

# Part 4 - Booking Form



## Science Park

### MICE Venues / Open Spaces Booking

To: MICE Team, HKSTP  
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<b>For Internal Use Only</b>
Ref. No:
Handled by:
Date:

#### Terms & Conditions

- This form should be returned to MICE Team.
- Applicants should read the “Booking Policy and Terms & Conditions” (refer to Part 2) and “Venue Usage Rules and Regulations” (refer to Part 3) before submitting the booking form. Submission of booking form means that the applicants have read and fully understood the provisions in the “Booking Policy and Terms & Conditions” and “Venue Usage Rules and Regulations” and will abide by them.
- Bookings via Intranet could be exempted in completing this form.
- HKSTP or HKSP FMO reserves all the rights of making final decisions of the booking.
- In case of booking cancellation arising from an unexpected urgent need of the venue and/or associated facilities by HKSTP or HKSP FMO, the organizer may receive a full refund, without compensation, subject to the arrangements that have been made.
- Applications for hire of venue in HKSP are considered on a case by case basis on the principle that HKSTP’s activities will NOT be affected by the functions/activities of the applicants. HKSTP or HKSP FMO may at its discretion approve or disapprove any application.
- Request for using HKSP venues must be made by completing the booking form **on the first-come-first-served basis**, together with the supporting documents showing the nature of business as well as the legal status of applicant’s organization and proposed activities to be held in HKSP. **All proposed activities to be conducted in HKSP must be legal and not in conflict with HKSTP and HKSP FMO’s interest.** The venue shall only be used for the purpose stated in the approved application. Any alternation of the use will result in the activity being immediately terminated. The Applicant shall indemnify HKSP for all costs, claims, and expenses which HKSTP or HKSP FMO may incur or suffer and against all actions, claims or demands made by any person, arising from such altered use of the venue.
- Insufficient or inaccurate information may result in the application being rejected.
- Application made by an individual applicant will not be considered.

By signing this application form, We, \_\_\_\_\_ (name of organization/company) do hereby apply for the hire of Meeting / Exhibition Venues and the associated facilities and/or services at HKSP as specified below for the specified purpose; agree to follow and abide by “Booking Policy and Terms & Conditions” and “Venue Usage Rules and Regulations”; indemnify the HKSP against any damage, loss or injury arising from the use of the HKSP premises; confirm that the information and supporting documents provided to HKSP is/are true and correct; also the additional terms and conditions, if any.

\_\_\_\_\_  
(Name of Applicant)

for & on behalf of \_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position held by Signatory in Organization)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Organization Chop)

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**For HKSTP Use Only**  
Business Unit Number: \_\_\_\_\_  
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Please fill in the information below and marked N/A for items not applicable.

#### 4.1 Contact Details

Name of Applicant : \_\_\_\_\_

Name of Organization : \_\_\_\_\_

Position : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Fax Number : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

Organization Address : \_\_\_\_\_

On-site Contact Person and Mobile Phone Number : \_\_\_\_\_

#### 4.2 Booking Details

##### Booking One:

Venue	Date	Move-in Time	Move-out Time	No. of Attendee	Nature of Event	Set Up (please refer to the standard set up on Part 4.5)
						<input type="checkbox"/> Standard set up <input type="checkbox"/> Other request, please specify:

Remarks:

Reminder: Please reserve the venue for own preparation and/or dismantle, if necessary.

##### Booking Two:

Venue	Date	Move-in Time	Move-out Time	No. of Attendee	Nature of Event	Set Up (please refer to the standard set up on Part 4.5)
						<input type="checkbox"/> Standard set up <input type="checkbox"/> Other request, please specify:

Remarks:

Reminder: Please reserve the venue for own preparation and/or dismantle, if necessary.

##### Booking Three:

Venue	Date	Move-in Time	Move-out Time	No. of Attendee	Nature of Event	Set Up (please refer to the standard set up on Part 4.5)
						<input type="checkbox"/> Standard set up <input type="checkbox"/> Other request, please specify:

Remarks:

Reminder: Please reserve the venue for own preparation and/or dismantle, if necessary.

