



**Meeting Room Booking Application Form**

**Section A – Purpose**

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 Organisation:  NGO  Other (Please state: \_\_\_\_\_)

Address: \_\_\_\_\_

Original invoice and receipt required

HKMC Member:  Accredited-Mediator (No.: \_\_\_\_\_)  Associate-Member (No.: \_\_\_\_\_)

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

**Section C – Venue & Facilities**

Date	Time	Duration	Room(s)	Sub-total (HK\$)

Remarks: Period: Day Session / Evening Session Room: 1 / 2 / 3 / 4 / ALL

Facilities Required	Qty	Sub-total (HK\$)	Facilities Required	Qty	Sub-total (HK\$)
<input type="checkbox"/> Microphone			<input type="checkbox"/> Photocopy		
<input type="checkbox"/> Laptop			<input type="checkbox"/> Fax		
<input type="checkbox"/> Projector & Screen			<input type="checkbox"/> Others (Please state: _____)		

I acknowledge the terms and conditions pertaining to the Meeting Room Application Form and Rates for Provision of Meeting Room Services. By signing the application form, I further comply with and accept all aspects of these conditions.

\_\_\_\_\_  
Signature  
(with company stamp if necessary)

\_\_\_\_\_  
Date



## TERMS AND CONDITIONS

### 1. APPLICATION PROCEDURE

Provision of meeting room services is available to HKMC's members only. Hirers should familiarise themselves with the rate of charges before making a reservation. For details, please refer to the Rates for Provision of Meeting Room Services. The application form should be duly completed and returned two weeks before the date of use by either:

- (a) E-mail: [admin@mediationcentre.org.hk](mailto:admin@mediationcentre.org.hk)
- (b) Post: Room 504, 5/F, West Wing,  
Justice Place, 11 Ice House Street,  
Central, Hong Kong
- (c) Fax: (852) 2866 1299

Upon confirmation of the reservation, payment shall be made within **three working days**. Otherwise, we would assume that the concerned venue is no longer required, and it will thus be released without further notice.

### 2. PAYMENTS

Full payments should be made to HKMC by either:

- (a) Crossed cheque made payable to “*Hong Kong Mediation Centre Limited*” (\*Post-date cheques will not be accepted); or
- (b) Bank transfer to HSBC [162-242226-001] and with payment receipt posted/faxed to HKMC; or
- (c) FPS (轉數快) to account number [admin@mediationcentre.org.hk] and state the applicant's name, contact number and “Room Booking” under remarks.

### 3. REFUND POLICY

Fees paid are non-refundable under any circumstances unless specified in the adverse weather arrangement in Clause 12. No rescheduling/cancellation of booking would be given after full payments.

### 4. EVENT NATURE AND LEGAL COMPLIANCE

- (a) The hirer must ensure that all events and activities being held at the venue comply with all applicable legal requirements.
- (b) The hirer shall uphold the principle of political neutrality.



- (c) The hirer must not use the venue to promote, perform or conduct religious activities.
- (d) The hirer must not use HKMC's title in making any profits.
- (e) The hirer must not promote any events by bearing the title of HKMC other than mentioning the address of the hired venue.
- (f) On-site transactions involving sales elements are strictly prohibited, unless obtaining prior written approval from HKMC.

## 5. SUBLETTING

The hirer must not transfer, sublet or share any part of the venue area without prior written approval from HKMC.

## 6. LAYOUT APPROVAL

- (a) The hirer should not change the layout of the venue without obtaining prior approval from HKMC. To seek approval, layout plan(s) must be provided to HKMC upon booking.
- (b) The hirer should not stick, mount or post any materials on any part of the venue which may cause damages to building fabrics (including but not limited to ceilings, doors, walls and etc.) without prior written approval from HKMC.
- (c) No unauthorised posting of publicity materials shall be allowed without the prior permission of HKMC. Any unauthorised postings will be removed without notice to the hirer.

## 7. VENUE CONDITION AND PERSONAL BELONGINGS

- (a) The hirer should inform our staff before using any of the facilities in the premises, whether the facilities have been hired for use or not.
- (b) The hirer should ensure that the venue is left in a clean and orderly state after the event. Any materials or belongings left unattended will be removed by the cleaning contractor.
- (c) The hirer shall be responsible for their own belongings. HKMC is not liable for any damage to or loss of any personal property in the premises prior to, during or after booking.
- (d) The hirer should restore the venue to a clean and orderly state after events.

## 8. PROHIBITED ACTIVITIES

- (a) Smoking is strictly prohibited in the premises.
- (b) Consumption of alcoholic beverages is strictly prohibited in the premises. Any violations discovered will result in the immediate termination of venue use as requested by HKMC.
- (c) No pets, animals or livestock shall be brought to the venue area unless obtaining prior written approval from HKMC.
- (d) Any use of combustible items is strictly prohibited.
- (e) Behaviors, such as shouting and chanting, which may disturb public order, obstruct passages or cause nuisances are prohibited.



## 9. HYGIENE AND SAFETY

- (a) To prevent the spread of influenza (and pandemic), all venue users including the hirer are required to put on face masks throughout their stay within the venue area and in HKMC's premises.
- (b) The hirer should ensure that the events would not cause any disruptions to the normal operations of the venue, including but not limited to electricity and water supply.
- (c) The hirer should be fully responsible for the safety and care-taking of its staff, guests, and all attendees of the event.
- (d) The hirer should ensure that the number of attendees do not exceed the stated capacity of the venue.

## 10. CATERING

Subject to the consent and approval of HKMC, catering may be ordered to the venue. The hirer should ensure that the setting of catering including electrical supplies or tables must not reduce the effective width of the escape route, encroach on exits or constitute trip hazards or danger to building users.

## 11. FACILITIES AND REINSTATEMENT

The hirer should use the venue, facilities and equipment in a careful and proper manner, and is liable to pay for any damage. Should there be any loss or damage caused to the venue, the hirer shall be responsible for the reinstatement cost.

## 12. ADVERSE WEATHER POLICY

If Typhoon Signal No. 8 or above is hoisted or Black Rainstorm Warning is issued before 7am, booking for full day or day session will be automatically cancelled; or if before 9am, evening session will be automatically cancelled. Full payment will be refunded.

## 13. CONFIDENTIALITY

Under the Personal Data (Privacy) Ordinance, all personal data collected will be treated in compliance with the Ordinance and will only be used for room/facilities booking purposes.

## 14. DISCLAIMER

- (a) HKMC reserves the right to reject application and the right to provide any property of HKMC for the hires to use in any circumstances and at any time.
- (b) HKMC reserves the right to cancel any events without refund at any time during the period of booking if regulations of hirer are breached.
- (c) HKMC retains absolute discretion in exempting room charges for pro-bono mediation cases administered by and/or referred under pro-bono schemes of HKMC.
- (d) Rates are subject to change without prior notice. Hirers are advised to check the latest rates.



- (e) HKMC accepts no responsibility or liability for any events hosted or organised by the hirer in the venue within the premises. Should there be any damage, loss or injury, the hirer shall keep HKMC indemnified and shall solely be responsible for the aforementioned incidents.
- (f) HKMC reserves the right to amend or change the above terms and conditions from time to time.

## 15. ENQUIRIES

For any enquiries about the services, please contact the Secretariat of HKMC at 2866 1800; or via email ([admin@mediationcentre.org.hk](mailto:admin@mediationcentre.org.hk)).

*Last updated in August 2022*