



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 (Other Organizations)

(1) Venue and Facility Charges

Room	Max. Capacity	Area (sq.ft)	Hourly Rate (HK\$)	
			Peak Hour	Non-peak Hour
901	40	780	600	420
902	30	470	370	260
924	60	930	670	470
1030	70	1,150	850	600
1101	30	560	420	300
1104	70	1,800	1,320	920
1105	60	900	660	460
1106	150	1,800	1,320	920
1107	40	700	540	380
1109	70	1,060	1,010	710
1114	70	1,000	960	670

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 charges 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