香港和解中心
Hong Kong Mediation Centre

# Rates for Room Booking

| Room | Full Day (9:00 am – 5:00 pm) | | | Day Session within 3 hours (9:00 am – 5:00 pm) | | | Evening Session within 4 hours (6:00 pm – 10:00 pm) | | |
|---|---|---|---|---|---|---|---|---|---|
| | Non Member | Accredited Mediator | Associate Member & NGO | Non Member | Accredited Mediator | Associate Member & NGO | Non Member | Accredited Mediator | Associate Member & NGO |
| *A | $ 1,200 | $ 600 | $ 850 | $ 500 (1st 3 hours) ($ 200 per additional hour) | $ 250 (1st 3 hours) ($100 per additional hour) | $ 350 (1st 3 hours) ($ 150 per additional hour) | $ 1,000 | $ 500 | $ 700 |
| B | $ 1,200 | $ 600 | $ 850 | $ 500 (1st 3 hours) ($ 200 per additional hour) | $ 250 (1st 3 hours) ($100 per additional hour) | $ 350 (1st 3 hours) ($ 150 per additional hour) | $ 1,000 | $ 500 | $ 700 |
| A + B | $ 2,400 | $ 1,200 | $ 1,700 | $ 1,000 (1st 3 hours) ($ 400 per additional hour) | $ 500 (1st 3 hours) ($ 200 per additional hour) | $ 700 (1st 3 hours) ($ 300 per additional hour) | $ 2,000 | $ 1,000 | $ 1,400 |

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# Rates for Other Facilities

| Facilities | Rates | | |
|---|---|---|---|
| | Non Member | Accredited Mediator | Associate Member & NGO |
| 1) Microphone | $ 100 (per mic. per booking) | $ 50 (per mic. per booking) | $ 70 (per mic. per booking) |
| 2) Computer | $ 400 (per booking) | $ 200 (per booking) | $ 300 (per booking) |
| 3) Projector | $ 400 (per booking) | $ 200 (per booking) | $ 300 (per booking) |
| 4) Photocopy | $ 1 (per copy) | $ 0.5 (per copy) | $ 0.7 (per copy) |
| 5) Photocopy (Color) | $ 5 (per copy) | $ 2.5 (per copy) | $ 3.5 (per copy) |
| 6) Fax | $ 5 (per copy) | $ 2.5 (per copy) | $ 3.5 (per copy) |

Remarks:

*The minimum for day session is 3 hours and any overrun for 20 minutes or more will be charged for an additional hour.

*The minimum for evening session is 4 hours and no extension of booking will be allowed.

*No microphone and projector services will be provided for Room A.

*Per booking: a person/an organization reserves 1 room for a session/full day.
(i.e. if one books a room for full day & evening session, it will be treated as 2 bookings)

*All prices are in Hong Kong dollars and subject to changes without prior notice.

*We reserve the right to reject application for our own concern.

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| For Office Use Only |
|---|
| Application No.: |
| Signature: |

# Conference Room Booking Application Form

## Section A – Objective

Purpose of Booking: ☐ Mediation ☐ Other (Please State: _____)

Name of Event: _____

## Section B – Applicant's Information

Name of Applicant: Mr. / Ms. _____ (ENG) _____ (CHI)

Position: _____ Company Name: _____

Nature of Organization: ☐ NGO ☐ Other (Please state: _____)

Address: _____

_____

HKMC Member: ☐ Accredited-Mediator (No.: _____) ☐ Associate-Member ☐ Non-Member

Tel: _____ Fax: _____ Email: _____

Contact Person: _____ Tel: _____

## Section C – Venue & Equipment

| Date | Period | Time | Room | Sub-total (HK$) |
|---|---|---|---|---|
| | | | | |

Remarks: Period: Full Day / Day Session / Evening Session Room: A / B / A + B

| Equipment Required | Quality | Sub-total (HK$) | Equipment Required | Quality | Sub-total (HK$) |
|---|---|---|---|---|---|
| ☐ Microphone | | | ☐ Photocopy (B/W) | | |
| ☐ Computer | | | ☐ Photocopy (Color) | | |
| ☐ Projector | | | ☐ Fax | | |

☐ I acknowledge the terms and condition pertaining to the booking of conference room and facilities. By signing the application form, I further comply with and accept all aspects of these conditions.

_____ _____

Signature Date

(With Company Chop)

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# Conference Room Booking – Terms and Conditions

## I. APPLICATION PROCEDURE

Applicants should read and understanding the rate of booking facilities and know the charges before filing for venue booking. Completed application form preferred to be received at two weeks in advance of the date of use. Once booking is confirmed, payment should be made within three business days, otherwise rooms will be released.

## II. PAYMENTS

Full payment should be made to HKMC by two methods:

(a) Crossed cheque should be made payable to "*Hong Kong Mediation Centre Limited*" (*Issuing of Post-date cheque will be resulted in unsuccessful booking); or

(b) Bank transfer to HSBC [162-242226-001] and mail or fax back the copy of the payment receipt to HKMC.

*Address: 15/F., Gold & Silver Commercial Building*

*12-18 Mercer Street, Central, Hong Kong*

## III. CANCELLATION

Cancellation of booking should be given in written format three working days or more before the scheduled day. Refunds will be issued and sent to the provided address afterward.

## IV. REGULATION

(i) Smoking is strictly prohibited inside the HKMC area.

(ii) When using facilities of HKMC, regardless whether the facilities have been requested and approved, applicant or attendances should inform staff of HKMC before usage.

(iii) HKMC reserves the right to reject application and the right to provide and withhold any properties belongs to HKMC to applicant and attendances at any circumstances and at any time.

(iv) Rates are subject to change without prior notice.

(v) Applicants should not using HKMC title in making any profits.

## V. PROPERTY DAMAGE

HKMC does not responsible for damage to or loss of applicant or attendances' property left in the centre prior to, during or after booking. Applicants and attendances are responsible to any damages sustained to HKMC's property, or equipment, and compensation will be charged to applicant.

## VI. WEATHER POLICY

When tropical cyclone warming signal No.8 or Black rainstorm warming is hoisting and not lowering before 7am, booking for full day or day session will be automatically cancelled; or before 9am, evening session will be automatically cancelled, and payment will be refunded.

## VII. ENQURIES

For any enquires about the booking services, please contact HKMC at 2866.