



Official Use

Ref. No.

Checked by C/HKPCA	Checked by SC/HKPCA	Total charges	Approved by GM/MC*
Name	Name		
Date	Date		

*This form should be approved by GM/MC according to SP A16

BOOKING FOR HKPC FACILITIES SUPPORT SERVICES

Please complete and return this form by fax to: (852) 3187 4542 or venue@hkpc.org

Please submit this form with the following documents:

- 1) Business Registration Certificate; **OR**
- 2) Document issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance for NGO;
- 3) Event brochure **AND**
- 4) **SEATING PLAN & LAYOUT**

The booking will not be processed without submission of the above supporting documents. It is noted that the **document submission does not guarantee a space**, even if the venue is available at the time of inquiry. The booking will be reviewed once the documents are received and the booking result will be informed to the hirer within 5 working days. A confirmation letter will then be issued to the hirer for payment arrangement.

APPLICANT			
Name of Organization			
Nature of Organization (Please tick)	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Trade / Professional Association	[NGO: <input type="checkbox"/> Yes <input type="checkbox"/> No]
	<input type="checkbox"/> Education Institution	<input type="checkbox"/> Government / Public Organization	
Contact Person (<input type="checkbox"/> Mr / <input type="checkbox"/> Ms / <input type="checkbox"/> Miss)	Position		
Office Address			
Office Tel Number	Mobile		
E-mail Address	Fax		
Alternative Contact	Tel		

EVENT INFORMATION			
Event Segment (Please tick)	<input type="checkbox"/> Manufacturing Technology	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Management System
	<input type="checkbox"/> Environmental Technology	<input type="checkbox"/> Government Support	<input type="checkbox"/> Industry Support
Title of Event (English/Chinese)			
Date required	Time required	Description of Target Participants	Expected No. of Attendees
		<input type="checkbox"/> Internal <input type="checkbox"/> Public	
Types of Facilities	<input type="checkbox"/> Theatre 1 演講廳一	<input type="checkbox"/> Theatre 2 演講廳二	<input type="checkbox"/> Multi-function Room
	<input type="checkbox"/> Conference Hall 會議廳	<input type="checkbox"/> Classroom 課室	<input type="checkbox"/> Computer Room 電腦課室
Event Nature	<input type="checkbox"/> Training	<input type="checkbox"/> Conference	<input type="checkbox"/> Examination
	<input type="checkbox"/> Seminar	<input type="checkbox"/> Interview	<input type="checkbox"/> Management meeting / networking
		<input type="checkbox"/> Exhibition	<input type="checkbox"/> Others _____
Other requirement	<input type="checkbox"/> Special setting (extra charges may be applied) _____		
Course/Seminar Fee	<input type="checkbox"/> Yes, HK\$ _____	<input type="checkbox"/> No	<input type="checkbox"/> Non-profit making

Please tick where appropriate. Applicants are required to study the terms and conditions accompanying this form before signing it.

DECLARATION
<input type="checkbox"/> 本人確認以上所提供的資料皆為事實及真確，並同意生產力局的條款及細則。本人並清楚生產力局保留最終審批權。本人確認不會使用生產力局的場地向任何機構作課程申請。I confirm that the above information is true and correct and I agree to abide by the terms and conditions. I also understand that Hong Kong Productivity Council reserved the right and final decision on the facilities support services to external parties. I also confirm for not using HKPC facilities for course registration to relevant authority.
<input type="checkbox"/> 本人反對香港生產力促進局使用本人的個人資料，包括但不限於姓名、電話號碼、傳真號碼、職位、通訊地址及電郵地址（“個人資料”）於推介該局最新發展、工業支援服務、顧問服務、培訓課程及相關的活動及其他由生產力局的推廣活動的用途。I object to the proposed use of my personal data including, without limitation, name, phone number, fax number, job title, correspondence address and email address (“Personal Data”) for the purpose of sending me information relating to HKPC’s latest developments, industry support services, consultancy services, training courses and related events, and other marketing activities as may be organized by HKPC.
<input type="checkbox"/> 本人確認在以上活動內沒有任何商業活動（包括：銷售服務、產品或會員招募等活動）。I confirm that NO commercial transaction (i.e. selling of services, products and membership recruitment campaign) during the event.

