



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

Finance & Operations
Hong Kong Institute of CPAs

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Enquiries: 2287 7072 (Dave Ling) or
2287 7052 (Dick Chan)

For Office Use Only
Serial no.:
Handled by:

Training and Meeting Facilities – 27/F Wu Chung House

Booking Form

Name of Organisation: _____

Office Address: _____

Contact Person : _____

Telephone no.: _____ Fax no.: _____

Institute Membership no.: (if applicable) _____ Email address: _____

No. of Participants: _____ Nature of Activities: _____

Venue

Room	Date	From	Time To	For office use only Rental HK\$
Auditorium (Rooms 5 - 9)				
Function Room (Rooms 9 - 11)				
Room 2				
Room 3				
Room 4				
M1				
M2				
Room 5				
Room 6				
Room 7				
Room 8				
Room 9				
Room 10				
Room 11				

Total Rental: HK\$

Equipment

One projector	Yes ☐	No ☐
One speaker system + two microphones	Yes ☐	No ☐

Other package deals including coffee breaks and / or lunch are also available. For assistance, please contact Dave Ling on tel: 2287 7072, fax 2865 6776 or e-mail: daveling@hki CPA.org.hk.

I agree to abide by the terms and conditions

Authorised Signature

Date:

Terms & conditions for hiring training and meeting facilities

1. **Booking acceptance/confirmation:** Booking for training and meeting facilities rental will be accepted upon receipt of the duly completed booking form from hirer. No booking will be confirmed until full rental payment has been received. Hong Kong Institute of Certified Public Accountants ("Institute") reserves the right to accept or decline any booking application without cause.
2. **Payment:** Invoice will be issued once booking is accepted. Full rental payment shall be made upon presentation of the invoice.
3. **Cancellation:** Except for circumstances set out in clause 13 below, in the event of cancellation of a booking, the hirer must notify to the Institute in writing at least two weeks prior to the event, failing which a cancellation charge will be imposed according to the following:
Note: No cancellation charge will be imposed if cancellation is made 2 weeks before the event. A cancellation charge equals to 50 percent of the total sum payable will be imposed if cancellation is made within two weeks but before one week prior to the event. NO REFUND is made if cancellation is made within 1 week prior to the event. Any expense incurred by the Institute will be charged to the hirer in addition to the cancellation charge (as the case may be).
4. **Layout:** The hirer is not permitted to change the layout of the venue.
5. **Advertisements:** The hirer shall first seek and obtain prior approval from the Institute for the display of any advertisements, notices, posters and any such other material(s) with business logo(s) on Institute premises.
6. **Fire and safely regulation:** Each venue has a capacity in terms of total number of attendees as set out in the above table ("Capacity") which is within the maximum number of attendees allowed under the Fire Service Regulations of the Fire Service Department. The hirer is not permitted to exceed the Capacity in any event.
7. **Waste disposal:** It is the responsibility of hirer to remove all materials brought to a venue for an event (i.e. posters, hand-outs, flower arrangements, etc.). Any materials left in the premises will be disposed by the Institute without prior notice. In such case, the hirer will be charged for cleaning or waste disposal costs. Equipment and combustible materials shall not be left unattended in escape routes at any time.
8. **Smoking:** Smoking is strictly prohibited anywhere within the Institute premises.
9. **Subletting:** The hirer shall under no circumstances sublet any of the Institute premises.
10. **Facilities / Equipment compatibility:** Facilities and audio-visual equipment are provided on an "as is" basis. The hirer is responsible for ensuring they are "fit for purpose" and the compatibility of their computer equipment with our audio-visual equipment. All equipment provided by Institute shall only be used at the hired venue and exclusively for the specified event.
11. **Food & drinks consumption:** Catering services may be ordered to the hired venue from an outside caterer or the Institute's nominated caterer with prior notice to the Institute. The hirer shall settle all payment in respect of the catering services provided by the caterer(s).
12. **Termination of service:** Institute reserves the right to terminate the use of facilities and equipment should the hirer fail to comply with these terms and conditions or if the hirer changes the use theme and/or nature of the event to other than that originally stated in the approved application without notifying the Institute.
13. **Typhoon:** Venue booked in the morning, afternoon or evening will be deemed cancelled if typhoon signal No. 8 or above OR black rainstorm warning is still hoisted after (or is announced by the Hong Kong Observatory to be hoisted at / after) 6:00 a.m.; 11:00 a.m. and 4:00 p.m. respectively.
14. **Damages:** Any damages caused to the premises or the content thereof will be charged to the hirer and will be recoverable in such manner as the Institute shall deem to be appropriate. The Institute accepts no responsibility for the loss or theft or damage to any property or valuables of the hirer or guests whilst in the premises or entering or departing therefrom.
15. **Indemnification:** The hirer shall indemnify the Institute against any breach of the terms and conditions of hiring the premises.
16. **Miscellaneous:**
 - a. Any hirer of the premises undertakes to use the same in a manner which shall not cause a nuisance to adjoining occupiers.
 - b. The hirer shall comply with the terms and conditions herein and shall be responsible for the compliance by his guests with the said terms and conditions.