

The Chartered Institute of Logistics and Transport in Hong Kong

SEMINAR ROOM Booking Arrangement

Seminar Room Particulars:

| Location | Size (sq.ft.) | Maximum Seating | | |
|---|---------------|-----------------|------------|---------------|
| | | Classroom Style | U-Shape | Theatre Style |
| 7/F., Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong. | 400 | 27 persons | 30 persons | 40 persons |

Rental Charges:

| Duration | CILT Members/ Sponsors | Non-CILT Members |
|-----------------------------|---------------------------|------------------|
| Per hour (Minimum 2 Hours) | HK\$500 per hour | HK\$600 per hour |
| Per half day (i.e. 4 Hours) | HK\$1,800 | HK\$2,200 |
| Per day (i.e. 8 Hours) | HK\$3,300 | HK\$4,000 |

Facilities Rental (Optical):

| Items | HK\$/2Hours | HK\$/Half Day | HK\$/Full Day |
|--|-------------|---------------|---------------|
| LCD Projector for computer connection, video projection, visualizer projection | HK\$300 | HK\$500 | HK\$800 |
| Overhead Projector | HK\$200 | HK\$340 | HK\$600 |
| TV + VCR | HK\$200 | HK\$340 | HK\$600 |
| Wireless Microphone | HK\$50 | HK\$70 | HK\$100 |
| Flip Chart | HK\$100 | HK\$200 | HK\$150 |
| Photocopying | HK\$2/Page | | |
| Transparency | HK\$3/Page | | |
| Wireless Broadband Service | TBA | | |
| Refreshments | TBA | | |

Time Available for Rental Services:

1. Weekdays 10:00a.m. – 7:30p.m.
2. Weekends 9:00a.m. – 1:00p.m.
3. Any time outside the time period in 1 and 2 should be subject to further negotiation.
4. Discounts of up to 30% may be negotiated for regular or consecutive days booking.

Application Procedures:

1. All bookings should be made at least seven days in advance.
2. Completed application forms should reach our office at 7/F., Yue Hing Building, 103 Hennessy Road, Wan Chain, Hong Kong.
3. Applicants should provide supporting document including copies of
 - i. identity card/ passports; or
 - ii. certificate of business registration; or
 - iii. certificate of establishment of society.
4. Deposit of 20% should be made when submitting the completed application form.

Payment:

1. Payment should be made by crossed cheque and payable to “The Chartered Institute of Logistics and Transport in Hong Kong” or “CILTHK”. No cash or credit cards are accepted.
2. All remaining balances should be settled within 7 days after the completion of the event.

Important Notes:

1. The rates are subject to change without prior notice.
2. All functions should be **Non-Profit-making** and its publicity should **never bear the name of the Chartered Institute of Logistics and Transport in Hong Kong**.
3. Company/Organization renting our facilities is liable to whatever damage participants made in our premises and will reimburse the Institute for such damages.
4. When more than one application(s) request for the same duration, applications will be considered in accordance with the nature and duration of the proposed function and the organizing ability of the applicant. The Institute reserves the right to make a final ruling.
5. For any booking enquiries, please contact at our office 2866 6336 (Tel), 2866 6118 (Fax) or info@cilt.org.hk (E-mail).

The Chartered Institute of Logistics and Transport in Hong Kong

APPLICATION FOR SEMINAR ROOM BOOKING

PART I

Section A (To be completed if the applicant is an individual)

Name of Applicant:

Mr./Ms* _____ (English) _____ (Chinese)

Hong Kong I.D. Card/
Passport* No. _____

Tel: _____ Fax: _____

Email: _____

Address: _____

Section B (To be completed if the applicant is an organization)

Name of Organization:

(Registered Name) _____

Nature of Organization:

- Academic Institute Government Department Commercial
 Registered Charitable Registered Non-profit-making Private
 Religious Others, please specify _____

Address of
Organization: _____

Tel: _____ Fax: _____

Email: _____

Name of Signatory:

Mr./Ms* _____ (English) _____ (Chinese)

Position: _____ Tel: _____ Fax: _____

PART II

Particulars of the Event:

| | |
|---------------------|------------------------|
| Name of Event | |
| Nature of Event | |
| Date | 1 st choice |
| | 2 nd choice |
| | 3 rd choice |
| Time | |
| No. of Participants | |
| Equipment Necessary | |

| | |
|-------|--|
| Other | |
|-------|--|

PART III

Person to be contacted regarding detailed arrangements of the event:

Name of Contact Person:

Mr./ Ms* _____ (English) _____ (Chinese)

Chop of Organization Represented:

| |
|-------------------------|
| <p>Company Chop</p> |
|-------------------------|

Signature: _____

Name of Applicant/
Signatory*: _____

Date: _____

* Delete if inapplicable

Tick if applicable

Remarks:

1. All function should be **Non-Profit-making** and its publicity should **never bear the name of the Chartered Institute of Logistics & Transport in Hong Kong.**
2. Company/Organization renting our facilities is liable to whatever damage participants made in our premises and will reimburse the Institute for such damages.
3. For any booking enquiries, please contact at 2866 6336 (Tel), 2866 6118 (Fax) or info@cilt.org.hk (E-mail).

Annex 1 – Classroom Setup