Applicant's Signature and Company Chop

Date

備註 Remarks:

所收集的個人資料將會作場地申請、行政、統計及市場分析及用於推介本局最新發展、工業支援服務、顧問服務、活動和培訓課程的用途。個人資料會嚴格保密處理。除非獲得閣下的同意，本局不會將個人資料轉移予第三者。本局已制定收集、使用及保留個人資料的政策，於報名處供索閱，閣下亦可向本局個人資料管理主任查詢。

Personal Data collected will be used for processing your application for facilities service, administrative and statistical purposes and will also be used for marketing purposes, specifically for the purpose of sending you information relating to HKPC's latest developments, industry support services, consultancy services, events and training courses. Personal Data will be treated in strict confidence. Unless otherwise agreed by you, Personal Data will not be transferred to any third parties. HKPC implements a policy governing the collection, use and retention of Personal Data, which is made available at the enrolment counter. You may also contact Personal Data Controlling Officer of HKPC for further details.

Terms & Conditions

1. **Booking Form:** To secure reservation of the venue and facilities, a booking form must be duly signed and returned by the hirer (the "Hirer") or its authorized representative to the Venue Management Office of HKPC ("VMO") for confirmation.
2. **Minimum Charge:** There is a minimum charge of 3 hours for hiring Conference Hall and all Theatres.
3. **Confirmation:** Subject to the venue availability, VMO will send a written confirmation of booking together with an invoice for venue fee to the Hirer or its authorized representative. For the avoidance of doubt, VMO shall have the absolute and sole right to accept or decline the booking application and its decision shall be final.
4. **Payment:** Full payment for venue fee must be settled by the Hirer at least 7 days prior to the date of event. Failing which, HKPC reserves the right to refuse any use of the venue and facilities by the Hirer. Payment is non-refundable.
5. **Change of Booking:** Confirmed booking cannot be cancelled by the Hirer. The Hirer is only allowed to change the booking to another date and time within the next 3 months for one occasion, a written notice must be sent by the Hirer to VMO at least five (5) days prior to the original booking period. VMO reserves the right to refuse an alternative event date if the venue availability or other considerations do not allow.
6. **Adverse Weather:** If the booking is cancelled due to adverse weather conditions such as Typhoon Signal No. 8 and above or Black Rainstorm Warning Signal is hoisted, VMO will do its utmost to re-schedule the event to a mutually agreeable time. No refund will be made and VMO reserves the right to refuse an alternative event date if the venue availability or other considerations do not allow.
7. **Audio Visual Equipment:** Provision of any services and/or equipment by HKPC is subject to availability of the required services and/or equipment at the time of booking.
8. **Equipment Compatibility:** The Hirer shall be responsible for ensuring the compatibility of its computer equipment with the audio-visual equipment provided by HKPC that shall only be utilized in HKPC's premises and exclusively for the specified event.
9. **Damage:** The Hirer must ensure all facilities and equipment are used in a careful and proper manner and shall be liable for any loss or whatever damage in the venue resulting from negligence, unintentional act or unauthorized maintenance or any other cause within the reasonable control of the Hirer, its representatives, employees, agents or invitees. If any loss of or damage to the equipment for which the Hirer is liable, the Hirer shall reimburse HKPC the total cost of making good the damage, or effecting replacement.
10. **Food & Drinks Consumption:** In exceptional circumstances, catering may be ordered to the venue. It is the responsibility of the Hirer to make sure the setting of catering including electrical supplies or tables must not reduce the effective width of the escape route, encroach on exits or constitute trip hazards or danger to building users. **[Note: Please note that the use of combustible items is strictly prohibited.]**
11. **No Alcoholic Beverages:** The Hirer acknowledges and undertakes that no alcoholic beverages are allowed to be provided, served, sold or consumed during the event within the venue area and HKPC's premises. If any violation is discovered, VMO may stop or prevent the use of venue and facilities by the Hirer and/or its guests and participants immediately.
12. **Publicity Materials:** The Hirer shall first seek and obtain approval from VMO for display of any advertisements, notices, posters and business logos in HKPC's premises. No unauthorized posting of publicity materials shall be allowed without VMO's prior permission. Any unauthorized posting will be removed.
