

## Appendix I

### HKFYG Building: Details of Hire

Hire Time

Peak hours : Mondays to Fridays from 5pm to 10pm  
Saturdays, Sundays and Public Holidays from 9am to 10pm

Non-peak hours : Mondays to Fridays from 9am to 5pm

### **Application Procedures and Payment Method**

1. Applicant(s) is required to check the availability of venue(s) by phone before submitting the booking form. Telephone reservations will not be accepted. Booking forms can be obtained either from the website of The Hong Kong Federation of Youth Groups ([www.hkfyg.org.hk/chi/hkfyg\\_building/form1.pdf](http://www.hkfyg.org.hk/chi/hkfyg_building/form1.pdf)); by fax or by email upon telephone requests.
2. Applicant(s) should return the completed form to the Booking Office at: Building Management Unit, 21/F, The Hong Kong Federation of Youth Groups Building, 21 Pak Fuk Road, North Point, Hong Kong (hereafter "The Booking Office") either by fax, by email, by post or in person. Please also enclose a copy of the following document(s):
  - A. Business Registration Certificate / Society Registration Certificate; and/or
  - B. Charitable Institutions and Trust Registration Certificate issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.

It is the responsibility of applicant(s) to ensure that the application form and relevant document(s) have reached the Booking Office.
3. Notice of Payment will be issued to successful hirer(s) and payment should be settled within 10 working days after the Notice of Payment has been issued; otherwise, the booking will be cancelled automatically. The hirer(s) can either settle the payment by cheque or by transferring amount to our designated HSBC Bank account.
  - A. For payment by bank transaction, bank receipt and the Notice of Payment should be sent by fax (Fax Number: 3755-7155) to the Booking Office as confirmation.
  - B. For payment by cheque, a crossed cheque made payable to "The Hong Kong Federation of Youth Group - HKFYG Building" should be presented to the Booking Office, while post-dated cheques or cash will not be accepted. Payment by cheque can only be accepted if the booking is made 10 working days before the date of function.
4. The hirer(s) may re-schedule or receive a refund only if the booking has been cancelled due to bad weather conditions, such as black rainstorm signal or if typhoon signal number 8 and above are hoisted; or due to other unforeseen situations which prevent the use of the hired venue(s) or facilities.
5. Cancellation of booking will only be accepted in writing, and must reach the Booking Office at least 10 days before the date of the function, otherwise no refund for such a cancellation of booking will be made. The proportion of refund will be made in accordance with the following:

Notice of Cancellation Received	Ratio of Refund
Less than 10 days	0%

10 to 29 days	25%
30 to 59 days	50%
60 days and above	80%

6. The Federation reserves the rights to annul any function at any time during the period of hire if the HKFYG Building Regulations of Hire are breached. In such a circumstance, no refund will be made.

