Hong Kong Science Park
Venue Rental Charges
香港科學園場地租用費列表
Updated in Mar 2023

香港科技園 HKSTP

Building 1E & 5W   1E及5W大樓

	Venue 場地	Approx. Area 大約面積 m² 平方米 ft² 平方尺	Seating Capacity 座位	Hourly Rate 時租	Half Day Rate (4-hrs Session) 半日 (4小時)	Full Day Rate (9-hrs Session) 全日 (9小時)	Equipment & Facilities 器材及設備
1	Conference Hall 03 會議廳 03	114 m² 米² 1,227 ft² 尺²	100	$1,840	$4,590	$7,350	
2	Meeting Room 04 會議室 04	45 m² 米² 484 ft² 尺²	40	$420	$1,050	$1,680	
3	Meeting Room 05 會議室 05	29 m² 米² 312 ft² 尺²	10	$240	$610	$970	T V
4	Meeting Room 06 會議室 06	31 m² 米² 334 ft² 尺²	10	$240	$610	$970	T V
5	Idea Lab	158 m² 米² 1,701 ft² 尺²	60	$2,950	$7,330	$11,720	LED 3.8 m x 2 m ×2

Next to Building 6E   6E大樓旁

	Venue 場地	Approx. Area 大約面積 m² 平方米 ft² 平方尺	Seating Capacity 座位	Hourly Rate 時租	Half Day Rate (4-hrs Session) 半日 (4小時)	Full Day Rate (9-hrs Session) 全日 (9小時)	Equipment & Facilities 器材及設備
6	Amphitheatre 露天劇場	285 m² 米² 3,068 ft² 尺²	N/A	$1,760	$4,410	$7,056	N/A 不適用

Building 8W & 10W   8W及10W大樓

	Venue 場地	Approx. Area 大約面積 m² 平方米 ft² 平方尺	Seating Capacity 座位	Hourly Rate 時租	Half Day Rate (4-hrs Session) 半日 (4小時)	Full Day Rate (9-hrs Session) 全日 (9小時)	Equipment & Facilities 器材及設備
7	Atrium Link 中庭長廊	540 m² 米² 5,813 ft² 尺²	N/A	$4,630	$11,570	$18,510	N/A 不適用
8	Charles K.Kao Auditorium 高錕會議中心	N/A	288 (Inclusive of 4 wheelchair space)	$7,440	$18,600	$29,760	×3
9	Charles K.Kao Auditorium 高錕會議中心 + Pre-function Hall 會議前廳	N/A	288 (包括4個 輪椅位置)	$8,480	$21,200	$33,930	
10	Pre-function Hall 會議前廳	305 m² 米² 3,283 ft² 尺²	N/A	$1,980	$4,960	$7,940	N/A 不適用
11	Conference Hall 04/05/06/07 會議廳 04/05/06/07	88-100 m² 米² 947-1,076 ft² 尺²	60 / hall 60 / 廳	$1,320	$3,310	$5,290	

Building 8W & 10W 8W及10W大樓

	Venue 場地	Approx. Area 大約面積 m² 平方米 ft² 平方尺	Seating Capacity 座位	Hourly Rate 時租	Half Day Rate (4-hrs Session) 半日 (4小時)	Full Day Rate (9-hrs Session) 全日 (9小時)	Equipment & Facilities 器材及設備
12	Conference Hall 04-07 會議廳 04-07	383 m² 米² 4,123 ft² 尺²	240	$5,270	$13,220	$21,160	×4
13	Meeting Room 21 會議室 21	16 m² 米² 172 ft² 尺²	6	$170	$430	$680	T V
14	Meeting Room 22 會議室 22	16 m² 米² 172 ft² 尺²	6	$160	$400	$640	T V
15	Meeting Room 23 會議室 23	55 m² 米² 592 ft² 尺²	20	$540	$1,350	$2,170	T V
16	Meeting Room 24 會議室 24	63 m² 米² 678 ft² 尺²	20	$600	$1,510	$2,410	T V
17	Meeting Room 25/26/27/29/30 會議室 25/26/27/29/30	30 - 30.5 m² 米² 323 - 328 ft² 尺²	10	$300	$740	$1,190	T V
18	Meeting Room 28 會議室 28	30 m² 米² 323 ft² 尺²	10	$300	$740	$1,190	

