**The Chartered Institute of Logistics and Transport in Hong Kong**

**SEMINAR ROOM**

**Booking Arrangement**

**Seminar Room Particulars:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Size**  **(approx. 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 |

*Please refer to the Annexes on layouts*

**Room 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 (Optional):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **HK$/2Hours** | **HK$/Half Day** | **HK$/Full Day** |
| LCD Projector  (incl. the use of 1pc Notebook Computer) | HK$300 | HK$500 | HK$800 |
| Overhead Projector | HK$200 | HK$340 | HK$600 |
| Notebook Computer | HK$100 | HK$200 | HK$350 |
| Wireless Microphone | HK$50 | HK$70 | HK$100 |
| Flip Chart | HK$100 | HK$100 | HK$150 |
| Photocopying | HK$2/Page | | |
| Transparency | HK$3/Page | | |
| WiFi | FREE | | |
| Refreshments | TBA | | |

**Time Available for Rental Services:**

1. Weekdays 9:00a.m. – 6:30p.m.
2. Weekends 9:00a.m. – 1:30p.m.
3. For bookings beyond the stipulated office hours, i.e. time periods in points 1 and 2 above, hirers will need to pay an extra 50% on the above room rates. Any bookings for longer term, rates 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
4. identity card/ passports; or
5. certificate of business registration; or
6. certificate of establishment of society.
7. 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 fully settled within 7 days before the commencement of the event.

**Cancellation of Booking**

1. Cancellation of booking will only be accepted in writing at least SEVEN working days before the commencement date of the event. Failure to do so, the following penalty procedures apply.

* If a written notice is received less than SEVEN working days prior to the booked session, 30%of rental rates of the room not used will be charged.
* If the above requirement of written notice is not fulfilled, total fees incurred for the booked session will be charged.

**Bad Weathers**

1. If Typhoon Signal No. 8, 9, 10 or Black Rainstorm Warning is in force within two hours prior to any booked session, that particular session will be cancelled. The booking of the affected session can be rescheduled within three months after the original date, subject to availability and confirmation by CILTHK, and no refund will be made by CILTHK.
2. If Typhoon Signal No. 8, 9 or 10 Warning is hoisted after the start of a booked session, the event must be terminated immediately.
3. If Black Rainstorm Warning is hoisted after the start of a booked session, you are advised to stay at our venue until the signal is lowered.

**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/Organisation 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](mailto: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: | |  | (English) | | |  | | | (Chinese) |
| Hong Kong I.D. Card/  Passport\* No. | |  | Tel: |  | | | Fax: |  | |
|  | |  | Email: | |  | | | | |
| Address: |  | | | | | | | | |

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

|  |  |
| --- | --- |
| 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: | | |  | | | (English) | | |  | | | | (Chinese) |
| Position: | | |  | | | Tel: | |  | | | Fax: |  | |

**PART II**

Particulars of the Event:

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

**PART III**

Person to be contacted regarding detailed arrangements of the event:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Contact Person: |  | (English) |  | (Chinese) |

Chop of Organisation Represented:

**Company Chop**

|  |  |
| --- | --- |
| 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**.
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3. For any booking enquiries, please contact at 2866 6336 (Tel), 2866 6118 (Fax) or [info@cilt.org.hk](mailto:info@cilt.org.hk) (E-mail).



**Annex 1 – Meeting Setup**



**Annex 2 – Classroom Setup**



**Annex 3 – Theatre Setup**