Venues	Seats	Purpose	Facilities	Non-govern mental Organisatio ns/ Registered charitable institutions # Office Hour (\$/hr)	Non-governm ental Organisations / Registered charitable institutions # Non-Office Hour (\$/hr)	Others  <u>Office Hour</u> (\$/hr)	Others  <u>Non-Office Hour</u> (\$/hr)
<b>Lecture Hall 201</b>	100  (Area - 1,625ft <sup>2</sup> )	Meetings, seminars and workshops	- 4 Wireless Mic. with Mic. stand - 3 Tables (2' x 6') - 100 Chairs - 1 Projector - 1 Podium - 1 White projection screen - 2 White boards (3'H x 6'W)	\$300	\$400	\$400	\$550
<b>Room202</b>	20  (Area - 212 ft <sup>2</sup> )	Meetings and workshops	- 1Wired Mic - 1 Table (2' x 6') - 20 Chairs - 1 Projector - 1 White projection screen (60") - 1 White board (3'x6')	\$100	\$150	\$150	\$200
<b>Room203</b>	25  (Area - 282 ft <sup>2</sup> )	Meetings and workshops	- 1Wired Mic - 1 Table (2' x 6') - 25 Chairs - 1 Projector - 1 White projection screen (60") - 1 White board (3'x6')	\$100	\$150	\$150	\$200
<b>Room204</b>	25  (Area - 284 ft <sup>2</sup> )	Meetings and workshops	- 1Wired Mic - 1 Table (2' x 6') - 25 Chairs - 1 Projector - 1 White projection screen (60") - 1 White board (3'x6') - Mirror Wall	\$100	\$150	\$150	\$200
<b>Room205</b>	25  (Area - 289 ft <sup>2</sup> )	Meetings and workshops	- 1Wired Mic - 1 Table (2' x 6') - 25 Chairs - 1 Projector - 1 White projection screen (60") - 1 White board (3'x6') - Mirror Wall	\$100	\$150	\$150	\$200





Venues	Seats	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)
<b>Room204&amp;205</b>  *Room 204 & 205 are combinable rooms	50  (Area - 533 ft <sup>2</sup> )	Meetings, workshops & dance rehearsal	- <b>1Wired Mic</b> - 2 Tables (2'x 6') - 50 Chairs - 1 Projector - White projection screens (60") - 2 White boards (3'x6') - Mirror Wall	\$200	\$300	\$300	\$400

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.

