



SCOUT ASSOCIATION OF HONG KONG

10/F Hong Kong Scout Centre

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9/F-11/F Hong Kong Scout Centre Function Room Booking Tariff (Non-Profit Making Organization)

(1) Venue and Facility Charges

Room	Max. Capacity	Area (sq.ft)	Hourly Rate (HK\$)	
			Peak Hour	Non-peak Hour
901	40	780	480	340
902	30	470	300	210
924	60	930	540	380
1030	70	1,150	680	480
1101	30	560	340	240
1104	70	1,800	1,060	740
1105	60	900	530	370
1106	150	1,800	1,060	740
1107	40	700	430	300
1109	70	1,060	810	570
1114	70	1,000	770	540

Room	Max. Capacity	Area (sq.ft)	Session	Rate (HK\$)			
				Each Session	Package (1)	Package (2)	Whole Day
1031 (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
- (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) Room 1105 and Room 1106 (Congregation Hall) can be combined for use
- (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\$200	HK\$600
Visualizer	HK\$200	HK\$600
Self-served Drink Package	HK\$300	
Charge for Food & Beverage	HK\$200 (each venue & session)	
Cleaning Deposit for Food & Beverage	HK\$1,000 (each venue & session)	

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)
- (5) If the venue and facilities (e.g. decoration, floor, seat & curtain etc.) are made dirty by the user and require cleaning, the costs of such cleaning and associated services will be deducted from the Cleaning Deposit for Food & Beverage