

TRAINING FACILITY

VENUE	APPROX. FLOOR AREA (SQ. FEET)	ROOM CAPACITY		FACILITIES PROVIDED
		CLASSROOM STYLE (MAXMIUM)	THEATRE STYLE	
Room A	310	22	Subject to the required setting	Whiteboard/Flipchart Wireless Microphone x 1 set LCD Projector
Room B	468	34		
Room C	600	34		

Internet connection services and additional wireless microphone are free of charge.

Rate Table (in HKD)		Effective from 17 August 2015		
Monday to Friday		Member of the HKSI Institute (HK\$)		
Session	Time	Room A	Room B	Room C
Whole Day	10:00 am to 5:00 pm	7,000	9,000	9,000
Morning Session	10:00 am to 1:00 pm	3,800	5,300	5,300
Afternoon Session	2:00 pm to 5:00 pm	3,800	5,300	5,300
Evening Session	6:00 pm to 10:00pm	5,000	6,500	6,500

Payment

Please complete the attached booking form together with the fee required and return to the HKSI Institute's Office. All cheque payment should be made payable to "HONG KONG SECURITIES AND INVESTMENT INSTITUTE".

Booking Procedure

Room charges shall be payable in advance. Cancellation of room reservation will only be accepted in writing and not less than two weeks before the date of hire. For checking of room availability and any enquiry, please do not hesitate to contact Ms Candy Tan at 3120 6108/Mr Lam at 3120 6103 or email to info@hksi.org or by fax 2899 2611.

MEMBER SERVICE – FACILITY BOOKING

To: Hong Kong Securities and Investment Institute
Room 510, 5/F, Wing On Centre, 111 Connaught Road Central, Hong Kong

Attn: Ms Candy Tan / Mr Lam (General Administration Department)

Tel: 3120 6108 / 3120 6103 Email: info@hksi.org Fax: 2899 2611

(A) Company Details

Company Name:

Membership No. of the HKSI Institute:

Contact Person:

Title:

Email:

Telephone:

Fax:

(B) Booking Details

Booking Date		Max. No. of Participant	Proposed Usage (e.g. Conference/Training/Seminar, etc)			
Venue / Session		Rental Fee HK\$	Please put a "✓" on the box			
			Whole Day (10:00 am to 5:00pm)	Morning Session (10:00 am to 1:00 pm)	Afternoon Session (2:00 pm to 5:00 pm)	Evening Session (6:00 pm to 10:00 pm)
Venue	Room A					
	Room B					
	Room C					
Total (HK\$)						

(C) Room Setting Requirement

Venue Setting & Equipment Required		Please put a "✓" on the box	Quantity
Venue Configurations	Theatre		
	Classroom		
	U Shape		
	Special Arrangement		
Equipment	Whiteboard		
	Flipchart		
	Clip-on Mic		
	Handheld Mic		
	Projector		
	Screen		
Additional Requirement(s)	Internet Service		
	Wireless Microphone		
	Please specify		

Terms and Conditions:

- Booking will be confirmed subject to room availability and clearance of payment. Payment made are non-refundable if cancellation is made less than two weeks before the date of hire.
- Cancellation of room reservation will only be accepted in writing and not less than two weeks before the date of hire. 50% of the booking rate will be refunded.
- Drinking water via dispenser is available in the venue.
- Applicant will be responsible for any damages made to the venue, equipment, furniture, fixtures or fittings
- Room booking will be assumed as usual if typhoon signal No. 8 or black rainstorm warning has been lowered before 7:30 a.m for morning session or before 12:00 noon for afternoon session.
- Users of the venue must abide by such rules and regulations as the HKSI Institute may require from time to time. The HKSI Institute has the absolute discretion to refuse use of the meeting room if there is a breach of any of the terms and conditions contained herein.
- All cheque payment should be made payable to "HONG KONG SECURITIES AND INVESTMENT INSTITUTE".
- For checking of room availability and any enquiry, please do not hesitate to contact Ms Candy Tan at 3120 6108/Mr Lam at 3120 6103 or email to info@hksi.org or by fax 2899 2611.
- In no event shall the HKSI Institute be liable for any loss or damages sustained by the hirer or their guests through the use of the HKSI Institute's venue(s) for an event/activity, or in preparing for an event/activity. The hirer is required to purchase their own public liability insurance in respect of using the venue(s) at the HKSI Institute, otherwise the HKSI Institute reserves the right to cancel the booking without prior notice.
- All rates are subject to change without prior notice.

Kindly confirm your acceptance for the above terms by signing and returning this form to us by email (info@hksi.org) or fax (2899 2611).

Authorized Signature with Company Chop	Date

Meeting room

Room A

Room B

Room C