Building 12W 12W大樓

	Venue 場地	Approx. Area 大約面積 m² 平方米 ft² 平方尺	Seating Capacity 座位	Hourly Rate 時租	Half Day Rate (4-hrs Session) 半日 (4小時)	Full Day Rate (9-hrs Session) 全日 (9小時)	Equipment & Facilities 器材及設備
19	^Grand Hall A 展覽廳 A	412 m² 米² 4,431 ft² 尺²	400	$8,700	$21,750	$34,800	×3
20	^Grand Hall B 展覽廳 B	412 m² 米² 4,431 ft² 尺²	400	$8,890	$22,220	$35,550	×3
21	Grand Hall 大展覽廳 (Grand Hall A + Grand Hall B + Pre-Function Area) (展覽廳 A + 展覽廳 B + 展覽前廳)	1,037 m² 米² 11,162 ft² 尺²	800	$15,830	$39,570	$63,320	×6
22	Function Hall 會議廳	227 m² 米² 2,448 ft² 尺²	148	$3,250	$8,130	$13,000	×2
23	Meeting Room 31 會議室 31	58 m² 米² 624 ft² 尺²	20	$940	$2,340	$3,740	T V
24	Meeting Room 32 會議室 32	58 m² 米² 624 ft² 尺²	20	$940	$2,340	$3,740	T V
25	Grand Plaza 大廣場	977 m² 米² 10,516 ft² 尺²	N/A	$6,060	$15,150	$24,232	N/A 不適用

^Hourly rate is only applicable for Half Day rental or above within the Service hours.
時租只適用於半日或以上的額外時段。

INNO² （Building 17W　17W大樓）

	Venue 場地	Approx. Area 大約面積 m² 平方米 ft² 平方尺	Seating Capacity 座位	Hourly Rate （min. 2 hrs） 時租（2小時起）	Half Day Rate （4-hrs Session） 半日（4小時）	Full Day Rate （9-hrs Session） 全日（9小時）	Equipment & Facilities 器材及設備
26	Multi-Function Room 1 多功能室 1	92 m² 米² 991 ft² 尺²	70	$1,670	$4,170	$6,670	LED 3.8 m x 2.3 m　✎ x2
27	Multi-Function Room 2 多功能室 2	120 m² 米² 1,294 ft² 尺²	30	$2,180	$5,450	$8,720	Projector　✎ x2
28	Multi-Function Room 3 多功能室 3	58 m² 米² 624 ft² 尺²	30	$1,050	$2,630	$4,200	LED 3.8 m x 2.3 m　✎ x2
29	Multi-Function Room 2-3 多功能室 2-3	178 m² 米² 1,918 ft² 尺²	120	$3,230	$8,080	$12,920	LED 3.8 m x 2.3 m　✎ x4
30	Studio 工作室	58 m² 米² 626 ft² 尺²	50	$1,060	$2,640	$4,220	LED 4.3 m x 2.8 m　✎ x4
31	Meeting Room 01 會議室 01	16 m² 米² 173 ft² 尺²	6	$320	$810	$1,290	T V
32	Meeting Room 06 會議室 06	35 m² 米² 376 ft² 尺²	8	$700	$1,740	$2,790	T V
33	Meeting Room 07 會議室 07	30 m² 米² 323 ft² 尺²	8	$600	$1,500	$2,400	T V

Projector with screen 投影機連投影幕	Lectern 講臺	Flip Chart with 3 markers 活頁板及三支筆	Microphone 麥克風	Television 電視	LED Wall LED幕牆	Sofa Setting 沙發擺設

Remarks

Service Hours: 07:00-22:00
服務時間：07:00-22:00

Hourly Rate: any 1 hour between 07:00-22:00 (Per hour or part of it will be counted as 1 hour)
時租收費：適用於07:00-22:00時段內任何以1小時為單位起計（不足1小時亦以1小時單位計）

Half Day Rate: any 4 consecutive hours between 07:00-22:00 (Per hour or part of it will be counted as 1 hour)
半日收費：適用於07:00-22:00時段內連續租用4小時（不足1小時亦以1小時單位計）

Full Day Rate: any 9 consecutive hours between 07:00-22:00 (Per hour or part of it will be counted as 1 hour)
全日收費：適用於07:00-22:00時段內連續租用9小時（不足1小時亦以1小時單位計）

