



# Scout Association of Hong Kong

## Estate Branch

Tel : 2957 6388 Fax : 2302 1006

Estate Circular No.02/2019

15 July 2019

### Function Room Booking 9-11/F Hong Kong Scout Centre

The function room booking charges will be adjusted as below from 1 August 2019:

#### Schedule I: Venue and Facilities Charges

Room	Max. Capacity	Area (sq.ft.)	Other Organizations		Non-Profit Organizations		Scout Units		Special Rate ( HK\$ )
			Hourly Rate ( HK\$ )		Hourly Rate ( HK\$ )		Hourly Rate ( HK\$ )		
			Peak	Non-peak	Peak	Non-peak	Peak	Non-peak	
901	40	780	600	420	480	340	150	110	750
902	30	470	370	260	300	210	90	60	450
924	60	930	670	470	540	380	170	120	850
1030	70	1,150	850	600	680	480	210	150	1,050
1101	30	560	420	300	340	240	110	80	550
1104	70	1,800	1,320	920	1,060	740	330	230	1,650
1105	60	900	660	460	530	370	170	120	850
1106	150	1,800	1,320	920	1,060	740	330	230	1,650
1107	40	700	540	380	430	300	140	100	700
1109	70	1,060	1,010	710	810	570	250	180	1,250
1114	70	1,000	960	670	770	540	240	170	1,200

Room	Max. Capacity	Area (sq.ft.)	Session	Rate (HK\$)			
				Each Session	Package (1)	Package (2)	Whole Day
1031 (10/F Boardroom)	26	1,500	0830-1230	4,500	7,000	9,000	12,000
			1230-1730	4,500			
			1830-2230	6,500			

Remarks:

- (1) Non-peak hours from 8am to 6pm weekdays and 8am to 1pm for Saturdays, except public holiday
- (2) Minimum charges for 2 hours per room use ; Special Rate for Scout is applicable for 8 continuous hours usage
- (3) Maximum capacity is based on theatre setting (conference setting for 10/F Boardroom)
- (4) Room 1104 is the Training Centre including 1 staff room and 4 discussion rooms
- (5) Room 1105 and Room 1106 (Congregation Hall) can be combined for use
- (6) The 10/F Boardroom includes AV control room and simultaneous interpretation system
- (7) Venue and facilities charges represent the utilities charges for lighting and air-conditioning charges which also include basic equipment, e.g. public address system, flip chart, whiteboard, cold and hot water machine

#### Schedule II: Equipment Charges

Equipment	Other Organizations / Non-Profit Organizations		Scout Units	
	Hourly Rate ( per set )	3 hours or above Fixed Rate ( per set )	Hourly Rate ( per set )	3 hours or above Fixed Rate ( per set )
LCD Projector	HK\$200	HK\$600	HK\$100	HK\$300
Visualizer	HK\$200	HK\$600	HK\$100	HK\$300

Remarks:

- (1) Equipment booking period must be the same as venue booking period
- (2) Users shall provide their own notebook computers for using LCD projector
- (3) Visualizer shall be used with LCD projector, and LCD projector shall be charged separately

For further details, please refer to the venue booking system (<https://booking.scout.org.hk>) or contact Estate Branch at 2957 6380 (Scout Units) / 2957 6388 (Other Organizations / Non-Profit Organizations).

LO Kin-yip  
Estate Commissioner