#### 4.3 Event Directional Signage

Please provide the wording for the directional signage of event day:

Event Name / Signage Wording:	
Event Time:	

#### 4.4 Event Open to Public (only applicable to the public events)

Please provide the information below if your event is open to public:

Enquiry Hotline:	
Hotline Operation Period & Hours:	
Contact Person:	
Email Address for Enquiry:	
Website:	

#### 4.5 Standard Set Up for Each Venue (For reference only)

VENUES	EXISTING SET UP
<b>CONVENTION CENTRE 1</b>	
Exhibition Hall	Open space only
Conference Hall 01/02	50 seats in theatre style / 60 seats in theatre style
Conference Hall 01 + 02/03	100 seats in theatre style per hall
Meeting Room 01/02/03	Board meeting table with 10 seats per room
Meeting Room 04	30 seats in theatre style
Meeting Room 05/06	Board meeting table with 12 seats per room
<b>CONVENTION CENTRE 2</b>	
Charles K. Kao Auditorium	284 seats in theatre style and 4 spaces for wheelchairs
Pre-Function Hall / Atrium Link / Amphitheatre	Open space only
Conference Hall 04/05/06/07	60 seats in theatre style per hall
Meeting Room 21/22	Board meeting table with 6 seats per room
Meeting Room 23/24	Board meeting table with 14 seats per room
Meeting Room 25/26/27/29/30	Board meeting table with 10 seats per room
Meeting Room 28	Sofa setting for 10 persons
<b>CONVENTION CENTRE 3</b>	
Grand Hall A/B	400 seats in theatre style / 400 seats in theatre style
Grand Hall	800 seats in theatre style
Function Hall	148 seats in theatre style
Meeting Room 31/32	Board meeting table with 20 seats per room
Grand Plaza	Open space only

## 4.6 Equipment Rental / Other Services Request

### EQUIPMENT RENTAL

Item	Rental Price (per day, per set) HK\$	Tick here if included as free provision	Rental Required	Remarks: Please specify, if applicable
LCD Projector	400	<input type="checkbox"/>	<input type="checkbox"/>	
LCD Projection Screen	400	<input type="checkbox"/>	<input type="checkbox"/>	
Visualizer	400	N/A	<input type="checkbox"/>	
Lectern	100	<input type="checkbox"/>	<input type="checkbox"/>	
Microphone	400	<input type="checkbox"/>	<input type="checkbox"/>	
Flip Chart with 3 Markers	100	<input type="checkbox"/>	<input type="checkbox"/>	
Whiteboard with 3 Markers	100	<input type="checkbox"/>	<input type="checkbox"/>	
Speaker (A Pair)	300	N/A	<input type="checkbox"/>	
DVD Player	300	N/A	<input type="checkbox"/>	
Internet Data Cable (per wire) (2 working days advance booking)	375	<input type="checkbox"/>	<input type="checkbox"/>	
Notebook Computer (Any file or data uploaded to the notebook computer will be destroyed permanently once the event finished, event organizer is advised to have their own backup file.)	450	N/A	<input type="checkbox"/>	
LED Wall <ul style="list-style-type: none"> <li>- Only available at Exhibition Hall, G/F Core Building 1, Phase 1</li> <li>- Size: 6400mm (W) x 3840mm (H)</li> <li>- Recommended resolution: 960 (W) x 576 (H)</li> <li>- Video file size: Under 500MB</li> <li>- No video conversion or editing service provided</li> <li>- Notebook computer is required to be additionally arranged for non-video format</li> <li>- 7 working days advance booking</li> <li>- All the materials or contents will be checked by HKSTP or HKSP FMO, any unaccepted materials or contents will render your application unsuccessful.</li> <li>- 30-minutes free testing</li> <li>- All CD/DVD will not be returned (event organizer is advised to have their own backup file).</li> <li>- Below specified time slots are not available for broadcast: (Mon to Fri: 0800-0930 hrs, 1000-1100 hrs, 1200-1500 hrs &amp; 1730-1900 hrs)</li> </ul>	2,000/hour	N/A	<input type="checkbox"/>	
Projector Wall <ul style="list-style-type: none"> <li>- Size: 3000mm (W) x 4000mm (H)</li> <li>- Recommended resolution: XGA 1024 (W) x 768 (H)</li> <li>- Video file size: Under 500MB</li> <li>- No video conversion or editing service provided</li> <li>- Notebook computer is required to be additionally arranged for non-video format</li> <li>- 7 working days advance booking</li> <li>- All the materials or contents will be checked by HKSTP or HKSP FMO, any unaccepted materials or contents will render your application unsuccessful.</li> <li>- 30-minutes free testing</li> <li>- All CD/DVD will not be returned (event organizer is advised to have their own backup file).</li> <li>- Only available at G/F of Lakeside 2</li> <li>- Below specified time slots are not available for broadcast: (Mon to Fri: 0800-0930 hrs, 1000-1100 hrs, 1200-1400 hrs &amp; 1400-1500 hrs)</li> </ul>	2,000	N/A	<input type="checkbox"/>	

