RENTAL INFORMATION AND POLICIES

Thank you for considering the use of the venue at the Project Development Unit (PrDU) to hold your event. Please read the following information and policies before completing the booking form.

1. Location
   - 14/F, On Lok Yuen Bldg, 25-27 A Des Voeux Road Central, Hong Kong.

2. Rental Hours
   The PrDU is open for events during the following hours:
   - Monday – Friday: 9:00 a.m. – 10:00 p.m.
   - Saturday & Sunday: 9:00 a.m. – 6:00 p.m.
   *Rooms are available for events after office hours by special arrangement, please call us on 3105 1228 for information.*

3. Room Rental Fees

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Maximum Capacity</th>
<th>Area (square feet)</th>
<th>Rental Rate per hour (includes set-up &amp; clean-up time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>40</td>
<td>325</td>
<td>HK$460.00</td>
</tr>
<tr>
<td>1B</td>
<td>30</td>
<td>280</td>
<td>HK$420.00</td>
</tr>
<tr>
<td>1A &amp; 1B</td>
<td>70</td>
<td>605</td>
<td>HK$710.00</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>28</td>
<td>260</td>
<td>HK$390.00</td>
</tr>
</tbody>
</table>

4. Classroom Facilities
   - We provide up-to-date equipment to support electronic presentations. You are also welcome to supply your own AV equipment; please let us know in advance so that we are able to anticipate your needs.
   - Complimentary Facilities
     One whiteboard, one microphone, one electric screen, one LCD projector, one flip chart and internet access.
   - Facilities Charges: Visualizer – HK$200 for half day or less, HK$300 for whole day.

5. Photocopying Charges
   - HK$1 per page.

6. Application Procedure
   - Please complete and forward the booking form to the PrDU for application. We will send you a confirmation which lists the room rental fees and the other details of the booking requested.
   - To confirm your booking, please sign and return the confirmation to us with your full payment of the room rental fees and facilities charges. Signed confirmation and payments are due at a minimum period of 14 days prior to your event. If your booking is less than 14 days away, please make payment upon your booking of the room. Payment can be made by cheque or cash.
   - Cheque payment should be made to “Caritas – Hong Kong (ES)”
   - Your booking will not be confirmed until we have received the signed confirmation and the payment. We reserve the right to release the room to other client if we do not receive the payment on time.
   - The minimum booking period of rooms is 2 hours.
   - After the minimum time requirements, rooms are available in 1 hour blocks.

Revised on 1 January 2016
7. Fees & Refund
   - No refund will be given if cancellation is less than 7 days prior to the event.
   - Refund of 50% of the payment is given only if cancellation is made at least 7 days in advance of the event.
   - Additional fees will be charged on hourly basis if the event overruns for more than 15 minutes.

8. Cancellations
   - Cancellation of room reservation will only be accepted in WRITING.
   - The PrDU reserves the right to cancel an event at any time if any part of its facilities is destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence takes place.
   - In case of adverse weather, e.g. typhoon signal no. 8 or above, or black rainstorm signal, the event may be rescheduled subject to room availability and mutual agreement. No refund is available.

9. General Rules & Regulations
   - It is imperative that the time of the event be listed accurately including set-up and clean-up time.
   - All decorations must be removed immediately after the event.
   - Rooms must be left in the same condition as they were found. Additional fees will apply if extra clean-up is needed.
   - The use of confetti or glitter is prohibited.
   - Smoking is prohibited in our venue.
   - Organizations renting the room(s) of the PrDU are responsible for any damages incurred during the use of the venue.
   - Do not hang heavy objects or decorations from the ceiling.
   - No glue, tape, tacks, nails or adhesives of any kind are to be used on the walls.
   - The client shall ensure that its activities in our premises comply with all legal requirements. The client shall observe all copyright regulations. The client shall indemnify and hold Caritas Community & Higher Education Service – PrDU harmless from all claims and liabilities directly or indirectly resulting from its use of the facilities.
   - The client must ensure that the event is lawful and no nuisance or damage is caused to the public.
   - The use of Caritas’ name and logo in advertising, and/or promotional materials without prior written approval from our Service Head is prohibited.

10. Contact Us
    - For more information or reservation, please contact us during office hour by phone on 3105 1228 or fax to 3105 1328 or e-mail to cau@ciec.edu.hk
    - PrDU Office Hour:
      Monday – Friday: 9:30 a.m. – 5:00 p.m.

Remarks
   - 20% discount on both room rental fees and facilities charges would be offered to the Caritas units.
Part I: Organization Information
Name of Organization ________________________________
Is this a Caritas Unit? □ Yes □ No
Name of Applicant __________________________________ Position ______________________
Telephone No. ___________ Fax No. ___________ Email Address _______________________
Address ________________________________

Part II: Event Information
Name of the Event __________________________________
Nature of the Event ___________________________ Estimated No. of Participants ___________

<table>
<thead>
<tr>
<th>Room Requested</th>
<th>Date(s)</th>
<th>Time (includes set-up &amp; clean-up time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1B</td>
<td></td>
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</tr>
<tr>
<td>Meeting Room</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Facilities Requested Please use ✓ to indicate
- LCD Projector
- Computer
- Microphone
- Flip Chart
- Visualizer

Special Set Up Requests ___________________________________________________________

Name & Signature ___________________________ Organization Stamp ___________________ Date ___________

I am the authorized person in charge of the above event and confirm that the above information is true and correct and agree to abide by the Rental Information and Policies in Annex 1 of this form. I also understand that Caritas Community and Higher Education Service – Project Development Unit reserves the right and final decision on renting of the facilities to us.

For Official Use Only
Form received on ___________ Handled by ___________ Remarks _______________________
Signature ________________________________ Date ___________
Reservation Confirmed □ Accepted □ Not Accepted
Approved by ________________________________ Date ___________
Reservation □ Confirmed to client on ___________ by: ___________________________