Rates of venues only cover license fees, users are responsible for any other expenses incurred, e.g. equipment, set up costs, cleaning, F&B, power & utilities, insurance, administrative support etc.
以上只是租用場地的收費，用家需自行支付其他開支，如場地器材、佈置、清潔、餐飲、電力、保險及行政支援等費用。

Tailor-packaged rate is available upon request.
特制場地租賃計劃將應閣下要求提供。

For venue booking or related enquiries, please contact MICE team at 2639-8301.
如欲租賃場地或查詢相關資料，請致電2639-8301與會議及展覽部團隊聯絡。

Equipment and Furniture Daily Rental Price List

HONG KONG SCIENCE PARK
Updated in Mar 2023

AV Items	Rental Price HK$ per day, per unit
AV Cable / Connector (HDMI / VGA / Audio)	$150
Apple Mac / Display Port Connector	$150
HDMI to VGA or VGA to HDMI Converter	$300
Microphone Stand / Video Camera Stand	$200
Wireless Microphone (Clip / Handheld)	$500
100" Portable Projector Screen	$500
Portable LCD Projector (2500 lm)	$800
Notebook Computer	$500
Internet Data Cable	$500
MiPro Portable Active Speaker with 1 Cable Microphone	$800
MiPro 8" Active Speaker set with 1 Wireless Microphone & 1 Stand	$1,500
MiPro 10" Active Speaker set with 2 Wireless Microphone & 1 Stand	$2,500
JBL 12" Portable Loud Speaker with Stand	$1,500
Professional Portable Audio Control System with 2 Wireless Microphone	$3,500
Portable 46" LCD TV Monitor with Stand	$4,500
Portable 70" LCD TV Monitor with Stand	$6,500
Disconnect & Dismantle Work at Grand Hall - Existing Stage Light - Hoist Support & Services	$2000 per Bar
Disconnect & Dismantle Work at Charles K. Kao Auditorium - Microphone, Audio Visual Cable & Podium - Existing Stage TV Monitor	$4000 per Job $500 per pcs
Simultaneous Interpretation System (for 200 sets) at Charles K. Kao Auditorium	$ 5,000 (for 100 sets) $ 8,000 (for 200 sets) $10,000 (for 280 sets)
Video Live Feed	$5,000
32A Three Phase Power Source	$800
63A / 100A Three Phase Power Source	$2,300

Furniture Items	Rental Price HK$ per day, per unit
A1 Stand	$100
A3 Stand	$100
Display Easel Stand	$100
Banquet Chair with cover	$100
Foldable Mushroom Table with cover DIA 655 mm x 1100 mm (H)	$150
Double Seated Sofa	$500
Single Seat Sofa (Red, Blue, Orange, White and Black)	$200
Trolley	$300
USB Presenter (Wireless operating distance : Approx 10 m)	$200
WIFI Access ID	$1,500
Stanchion	$50
Podium (Wooden, Brown) 695 mm (W) x 410 mm (D) x 1200 mm (H)	$200
Rectangular Table with cover 1830 mm (W) x 610 mm (D) x 750 mm (H)	$250
Mobile stage with Skirting (Grey) 1200 mm (W) x 2440 mm (D) x 610 mm (H)	$500
2-Step Mobile Staircase	$100
Flipchart with 3 markers Flipchart paper (20 pieces)	$100 $50
Whiteboard 1500 mm (W)	$100
Coffee Urn	$200
Coffee Table (Transparent) DIA 510 mm(W) x 420/650 mm(H)	$100
Foldable Round Table DIA 1830 mm x 760 mm (H)	$300
Round Table Underlay Colour: Silver & Purple	$100
Glass Lazy Susan with holder DIA 890 mm	$100
Table Number with Stand (1-50)	$100
Lucky Draw Raffle	$250
Silver Tray	$100
Ring Bell	$100

Manpower	Per hour
Helper* (minimum order: 2 hours)	$100
Helper supervisor* (minimum order: 2 hours)	$200
Technician (minimum order: 2 hours)	$150

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

MISC	Rental Price HK$ per day, per unit	MISC (Surcharge for changes with notice given within 24 hours)	Rental Price HK$ per day, per unit
Folding Chair	$50	Change of floor plan (subject to the final approval of HKSTP)	$1,000
Photocopying (A4)($3/page, min$20)	$20	Partition re-set up (subject to the final approval of HKSTP)	$800
Fax (A4) ($3/page, min$20)	$20	Change of equipment	$300