



Hong Kong General Chamber of Commerce
香港總商會1861

香港總商會
香港金鐘道統一中心廿二樓
Hong Kong General Chamber of Commerce
22/F United Centre,
95 Queensway, Hong Kong
Tel (852) 2529 9229
Fax (852) 2527 9843
Email chamber@chamber.org.hk
www.chamber.org.hk

Helping Business since 1861

Booking Form for HKGCC Conference Rooms

預訂香港總商會會議室表格 (11/07)

Fax: 2821-9573 Tel: 2823-1273 / 2529-9229

Venue: Conference Room – 22/F United Centre, 95 Queensway, Hong Kong (Admiralty MTR Station, Exit D)
場址：會議室 - 香港金鐘道 95 號統一中心 22 樓 (金鐘地鐵站 D 出口)
(In order to avoid confusion, do not put down our name on the venue address)

Company name _____ Tel _____
Membership No (if any) _____ Fax _____
Contact Person _____ Email _____

- Theatre 演講室
- Conference Room 1 一號會議室
- Conference Room 2 二號會議室
- Committee Room 小型會議室

Event Date 會議日期 _____ Event Time 會議時間 (from _____ to _____)

Event name to be printed at venue entrance (A4 size) 張貼於會場入口的會議名稱:

Terms:

1. Booking is only confirmed upon payment received seven days before the event days, which is non-refundable, on a first-pay-first-served basis.
2. Booking will be accepted/reserved by the Chamber subject to venue availability and other considerations.
3. Users of the venue are abide by such procedures, rules and regulations as deemed appropriate at the advice of the responsible officer of the Chamber during the meeting room session.
4. The Chamber accepts no responsibilities for the activities of the hirer using the meeting room.
5. Damage made to the room or equipments during the hired period will be the responsibility of the applicants. All costs in relation to repair or replacement will be borne totally by the applicants.

We agree to book the meeting venue on the terms above.
我方同意上列規則訂用會議室。

Signature and Company Chop 簽名及公司蓋印

Date 日期: