

## **Booking Form for HKGCC Function Rooms**

### **預訂香港總商會會議室表格 (Feb 12)**

**Fax: 2527-9843** Tel: 2823-1280 / 2529-9229  
Attention: Ms Wanda Chiu

**Please use the following as the venue address on your promotion or relevant materials to avoid confusions.**

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）

\* Required fields 必需填寫

Company Name\* \_\_\_\_\_ Tel\* \_\_\_\_\_

Membership No (if any) \_\_\_\_\_ Fax\* \_\_\_\_\_

Contact Person\* \_\_\_\_\_ Email\* \_\_\_\_\_

Booking Venue 預訂場地\*  Theatre 演講室  Conference Room 1 一號會議室  Conference Room 2 二號會議室

Event Date 活動日期\* \_\_\_\_\_ Event Time 活動時間\* (from \_\_\_\_\_ to \_\_\_\_\_)

Event Participants 活動參加者\*  Press  Internal Staff  Public

Event Nature 活動性質\*  Internal Training  Seminar Talk  AGM  Exhibition  Sales Presentation

Meeting  Others (please specify): \_\_\_\_\_

Event name to be posted at venue entrance (A4 size) 張貼於會場入口的活動名稱\*:

## **TERMS & CONDITIONS**

1. Venue is reserved only upon receiving the Booking Form (subject to availability and other considerations). Venue reserved is NOT a confirmed booking unless full payment is received within seven (7) working days after submission of the booking form. Otherwise the venue may be released without further notification.
2. Cancellation within fourteen (14) working days before the event date is non-refundable. Cancellation made before that may be given a 50% refund.
3. Only the type of activity agreed by HKGCC may be conducted in the venue. The client must ensure the event held is lawful, decent and respectable, and no nuisance or damage is caused to the public.
4. Unless prior and express agreement is made between the client and HKGCC, the client must not use the name and company logo of HKGCC in any of its promotion or other relevant materials or publications.
5. The client must ensure that users of the venue abide by such procedures, rules and regulations as deemed appropriate at the advice of the responsible staff of HKGCC during the rental period.

6. HKGCC accepts no responsibilities for the activities of the client using the function rooms.
7. The room setting must be agreed upon between the client and HKGCC at least three (3) working days in advance.
8. Storage of any item before and after the event can be arranged at an additional cost and at the client's own risks.
9. Smoking and consumption of outside food and drinks (without prior agreement) are prohibited in the venue.
10. HKGCC will not be responsible for any personal injuries, damages/loss of belongings to the event participants. The client should obtain appropriate insurance coverage at their own expenses.
11. HKGCC has no liability for any loss and damage of the equipment and belongings that are brought in by the client.
12. The client is responsible for any damage caused to the furniture, fixture and equipment in the venue, and would be required to compensate any losses as reasonably assessed by HKGCC.
13. In case of adverse weather (e.g. typhoon signal no. 8 or above, or black rainstorm signal), the event may be postponed to a later date subject to venue availability and mutual agreement.
14. HKGCC reserves the final right of discretion in case there is any dispute.

**We/I, being the Client, hereby acknowledge the above conditions and accept all final and contractual obligations contained herein.**

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Signature with Company Chop

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Date