



# Hong Kong Scout Centennial Building

## Venue and Facility Charge (Other Organizations)

Effective on 15 July 2020

### 1. Venue and Facility Charges

	Room	Max. Capacity	Area (sq.ft)	Hourly Rate (HK\$)	
				Peak Hour	Non-peak Hour
General Functional Rooms	502	65	1,300	610	420
	503	68	1,360	630	440
	802	8	170	80	60
	803	7	140	60	40
	804	18	380	170	120
	805	30	650	290	200
	806	38	820	360	250
	1004	13	270	120	80
	1104	8	160	70	50
	1105	38	800	360	250
	1202	15	310	140	100
	1203	8	160	70	50
	1204	26	550	240	170
	1205	25	530	240	170
1402	8	170	80	60	

	Room	Purpose	Max Capacity	Area (sq.ft)	Hourly Rate (HK\$)	
					Hourly Rate (HK\$)	Concessionary Rate (HK\$)
Special Functional Venues	301	Multi-Purpose Hall	310	3,110	1,300	910
	1207	Training Room (AV Production)	30	630	590	410
	1403	Dancing Room	15	300	140	100
	1404	Dancing Room	20	420	190	130
	1405	Dancing Room	87	1,850	840	590
	1504	Training Room (Orchestra)	105	2,260	900	630
	1602	Music Room	5	90	150	110
	1603	Music Room	4	70	100	70
	1604	Music Room	4	70	100	70
	1605	Music Room	3	60	100	70
	1606	Music Room	4	70	100	70
	1607	Music Room	4	80	100	70
	1608	Training Room (Band)	10	220	150	110
	1610	Training Room (Band)	8	160	150	110
	1609	Training Room (Music)	33	690	340	240
	1611	Training Room (Music)	30	640	310	220

	Set	Details		Area (sq.m)	Hourly Rate (HK\$)	
					Peak Hour	Non-peak Hour
20/F Gallery	A	Gallery	✓	216	1,230	860
		Pantry	X	17		
		Terrace	X	49		
	B	Gallery	✓	216	1,330	960
		Pantry	✓	17		
		Terrace	X	49		
	C	Gallery	✓	216	1,430	1,060
		Pantry	X	17		
		Terrace	✓	49		
	D	Gallery	✓	216	1,480	1,110
		Pantry	✓	17		
		Terrace	✓	49		
E		Terrace		49	300	

- 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.  
 (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 Functional 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 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 limited to theater setting.
- Maximum capacity of other rooms is for reference only. No setup is provided in the 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\$200	HK\$600
Television	HK\$200	HK\$600
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 and television.
  - (3) LCD Projector is only available in Hall 301, Room 502, 503, 805, 806, 1105, 1204, 1205, 1405, 1504, 1609, 1611. For other venues, user can book television.
  - (4) Refreshment must be arranged in the designated areas as approved by Estate Branch. Food & beverage is prohibited in special function venues.
  - (5) If the venues and facilities (e.g. decoration, floor, seat & curtain etc.) are made dirty by the user and require cleaning, the cost of such cleaning and associated services will be deducted from the Cleaning Deposit for Food & Beverage.