



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

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www.chamber.org.hk

Helping Business Since 1861

Booking Form for HKGCC Function Rooms

預訂香港總商會會議室表格

Email: venuereental@chamber.org.hk Fax: 2527 9843 Tel: 2529 9229

Attention: Ms Looby Ho, Tel: 2823 1228 (v.190101)

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

Venue: 22/F United Centre, 95 Queensway, Hong Kong (Admiralty MTR Station, Exit D)

場址：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*

Chamber Theatre 總商會演講廳: A B C Chamber Meeting Room 總商會會議室: 1 號 2 號 3 號

Event Date 活動日期* _____ Booking Time 預訂時間* (from _____ to _____)

Additional Charge 附加收費 \$600* :Bring in outside food or drinks to the venue 外帶食物或飲品 Yes 有 No 無

Event Participants 活動參加者* Press Internal Staff Clients (by invitation)

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

Meeting Others (please specify): _____

Is there any admission fee chargeable to participants? 是否收取入場費?* Yes HK\$ _____ No

Event name to be posted at venue entrance 會場入口的活動名稱*:

Where do you know about the Chamber Venue : Website: _____ Magazine: _____

Friends referral _____ Attended events @Chamber _____ Others _____

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 are prohibited in the venue and office area.
10. Consumption of outside food or drinks in the venue will be subject to additional charge.
11. 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.
12. HKGCC has no liability for any loss and damage of the equipment and belongings that are brought in by the client.
13. 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.
14. 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.

If Typhoon Signal No. 8 or above / Black Rainstorm Signal is lowered at the following hours, venues will be opened as below:

Typhoon Signal	Rainstorm Signal	Signal is lowered (Mon – Sat)	Arrangement
No. 8 or above	Black	Before 7:00 am	Venue will be opened at 9:00 am
		Before 12:00 noon	Venue will be opened at 2:00 pm
		Before 4:00 pm	Venue will be opened at 6:00 pm

Note: The above measures are general guidelines and may vary depending on the weather condition. Please contact HKGCC if necessary.

15. 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.

Signature with Company Chop

Date