

Lecture Room With Facility Renting Scheme

Address: 13/F, Causeway Bay Plaza 2,
463 - 483 Lockhart Road, Hong Kong

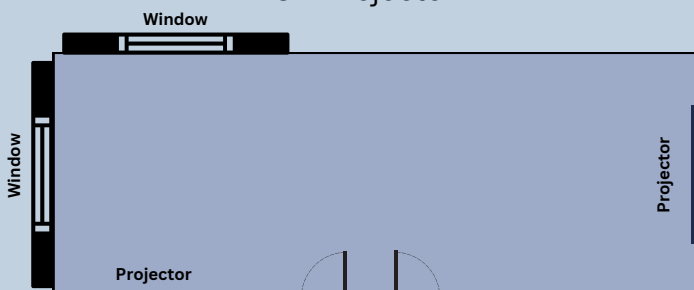


Rates (in HKD)

	IFPHK Member (individual/ Corp.) /NGO	Non-IFPHK Member
Monday - Friday 9am to 6pm *	\$2,700 (3 hours session)	\$5,400 (3 hours session)
Saturday - Sunday & Public Hoilday 9am to 6pm *	\$3,750 (3 hours session)	\$7,500 (3 hours session)

* 10% surcharge applicable for every additional hour after 6pm

Approx. Floor Area	1180 sq. feet net
Room Capacity	Classroom Style: Max 70 Theatre Style: Max 110
Facilities Provided	Notebook Computer, Whiteboard/ Flipchart, Wireless Microphone X 2 set, LCD Projector



➔ Booking Procedure

- Contact us for room availability.
- Complete the attached booking form with the required fee by cheque and return to IFPHK Office (13/F, Causeway Bay Plaza 2, 463-483 Lockhart Road, Hong Kong).
- All cheque payments should be made payable to "IFPHK Ltd."

➔ Payment

- Room charges shall be payable in advance.
- Cancellation of room reservation will only be accepted in writing and not less than calendar two weeks before the date of hire.

For checking of room availability and any enquiry, please contact our Professional Development and Training Department:

☎ 29827867

☎ 29827777

✉ training@ifphk.org

📍 13/F, Causeway Bay Plaza 2, 463 - 483 Lockhart Road, Hong Kong

IFPHK Venue Booking Form

Company Details

Company Name:	
IFPHK Membership No. (if applicable):	
Contact Person:	
Title:	
Telephone:	Fax:
Email:	

Booking Details

Booking Date(s)	
Booking Time	
No. of Participant	
Proposed Usage (e.g. training/ seminar, etc)	
Room Setting Requirements [classroom or theatre style]	
Facilities Required (e.g. Notebook computer/ whiteboard, etc)	
Rental Fee Required (HKD)	

Rental Booking Policy :

- **Sales activities and cash transactions are strictly prohibited.** This includes the sale of goods, souvenirs, articles, programs, and services.
- **Hirers must clearly state the nature of their activities,** and IFPHK reserves the right to decline rental requests for activities deemed inappropriate or conflicting with IFPHK.
- **No food or beverages are allowed** in the rented venue, except drinking water. Special requests for food or drinks must be reviewed and approved by IFPHK in advance.
- **IFPHK staff reserves the right to stop non-compliant activities** on-site and may **impose additional charges** if violations occur.

Terms and Conditions:

- *Booking will be confirmed subject to room availability and clearance of cheque payment. Payments made are non-refundable if cancellation is made less than two calendar weeks before the date of hire.*
- *Cancellation of confirmed room reservation will only be accepted in writing and not less than two calendar weeks before the date of hire and 50% of the booking rate will be refunded.*
- *Rescheduling of confirmed room reservation will be subject to room availability and only be accepted in writing and not less than two calendar weeks before the date of hire.*
- *The hirer(s) should never publicize, promote, campaign, or advertise their function(s) by bearing the name of IFPHK, nor hinting any relations or connections with the IFPHK. The hirer(s) should provide IFPHK with the publicity materials / documents concerning their venue usage upon submitting their rental application.*
- *The hirer(s) should not use nor enter any areas other than the hirer(s) has / have booked.*
- *The time for setting up and dismantling work of the rented venue should be included in the hiring period.*
- *The hirer(s) should not post materials on areas which may cause damages or stains to building fabrics including floor, wall, ceiling etc. in all rented venues of IFPHK.*
- *The hirer(s) will be responsible for any damages made to the venue, equipment, furniture, fixtures or fittings.*
- *Room booking will be assumed as usual if typhoon signal No. 8 or black rainstorm warning or the extreme conditions has been lowered before 7:30am for Morning /Whole Day Session or before 12:00noon for Afternoon Session.*
- *The hirer(s) and users of the venue must abide by such rules and regulations as IFPHK may require from time to time. IFPHK has the absolute discretion to refuse use of the room if there is a breach of any of the terms and conditions contained herein.*
- *IFPHK reserves all rights to alter and update the "Terms & Conditions" from time to time without prior notice.*

Authorized Signature With Company Chop	Date
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