

Part 4 - Booking Form



Science Park

MICE Venues / Open Spaces Booking

To: MICE Team, HKSTP
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For Internal Use Only
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)

For HKSTP Use Only
Business Unit Number: _____

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
CONVENTION CENTRE 1	
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
CONVENTION CENTRE 2	
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
CONVENTION CENTRE 3	
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

Price List (Effective from Apr 1, 2018)



Equipment Rental

AV Item	Rental Price HK\$ (Per day, Per set)	Furniture Item	Rental Price HK\$ (Per day, Per set)
AV Cable / Connector (HDMI / VGA / Audio)	\$150	A1 Stand	\$100
Apple Mac / Display Port Connector	\$150	A3 Stand	\$100
HDMI to VGA or VGA to HDMI Converter	\$300	Display Easel Stand	\$100
Microphone Stand / Video Camera Stand	\$200	Banquet Chair with cover	\$100
Wireless Microphone (Clip / Handheld)	\$500	Foldable Mushroom Table with cover (DIA 655mm x 1100H)	\$150
100" Portable Projector Screen	\$500	Double Seated Sofa	\$500
Portable LCD Projector (2500 lm)	\$800	Single Seat Sofa (Red, Blue, Orange, White and Black)	\$200
Electronic Print Board	\$300	Trolley	\$300
Notebook Computer	\$500	USB Presenter (Wireless operating distance : Approx 10m)	\$200
Internet Data Cable	\$500	WIFI Access ID	\$1,500
Video Visualizer	\$600	Stanchion	\$50
MiPro Portable Active Speaker with 1 Cable Microphone	\$800	Podium (Wooden, Brown) 695mm(W) x 410mm (D) x 1200mm (H)	\$200
MiPro 8" Active Speaker set with 1 Wireless Microphone & 1 Stand	\$1,500	Rectangular Table with cover 1830mm(W) x 610mm(D) x 750mm(H)	\$250
MiPro 10" Active Speaker set with 2 Wireless Microphone & 1 Stand	\$2,500	Mobile stage with Skirting (Grey) 1200mm(W) x 2440mm(D) x 610mm(H)	\$500
JBL 12" Portable Loud Speaker with Stand	\$1,500	2-Step Mobile Staircase	\$100
Professional Portable Audio Control System with 2 Wireless Microphone	\$3,500	Flipchart with 3 markers Flipchart paper (20 pieces)	\$100 \$50
Portable 46" LCD TV Monitor with Stand	\$4,500	Whiteboard 1500mm(W)	\$100
Portable 70" LCD TV Monitor with Stand	\$6,500	Coffee Urn	\$200
Video Conferencing Equipment (per hour) at MR05	\$1,000	Coffee Table (Transparent) DIA 510mm(W) x 420/650mm(H)	\$100
Disconnect & Dismantle Work at Grand Hall - Existing Stage Light - Hoist Support & Services	2000 per Bar	Foldable Round Table DIA 1830mm x 760mm (H)	\$300
Disconnect & Dismantle Work at Charles K. Kao Auditorium - Microphone, Audio Visual Cable & Podium - Existing Stage TV Monitor	\$4000 per Job; \$500 per pcs	Round Table Underlay Colour: Silver & Purple	\$100
Simultaneous Interpretation System (for 200 sets) at CKK	\$ 5,000 (for 100 sets) \$ 8,000 (for 200 sets) \$10,000(for 280 sets)	Glass Lazy Susan with holder DIA 890mm	\$100
Video Live Feed	\$5,000	Table Number with Stand (1-50)	\$100
Video Recording by DVD at CKK	\$5,000	Lucky Draw Raffle	\$250
LED Video Wall *	\$2,000/ hour	Silver Tray	\$100
LED Video Wall **	\$2,000/ hour	Ring Bell	\$100

*Only available at Exhibition Hall, G/F Core Building 1, Phase 1

- Size of wall: 6400mm (W) x 3840mm (H)
- Resolution of source input: 1024 (W) x 768 (H)
- Video file size: Under 500MB
- No video conversion or editing service provided
- Notebook computer is required to be additionally arranged for non-video format
- 7 working days advance booking
- All the materials or contents will be checked by HKSTP or HKSP FMO, any unaccepted materials or contents will render your application unsuccessful.
- 30-minutes free testing
- All CD/DVD will not be returned (event organizer is advised to have their own backup file).
- Below specified time slots are not available for broadcast:
(Mon to Fri: 0800-0930 hrs, 1000-1100 hrs, 1200-1500 hrs & 1730-1900 hrs)

**Only available at G/F Core of Lakeside 2, Phase 2

- Size of wall: 4032mm (W) x 2880mm (H)
- Resolution of source input: 1366 (W) x 768 (H), 1920 (W) x 1080 (H) & 1024 (W) x 768 (H)
- Video file size: Under 500MB
- No video conversion or editing service provided
- Notebook computer is required to be additionally arranged for non-video format
- 7 working days advance booking
- All the materials or contents will be checked by HKSTP or HKSP FMO, any unaccepted materials or contents will render your application unsuccessful.
- 30-minutes free testing
- All CD/DVD will not be returned (event organizer is advised to have their own backup file).
- Below specified time slots are not available for broadcast:
(Mon to Fri: 0800-0930 hrs, 1000-1100 hrs, 1200-1400 hrs & 1400-1500 hrs)

MISC	Rental Price HK\$ (Per day, Per set)
Folding Chair	50
Photocopying (A4)(\$3/page, min\$20)	20
Fax (A4) (\$3/page, min\$20)	20
Manpower	Per hour
Helper* (min 2 hours)	100
Helper supervisor* (min 2 hours)	200
Technician (min 2 hours)	150

*minimum of 1 helper supervisor should be employed for each deployment of 3 helpers