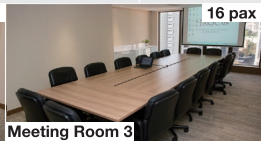
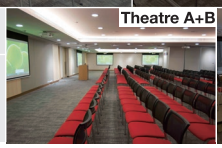
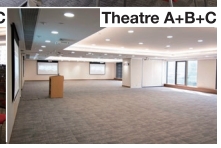
HKGCC VENUE RENTAL OPTIONS Room Sizes & Capacity# *(for reference only)*

Room	Floor Area (approx.)	Theatre	Classroom	Meeting	Cocktail	Round Table	U-Shape
Theatre A	1,100 ft^2	80	42	36	40	48	24
Theatre B	1,300 ft^2	100	56	45	70	100	36
Theatre C	370 ft^2	20	15	16	-	-	-
Theatre A+B	2,400 ft^2	190	80	62	120	130	-
Theatre B+C	1,670 ft^2	120	68	-	80	110	-
Theatre A+B+C	2,770 ft^2	200	100	-	150	140	-
Meeting Room 1	340 ft^2						
Meeting Room 2	240 ft^2						
Meeting Room 3	410 ft^2						



Facilities	Theatre A	Theatre B	Theatre C	Meeting Room 1	Meeting Room 2	Meeting Room 3
LCD Projector + Screen	3	3	1	1	1 (TV)	1
Podium with Mic. *	1	1				
TableMic.*	2	2				
Hand-held Wireless Mic. *	2	2				
ClipMic.*	2	2				
Stage Platform * size:184cm(L) x 123cm(W) X 19cm(H)	3	3				
Notebook*	-	1				
Reception Area	✓	✓	✓			
Self-service Café Bar (with a hot & cold water dispenser instant coffee powder and tea bags)	✓	✓	✓			





- All Theatre and Meeting Rooms have a laser pointer/ remote mouse, whiteboard/ flipchart and Wi-Fi.
** Subject to availability*

Rental Fees (2024)

Corporate members are entitled to a 30% discount off the standard rates

Venue	Full Day (8 hrs)	Half Day (4 hrs)	Per Hour
Theatre A	$31,500	$15,800	$4,500
Theatre B	$41,800	$21,000	$5,800
Theatre C	$11,600	$5,850	$1,650
- Minimum 2 hours - The Theatre will be ready 15 mins before the start time while the venue must be cleared within 15 mins after the end time. Otherwise additional expenses will be charged.			
Meeting Room 1	$12,000	$6,000	$1,500
Meeting Room 2	$8,800	$4,400	$1,100
Meeting Room 3	$13,600	$6,800	$1,700
- Min. 1 hour - The Meeting Rooms will be ready 5 mins before the start time while the venue must be cleared within 5 mins after the end time. Otherwise additional expenses will be charged			

- Extra air-conditioning - $460 per hour (Monday - Friday before 7:30am & after 7:30pm, Saturday before 7:30am & after 1:30pm)
- Staff overtime charge - $130 per hour (Monday - Friday before 9:00am & after 5:30pm, special charges on weekends/public holidays)
- Consumption of outside food or drinks in the venue will be charged $600