



Hong Kong Scout Centennial Building

Venue and Facility Charge (Non- Profit Making Organization)

Effective on 4 July 2023

1. Venue and Facility Charges

	Room	Max. Capacity	Area (sq.ft)	Hourly Rate (HK\$)	
				Peak Hour	Non-peak Hour
				General Function Rooms	502
503	68	1,360	500		350
602	92	1,850	690		480
802	8	170	60		40
803	7	140	50		40
804	18	380	140		100
805	30	650	230		160
902	15	310	110		80
903	18	380	140		100
904	29	610	220		150
905	38	810	290		200
907	30	650	230		160
908	13	280	100		70
1004	13	270	100		70
1104	8	160	60		40
1105	38	800	290		200
1202	15	310	110		80
1203	8	160	60		40
1204	26	550	190		130
1205	25	530	190		130
1302	15	310	110		80
1303	8	160	60		40
1304	12	230	80		60
1305	23	490	180		130
1306	26	540	190	130	
1307	27	580	210	150	
1308	16	320	110	80	
1402	8	170	60	40	

	Room	Purpose	Max Capacity	Area (sq.ft)	Hourly Rate (HK\$)	
					Peak Hour	Non-peak Hour
					Special Function Venues	301
1207	Training Room (AV Production)	30	630	530		370
1403	Dancing Room	15	300	120		90
1404	Dancing Room	20	420	170		120
1405	Dancing Room	87	1,850	760		530
1504	Training Room (Orchestra)	105	2,260	810		570
1602	Music Room	5	90	130		90
1603	Music Room	4	70	90		60
1604	Music Room	4	70	90		60
1605	Music Room	3	60	90		60
1606	Music Room	4	70	90		60
1607	Music Room	4	80	90		60
1608	Training Room (Band)	10	220	130		90
1610	Training Room (Band)	8	160	130		90
1609	Training Room (Music)	33	690	310		210
1611	Training Room (Music)	30	640	280	200	

	Set	Details		Area (sq.m)	Hourly Rate (HK\$)	
					Peak Hour	Non- peak Hour
20/F Gallery	A	Gallery	✓	216	1,110	780
		Pantry	X	17		
		Terrace	X	49		
	B	Gallery	✓	216	1,200	870
		Pantry	✓	17		
		Terrace	X	49		
	C	Gallery	✓	216	1,290	960
		Pantry	X	17		
		Terrace	✓	49		
	D	Gallery	✓	216	1,330	1,000
		Pantry	✓	17		
		Terrace	✓	49		
	E	Terrace		49	270	

- 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 602, 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 903 and 904, Room 1204 and 1205, Room 1305 and 1306 can be combined for use respectively.
 - (6) For booking of Room 602, please contact Estate Branch.

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.