## Appendix II

### HKFYG Building Regulations of Hire

1. The Booking Office of the Building Management Unit of The Hong Kong Federation of Youth Groups ("hereafter the Booking Office") will respond to the hirer(s) within 3 working days after the booking form has been received.
2. The Booking Office reserves the rights to reject any application, while it is not necessary for the Booking Office to give any reasons in any circumstances.
3. The rate(s) shown are accurate at the time of printing, and the hirers have the full responsibilities to check the latest rate(s) with the Booking Office.
4. Cancellation of booking should only be accepted in writing, and must reach the Booking Office at least 10 days before the date of the event.
5. The hirer(s) should ensure that their activities in the premises of The Hong Kong Federation of Youth Groups Building (hereafter "The HKFYG Building") are as stated in the application form and comply with all legal requirements.
6. The hirer(s) should exercise all necessary and appropriate measures to ensure the stated capacity of the venue is duly observed.
7. The minimum hiring period is 2 hours.
8. The hirer(s) should never publicise, promote, campaign, or advertise their function(s) by bearing the name of The Hong Kong Federation of Youth Groups (hereafter "the Federation") or The HKFYG Building, nor hinting any relations or connections with the Federation or The HKFYG Building.
9. The hirer(s) should be able to present the receipt of payment on the date of booking.
10. Without prior written approval from the Building Management Unit of The HKFYG Building, the hirer(s) should not use nor enter any areas other than the hirer(s) have booked, including but not limited to corridor(s), staircase(s), hall(s). If the hirer(s) use or enter any areas other than the hirer(s) have booked without prior written approval from the Building Management Unit of The HKFYG Building, the hirer(s) are liable for all possible loss and damage.
11. The hirer(s) should only use the provided or rented equipment and facilities in the booked venue(s) and are responsible for reinstating the equipment and facilities to its original condition immediately after use. The hirer(s) should use such equipment and facilities in a careful and proper manner, while no alterations, modifications, attachments and/ or additions to the facilities and equipment are allowed.
12. The hirer(s) will be liable for any loss or damage of the provided or rented equipment and facilities made by representatives, employees, agents or invitees of the hirer(s). The hirer(s) should reimburse the Federation of the total cost in relation to repairing or replacing the loss and damage of the provided or rented equipment and facilities.
13. The hirer(s) should include time for setting up and dismantling work of the rented venue in the hiring period.
14. The hirer(s) should not post materials on areas which may cause damages or stains to building fabrics including floor, wall, ceiling etc. The hirer(s) should reimburse the Federation of the total cost in relation to repairing or eliminating damages and stains caused by the hirer(s).
15. Any smoke, flame or explosion or device or substance causing smoke, flame or explosion to create effects; party cannon, confetti cannon and confetti shooter alike are prohibited to be used in all rented venues and common areas of The HKFYG Building.
16. The hirer(s) should remove their own property including decorative, promotional and packing materials from The HKFYG Building before departure. If any property or materials belonged to the hirer(s) is found in any area(s) of The HKFYG Building, the Booking Office may remove or store the same in such manner as they consider necessary, and on demand, the hirer(s) should reimburse the Federation of the total cost incurred by such removal and storage.
17. Without prior approval of the Building Management Unit of the HKFYG Building, sales activities including sales of goods/souvenirs/articles/programmes/services etc. and cash transaction of all kind are strictly refrained to be held in all rented venues and common areas of The HKFYG Building.
18. The hirer(s) should bear the liability of having placed appropriate insurance to cover all eventualities during the use of the booked venue of The HKFYG Building including third parties liabilities etc.
19. Neither the Federation nor its employees shall be liable for any claim of loss and/or damage due to malfunction and/or deficiency of the hired audio visual equipment and/or audio and video recording services howsoever caused. The hirer(s) may receive a refund only limited to the exact hire charge(s) of the unavailed equipment and/or services.
20. Complimentary parking cannot be made available for hirers(s), his/her/their representatives, employees, agents or invitees.
21. The HKFYG Building will be closed 30 minutes after the black rainstorm signal or when typhoon signal number 8 and above is hoisted. The HKFYG Building will be re-opened 2 hours after the black rainstorm or the typhoon signal number 8 or above are cancelled. In these circumstances, the hirer(s) can re-schedule the unused hiring period, subject to the availability of the booked venue(s) (any unused hiring period is counted by an integral hour and valid for the following 12 months, for example if the unused hiring period is 2 hours and 59 minutes, the hirer(s) should only be able to re-schedule 2 hours of unused hiring session in the coming 12 months).

22. Except the Multi-function Halls on 8/F and/or 25/F, cooking or serving of food or beverage will not be allowed in any meeting venue of The HKFYG Building. Equipped with comprehensive catering facilities, the Multi-function Hall on 25/F is able to accommodate around 100 people for banqueting. Cleaning charges will be applied if food and beverage are served at these areas.
23. The HKFYG Building has two entrances, one is situated at 21 Pak Fuk Road and the other is situated next to the MTR Quarry Bay Station (Exit C - Model Lane). The Model Lane Entrance is open from 7am to 11pm daily. The Pak Fuk Road Entrance is open from 8am to 8pm from Mondays to Saturdays. The hirer(s), his/her/their representatives, employees, agents or invitees should use the Model Lane Entrance to access the Building on Sundays, Public Holidays or after 8pm from Mondays to Saturdays when the Pak Fuk Road Entrance is closed.
24. Please contact the Booking Office at Tel: 3755-7098 or 3755-7099 for further information.

## Appendix III

### HKFYG Building Rates of Hire

Floor	Function Room	Max. Capacity	Area (sq. ft.)	Charitable Organizations		Others	
				Hourly Rate		Hourly Rate	
				Peak	Non-Peak	Peak	Non-peak
7/F – Room 701	HKFYG Theatre	100★	915	\$300	\$225	\$400	\$300
8/F – Room 801	HKFYG Meeting Room	72★	710	\$250	\$185	\$350	\$260
8/F	HKFYG Multi-function Hall II	120★	1,400	\$500	\$380	\$700	\$550
9/F	HKFYG Auditorium	434★	4,230	\$1,200	\$900	\$1,500	\$1,150
10/F	HKFYG Meeting Room Room 1001-1003	200★	2,430	\$800	\$600	\$1,000	\$800
	Room 1001	50★	580	\$220	\$165	\$280	\$210
	Room 1002	75★	870	\$300	\$225	\$400	\$300
	Room 1003	75★	870	\$300	\$225	\$400	\$300
19/F	Meeting Rooms Room 1902	16◇	365	\$180	\$135	\$250	\$185
	Room 1903	12◇	270	\$150	\$110	\$200	\$150
	Room 1904	16◇	365	\$180	\$135	\$250	\$185
	Room 1905	16◇	405	\$180	\$135	\$250	\$185
22/F – Room 2201	HKFYG Meeting Room	12◇	300	\$150	\$110	\$200	\$150
24/F – Room 2401	HKFYG Board Room	30◇	1,020	\$400	\$300	\$500	\$375
25/F	HKFYG Multi-function Hall I	150★	2,430	\$800	\$600	\$1,000	\$800

