



RENTAL INFORMATION & POLICIES

Thank you for considering the use of the venue at the Project Development Unit (PrDU) to hold your next 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. Hours of Operation

The PrDU is open for events during the following hours:

Monday – Friday : 9:00 a.m. – 10:00 p.m.
Saturday : 9:00 a.m. – 1:00 p.m.
Sunday : Closed

We are available for events outside of these hours by special arrangement, please call us on 3105 1228 for information.

3. Room Rental Fees

| Room Type | Capacity | Area (square feet) | Charge per hour (includes set-up & clean-up time) |
|--------------|----------|-----------------------|--|
| 1A | 35 | 325 | HK\$350.00 |
| 1B | 25 | 280 | HK\$320.00 |
| 1A & 1B | 60 | 605 | HK\$550.00 |
| Meeting Room | 18 | 260 | HK\$280.00 |

4. Facilities Charges

✧ 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.

| Facilities | Charge per 2-hour session |
|-----------------|---------------------------|
| Whiteboard | Complimentary |
| Microphone | Complimentary |
| Electric Screen | Complimentary |
| Internet Access | Complimentary |
| Reception Area | Complimentary |
| LCD Projector | HK\$150.00 |
| Computer | HK\$150.00 |
| Visualizer | HK\$120.00 |
| DVD player | HK\$100.00 |
| VCR | HK\$100.00 |
| Laser Pointer | HK\$50.00 |
| Flip Chart | HK\$50.00 |



5. Other Service Charges

| Service Item | Pricing |
|---------------------|------------------|
| Photocopying | HK\$0.5 per copy |

6. Application Procedure

- ✧ Complete and submit the booking form to the PrDU for application. We will send you a confirmation which lists the room rental fees, facilities charges 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 payment are due a minimum of 14 days prior to your event. If your booking is less than 14 days away, signed confirmation and payment are due immediately.
- ✧ Your booking will not be confirmed until we have received the signed confirmation and the payment.

7. Fees & Refund

- ✧ Full payment of the room rental fees and facilities charges are required to reserve your booking.
- ✧ Refund is given only if cancellation is made 7 days in advance of the event.
- ✧ Additional fees will be charged if the event overruns for more than 15 minutes.

8. Cancellations

- ✧ Cancellation of room reservation will only be accepted in WRITING.
- ✧ The Contracting Party agrees that:
Full refund could be granted for written notification received more than 7 days prior to the event, whereas no refund for written notification received within 7 days prior to the event.
- ✧ 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.

9. Set-up & Clean-up

- ✧ It is imperative that the time of the event be listed accurately including set-up and clean-up times.
- ✧ 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.

10. Damages

- ✧ Organizations renting the room(s) of the PrDU are responsible for any damages incurred during the use of the venue.



**Caritas Community & Higher Education Service
Project Development Unit**

Remarks

- ◇ ***20 % discount** on both room rental fees and facilities charges would be offered to the Caritas member units and non-profit making organizations.*
- ◇ *The minimum booking period of rooms and facilities must be **2 hours**.*
- ◇ *After the minimum time requirements, rooms and facilities are available in 1 hour blocks.*

11. Others

- ◇ 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 must ensure that the event is lawful and no nuisance or damage is caused to the public.
- ◇ The use of Caritas logo or photos in advertisement must be approved by the PrDU.
- ◇ Smoking is prohibited in all common areas, rooms, offices, washrooms and main entrance.

12. Contact Us

- ◇ For more information or reservation, please contact us by phone on 3105 1228 or fax to 3105 1328 or e-mail to prdu@cches.edu.hk



BOOKING FORM FOR VENUE

Part I: Organization Information

Name of Organization _____

Is this a non-profit organization 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 Attendance _____

| Room Requested | Date(s) | Time: To/From (includes set-up & clean-up time) |
|----------------|---------|---|
| 1A | | |
| 1B | | |
| 1A & 1B | | |
| Meeting Room | | |

| Facilities Requested | Date(s) | Time: To/From |
|----------------------|---------|---------------|
| LCD Projector | | |
| Computer | | |
| Visualizer | | |
| Laser Pointer | | |
| DVD Player | | |
| VCR | | |
| Flip Chart | | |

Special Set Up Requests _____

Signature _____ Organization Chop _____ Date _____

I am the authorized person in charge of the above event and information given in this form is correct. For myself, or on behalf of the organization I represent, I hereby agree to abide by the rental policies as described.

For Official Use Only

Reservation Confirmed Accepted Not Accepted

Form received on _____ Handled By _____ Remarks _____

Signature _____ Date _____