



# SCOUT ASSOCIATION OF HONG KONG

10/F Hong Kong Scout Centre

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## Function Room Booking 9/F-11/F Hong Kong Scout Centre (Scout Units)

### (1) Venue and Facility Charges

| Room  | Max. Capacity | Area (sq.ft) | Hourly Rate (HK\$) |               | Concessionary Rate (HK\$) |
|-------|---------------|--------------|--------------------|---------------|---------------------------|
|       |               |              | Peak Hour          | Non-peak Hour |                           |
| 901   | 40            | 780          | 150                | 110           | 750                       |
| 902   | 30            | 470          | 90                 | 60            | 450                       |
| 1030  | 70            | 1,150        | 210                | 150           | 1,050                     |
| 1101  | 30            | 560          | 110                | 80            | 550                       |
| 1104  | 70            | 1,800        | 330                | 230           | 1,650                     |
| 1105  | 60            | 900          | 170                | 120           | 850                       |
| 1106  | 150           | 1,800        | 330                | 230           | 1,650                     |
| 1107  | 40            | 700          | 140                | 100           | 700                       |
| 1109  | 70            | 1,060        | 250                | 180           | 1,250                     |
| 1112A | 30            | 600          | 140                | 100           | 700                       |
| 1112B | 30            | 600          | 140                | 100           | 700                       |
| 1112C | 30            | 600          | 140                | 100           | 700                       |
| 1114  | 70            | 1,000        | 240                | 170           | 1,200                     |

| Room                     | Max. Capacity | Area (sq.ft) | Session   | Rate (HK\$)  |             |             |           |
|--------------------------|---------------|--------------|-----------|--------------|-------------|-------------|-----------|
|                          |               |              |           | Each Session | Package (1) | Package (2) | Whole Day |
| 1031<br>(10/F Boardroom) | 26            | 1,500        | 0830-1230 | 4,500        | 7,000       | 9,000       | 12,000    |
|                          |               |              | 1230-1730 | 4,500        |             |             |           |
|                          |               |              | 1830-2230 | 6,500        |             |             |           |

#### Remarks:

- (1) Non-peak hours : 8am to 6pm for weekdays and 8am to 1pm for Saturdays, except public holiday
- (2) Minimum charge for 2 hours per room use; Concessionary Rate for Scout is applicable for continuous occupation of 8 hours
- (3) Maximum capacity is based on theatre setting (conference setting for 10/F Boardroom)
- (4) Room 1104 is a training centre inclusive of 1 staff room and 4 discussion rooms
- (5) (i) Room 1105 and Room 1106 (Congregation Hall), and (ii) Room 1112A, Room 1112B and Room 1112C can be combined for use respectively.
- (6) The 10/F Boardroom includes an AV control room and a simultaneous interpretation system
- (7) Venue and facility charges are for lighting & air-conditioning and cover also the provision of basic equipment, e.g. public address system, flip chart, whiteboard, cold / hot water machine

### (2) Equipment and Other Charges

| Equipment                 | Hourly Rate (per set) | 3 hours or above Fixed Rate (per set) |
|---------------------------|-----------------------|---------------------------------------|
| LCD Projector             | HK\$100               | HK\$300                               |
| Visualizer                | HK\$100               | HK\$300                               |
| Self-served Drink Package | HK\$300               |                                       |

#### Remarks:

- (1) Booking period must be the same as venue booking period
- (2) Users shall bring their own note book computer for using LCD projector
- (3) Visualizer shall be used with LCD projector with separate charge
- (4) Each set of Self-served Drink Package includes 3 in 1 coffee (20 bags), milk tea (20 bags) & Chinese tea (25 bags)