



# Hong Kong Scout Centennial Building

## Venue and Facility Charge (Scout Units)

Effective on 15 July 2020

### 1. Venue and Facility Charges

	Room	Max. Capacity	Area (sq.ft)	Hourly Rate (HK\$)		Concessionary Rate (HK\$)
				Peak Hour	Non-peak Hour	
General Function Rooms	502	65	1,300	150	110	750
	503	68	1,360	160	110	800
	802	8	170	20	20	100
	803	7	140	20	20	100
	804	18	380	40	30	200
	805	30	650	70	50	350
	806	38	820	90	60	450
	1004	13	270	30	20	150
	1104	8	160	20	20	100
	1105	38	800	90	60	450
	1202	15	310	40	30	200
	1203	8	160	20	20	100
	1204	26	550	60	40	300
	1205	25	530	60	40	300
1402	8	170	20	20	100	

	Room	Purpose	Max Capacity	Area (sq.ft)	Hourly Rate (HK\$)		Concessionary Rate (HK\$)
					Peak Hour	Non- peak Hour	
Special Function Venues	301	Multi-Purpose Hall	310	3,110	650	460	3,250
	7/F	Covered Training Terrace 703A	100	1,000	40	35	200
		Covered Training Terrace 703B	100	1,000	40	35	200
		Covered Training Terrace 703C	100	880	40	35	200
	1207	Training Room (AV Production)	30	630	300	210	1,500
	1403	Dancing Room	15	300	70	50	350
	1404	Dancing Room	20	420	100	70	500
	1405	Dancing Room	87	1,850	420	300	2,100
	1504	Training Room (Orchestra)	105	2,260	450	320	2,250
	1602	Music Room	5	90	80	50	400
	1603	Music Room	4	70	50	40	250
	1604	Music Room	4	70	50	40	250
	1605	Music Room	3	60	50	40	250
	1606	Music Room	4	70	50	40	250
	1607	Music Room	4	80	50	40	250
	1608	Training Room (Band)	10	220	80	50	400
	1610	Training Room (Band)	8	160	80	50	400
1609	Training Room (Music)	33	690	170	120	850	
1611	Training Room (Music)	30	640	160	110	800	

	Set	Details		Area (sq.ft)	Hourly Rate (HK\$)		Concessionary Rate (HK\$)
					Peak Hour	Non- peak Hour	
20/F Gallery	A	Gallery	✓	216	620	430	3,100
		Pantry	X	17			
		Terrace	X	49			
	B	Gallery	✓	216	670	480	3,460
		Pantry	✓	17			
		Terrace	X	49			
	C	Gallery	✓	216	720	530	3,820
		Pantry	X	17			
		Terrace	✓	49			
	D	Gallery	✓	216	750	560	3,950
		Pantry	✓	17			
		Terrace	✓	49			
	E	Terrace			49	150	1,050

- Remarks
- (1) Non-peak hours: 9am to 6pm for weekdays and 9am to 1pm for Saturdays, except public holiday.
  - (2) Minimum of 2 hours per booking while 1 hour for Music Room per booking. Concessionary Rate for Scout is applicable for continuous occupation of 8 hours
  - (3) Venue and facility charges include lighting, air-conditioning and below items:  
General Function Rooms :  
 - Wireless microphones and whiteboard are provided in the rooms which accommodate 20 persons or above.  
 - No whiteboard is provided in Room 1204 and 1205.  
 - Whiteboard is provided in the room with maximum capacity less than 20 persons.

Special Function Venues :

- Whiteboard is provided in Room 1609 and 1611.

- Wireless microphones and audio equipment are provided in Room 1405, 1504, 1609 and 1611. 3.5mm sound output device should be arranged by users for connecting of the audio equipment when playing music.

- Piano is provided in Room 1504 and 1607.

- Electric Guitar, Bass Guitar and Electronic Keyboard with the amplifier and audio cable, Jazz Drum with sticks, music stand, sound mixer, are provided in Room 1608 and 1610.

- No chair and table is provided in Covered Training Terrace 703A, 703B, 703C and Room 1403, 1404 and 1405 (Dancing Room).

- 2 chairs are provided in Room 1602, 1603, 1604, 1605, 1606 and 1607.

(4) Maximum Capacity :

General Function Rooms :

- Maximum capacity of each room is based on theater setting. Other setting can also be arranged.

- Maximum capacity of Room 802, 803, 1104, 1202 and 1203 is based on conference setting.

Special Function Venues :

- Maximum capacity of Room 1504, 1609, 1611 and Hall 301 is based on theater setting.

- Maximum capacity of other rooms is for reference only. No setup is provided in these rooms.

(5) Room 502 and 503, Room 804 and 805, Room 1204 and 1205 can be combined for use respectively.

## 2. Equipment Charges

Equipment	Hourly Rate(per set)	3 hours or above Fixed Rate (per set)
LCD Projector	HK\$100	HK\$300
Television	HK\$100	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 and television.

(3) LCD Projector is only available in Hall 301, Room 502, 503, 805, 806, 1105, 1204, 1205, 1405, 1504, 1609 and 1611.  
For other venues, user can book television.