#### Remarks

1. ★ capacity is based on theatre setting
  - ◇ capacity is based on meeting setting
    - a. A flat rate of \$80 per hour for meeting rooms on 19/F applies to all NGO tenants of The HKFYG Building.
    - b. Hiring the HKFYG function room(s) for 4 consecutive hours and above will enjoy a further discount of 5% on the total charge
    - c. Hire charges include:
      - HKFYG Auditorium – 3 tables/10 chairs, 3 wired or wireless microphones, 1 podium
      - HKFYG Theatre – 2 tables/4 chairs, 2 wireless microphones, 1 podium
      - HKFYG Multi-function Hall I (25/F) – For conference: 2 tables/150 chairs (theatre); or 40 tables/120 chairs (classroom), 2 wireless microphones, 1 podium; For banquet: 10 round tables (66" dia.)/100 chairs; or 6 round tables (72" dia.)/72 chairs, 2 wireless microphones, 1 podium
      - HKFYG Multi-function Hall II (8/F) – 2 tables/120 chairs, 2 wireless microphones
      - HKFYG Meeting Room 801 (classroom), – 2 tables/72 chairs (theatre); or 23 tables/46 chairs

HKFYG Meeting Room 1001 – 2 wireless microphones, 1 podium  
 – 2 tables/50 chairs (theatre); or 14 tables/28 chairs (classroom),

HKFYG Meeting Room 1002, 1003 – 2 wireless microphones, 1 podium  
 – 2 tables/75 chairs (theatre); or 24 tables/48 chairs (classroom),

Meeting Rooms 1902-1905 – 2 wireless microphones, 1 podium  
 – tables and chairs as stated

Notes: Table size for Multi-function Hall I (25/F): 2'W x 6'L x 30"H

Table size for other meeting venues (except rooms 1902-1905): 2'W x 5'L x 30"H

- It is required to hire the in-house technician when AV facilities in the auditorium are used. The service period starts from 30 minutes prior the hiring period and ends 30 minutes after the hiring period.

## Appendix IV

### HKFYG Building Facility & Service Charges

	Hourly Rate (HK\$)	Half day (4-7 hours)	Full day (8 hours & above)
Technical support (One Technician)	\$100	\$300	\$600
Audio Recording (min. 2 consecutive hours) (for Auditorium only)	\$80	\$240	\$400
Video Recording (min. 2 consecutive hours) (for Auditorium only)	\$100	\$300	\$500
7000 Lumens LCD Projector/Electronic Screen for Auditorium	\$150	\$400	\$700
LCD Projector/Electronic Screen	\$100	\$300	\$600
LCD Projector/Screen (Meeting Rooms 1902-1905)	\$100	\$300	\$600
Wired or wireless microphone (with or without stand)	\$30	\$100	\$200
Computer Notebook	\$100	\$300	\$600
Spotlight (for Auditorium, Multi-function Hall I)	\$300 per use		
DVD Player (for Auditorium, Board Room and Multi-function Halls I and II)	\$200 per use		
63" Plasma Display (for Multi-function Hall II only)	\$200 per use		
42" Television (for Board Room only)	\$200 per use		
Wireless Belt-pack Microphone	\$200 per use		
White Board with 2 Pens	\$60 per use		
Flip Chart with 2 Pens and 20 Pieces of Paper	\$60 per use		
Laser Pointer	\$30 per piece		
Acrylic/Wooden Podium	\$200 per use		
Additional Table	\$20 per table		
Additional Chair	\$10 per chair		
1 Coffee Table and 2 Armchairs	\$300 per set		
Armchair	\$150 per chair/\$250 per 2 chairs		
Bar Chair	\$80 per chair		
Coffee Table	\$50 per table		

White Round Table Cloth (for banquet)	\$50 per piece
Table Skirting	\$50 per piece
Chair Cover	\$30 per piece
Artificial Floral Arrangement	\$30 per piece
Water Dispenser and 2 bottles of 5-Gallon Distilled Water	\$150 per use
Additional Bottle of 5-Gallon Distilled Water	\$50 per bottle
Catering Cleaning Service	\$400 per function
Live Broadcast Service (From Auditorium to Multi-function Hall II, Room 801 or Theatre)	\$300 per use
Broadband Internet Service	\$100 per use

The above items are in limited stock and provided on first-come-first-served basis.

(1 May 2010)