

Part 4 - Booking Form for MICE Venues **Science Park / InnoCentre**

To: HKSTP MICE Team
5F., Building 5E, 5 Science Park East Avenue,
Hong Kong Science Park, Pak Shek Kok, Shatin, N. T.
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Email: mice@hkstp.org

For Internal Use Only
Ref. No:
Handled by:
Date:

Terms & Conditions

- Please returned the completed booking application to HKSTP 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.
- HKSTP and/or HKSTP Facilities Management Office (FMO) reserves all rights in making final decisions of each application.
- In case of booking cancellation arising from an unexpected urgent need of the venue and/or associated facilities by HKSTP or HKSTP FMO, the organizer may receive a full refund, without compensation, subject to the arrangements that have been made.
- Applications for hire of venues in HKSTP premises 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 HKSTP FMO may at its discretion approve or reject any application.
- Request for using HKSTP 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 HKSTP venues. **All proposed activities to be conducted in HKSTP venues must be legal and not in conflict with HKSTP and HKSTP FMO's interest.** The venues 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 HKSTP for all costs, claims, and expenses which HKSTP or HKSTP 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 will not be considered.

By signing this application form, We, _____
(name of organization/company) do hereby apply for the hire of Venues within HKSTP premises and the associated facilities and/or services at HKSTP 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 HKSTP premises; confirm that the information and supporting documents provided to HKSTP 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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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 4.7)
						<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 4.7)
						<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 4.7)
						<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:	