### TELECOMMUNICATION & OTHER SERVICES

Description	Rental Price HK\$ (Per Day, Per Set)	Required	Remarks: Please specify, if applicable
JBL Loud Speaker Set	1,000	<input type="checkbox"/>	
MiPro Active Speaker Set with 2 Wireless Microphones	2,000	<input type="checkbox"/>	
Portable AV Control System Set	3,000	<input type="checkbox"/>	
Portable 70" LCD TV Monitor with Stand	6,500	<input type="checkbox"/>	
Electronic Print Board	300	<input type="checkbox"/>	
Video Conferencing Equipment <ul style="list-style-type: none"> <li>- Only available at Meeting Room 05</li> <li>- Not applicable to external parties</li> <li>- 7 working days advance booking</li> </ul>	\$830 per hour The actual airtime and the final number of ISDN line(s) used including for testing purpose (if any) are subject to the actual bill from the service provider.	<input type="checkbox"/>	
Simultaneous Interpretation System <ul style="list-style-type: none"> <li>- 7 working days advance booking</li> <li>- Interpreter not included</li> <li>- Only available at Conference Hall 03 and Charles K. Kao Auditorium</li> </ul>	\$5,000 per day	<input type="checkbox"/>	
Video Recording <ul style="list-style-type: none"> <li>- Only available at Charles K. Kao Auditorium with fixed camera location</li> <li>- Only composite resolution is available</li> <li>- Media: DVD</li> <li>- 7 working days advance booking</li> </ul>	\$5,000 per day	<input type="checkbox"/>	
Fax (Incoming & Local Outgoing)	\$3 per page (min. charge \$20)	<input type="checkbox"/>	
Photocopying (A4)	\$3 (A4) (min. charge \$20)	<input type="checkbox"/>	

**FURNITURE & LABOUR**

Item	Rental Price HK\$ (Per Day, Per Set)	Required	Remarks: Please specify, if applicable
Mobile Stage with Skirting (4ft x 8 ft)	500	<input type="checkbox"/>	
Rectangular Table with Cover	250	<input type="checkbox"/>	
Lucky Draw Raffle	250	<input type="checkbox"/>	
Podium	200	<input type="checkbox"/>	
Single Seated Sofa	200	<input type="checkbox"/>	
USB Presenter	200	<input type="checkbox"/>	
Foldable Mushroom Table with Cover	150	<input type="checkbox"/>	
Foldable Round Table	150	<input type="checkbox"/>	
Napkin (White)	20	<input type="checkbox"/>	
Napkin (Red)	20	<input type="checkbox"/>	
Banquet Chair with Cover	100	<input type="checkbox"/>	
2-Step Mobile Staircase	100	<input type="checkbox"/>	
Lazy Susan with Holder	100	<input type="checkbox"/>	
Coffee Table	100	<input type="checkbox"/>	
Round Table Underlay	100	<input type="checkbox"/>	
Ring Bell	100	<input type="checkbox"/>	
A1 Stand	100	<input type="checkbox"/>	
A3 Stand	100	<input type="checkbox"/>	
Silver Tray	100	<input type="checkbox"/>	
Display Easel Stand	100	<input type="checkbox"/>	
Table Number with Stand	100	<input type="checkbox"/>	
Helper * (per hour, min. 2 hours)	100	<input type="checkbox"/>	
Helper Supervisor * (per hour, min. 2 hours)	200	<input type="checkbox"/>	
Technician (per hour, min. 2 hours)	150	<input type="checkbox"/>	

Remarks: - \* Minimum of 1 Helper Supervisor should be employed for each deployment of 3 Helpers  
 - All prices of the above are subject to change without prior notice.  
 - The stocks of the above are subject to the availability and on a **first-come-first-served basis.**