13. **IP Infringement:** The Hirer shall indemnify and hold HKPC harmless from all claims and liabilities directly or indirectly resulting from any claims for infringement or alleged infringement of patents, designs, copyrights or other intellectual property rights brought by a third party in relation or attributable to any advertisements, posters, publications or marketing and publicity materials for the event displayed by such Hirer within the venue area.
14. **Subletting:** The Hirer shall not be allowed to transfer, sublet or share any part of the venue area without the prior written approval from VMO.
15. **Layout:** The Hirer shall not be permitted to change the layout of the venue. By prior arrangement with VMO, the layout of certain venue (in special circumstances) can be custom configured for the event. In some cases, a charge will apply for such service. Layout information must be supplied to VMO upon booking.
16. **Condition before and after Event:** The Hirer shall, at the end of the event, leave the venue in a clean and orderly state. It is the responsibility of the Hirer to remove all materials brought to a venue for an event (i.e. posters, hand-outs, flower arrangements etc.). Any materials remaining will be considered trash, and will be removed by cleaning contractor. The Hirer will be invoiced for any additional cleaning or waste disposal cost caused by the event. Equipment may not be left overnight in the venue. Equipment and combustible materials may not be left unattended in escape routes either prior, during or after events.
17. **Reinstatement:** The Hirer shall be responsible for the reinstatement cost of the loss or damage of the premises, furniture or facilities during the event (including set up and dismantle period), if any.
18. **Disruption:** The Hirer must ensure that the event and related activities as well as the conduct and behaviour of its guests and participants would not cause disruption to the normal operation of HKPC within the venue area and HKPC's premises.
19. **Prohibition:** The Hirer must not use the venue and facilities to promote, oppose, perform or conduct religious activities and must be politically non-partisan in nature.
20. **Legal Compliance:** The Hirer must ensure that its events and activities in HKPC's premises in compliance with all legal requirements. In particular, the Hirer and its guests and participants must observe the Fire and Safety regulations and the safety instruction within HKPC's premises.
21. **Indemnity:** The Hirer shall be wholly responsible and liable for the use of the venue and for any loss, damage or injury caused to any person whomsoever or to any property whatsoever directly or indirectly through the act, omission, default or neglect of the Hirer or its servants, agents, contractors, guests, invitees or customers and shall make good the same by payment or otherwise and shall indemnify and keep HKPC indemnified in full for all costs and expenses incidental to any claims, demands, actions and legal proceedings whatsoever by any person against HKPC in respect of any such loss, damage or injury as aforesaid incurred by HKPC.
22. **Disclaimer:** VMO, HKPC and its employees shall not be liable for any loss due to any breakdown of facilities and equipment, failure of supply of electricity, leakage of water, fire, typhoon, rainstorm, government restriction, or acts of God which may cause the booking interrupted or cancelled. HKPC disclaims against all claim, loss, damage and liability, which the Hirer may sustain or incur, directly, or otherwise.
23. **Termination:** HKPC reserves the right to terminate or stop the use of venue and facilities by the Hirer and/or its guests and participants if the Hirer and/or its guests and participant fails to abide by these terms and conditions, or changes the use, contents and nature of the event other than that originally stated in the confirmed booking.
24. **Parking:** Visitor car parking will not be provided. It is the responsibility of the Hirer to notify its guests and participant of such parking situation, and visitors are encouraged where appropriate to use public transportations.
25. **Hygiene:** To prevent the spreading of influenza, the Hirer shall advise and procure its guests and participants who have symptom(s) of flu, e.g. fever, cough and runny nose, to put on face masks throughout their stay within the venue area and HKPC's premises.
26. **Safety and Security :**
 - The Hirer must take care the safety of its guests and participants while their stay within the venue area and HKPC's premises.
 - The following activities are prohibited within the venue area or HKPC's premises:
 - smoking, shouting, chanting or throwing any object; and
 - any behavior that may disturb public order, obstruct passages or cause a nuisance to other people.