

Venue Booking Confirmation Form

To: _____ Fax: (852) 3582 3804

Please complete and email or fax this form back to us. An invoice will be sent to you to indicate that your booking has been confirmed. For enquiry, please call (852) 3582 3805

Contact Information

Contact Person: _____ Company Name: _____

☐ HKUST Alumni (Program: _____ Grad Yr: _____ Mode: PT/FT Student ID: _____)☐ Corporate Client ☐ Affiliated Member (please specify): _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Event Information

Event Date: _____ Event Name: _____

No of Participants: _____ Event Nature: _____

Session Time: ☐ AM (9 am - 1 pm) ☐ PM (2 pm - 6 pm)
☐ Whole Day (9 am - 6 pm) ☐ Evening (7 pm - 10 pm)

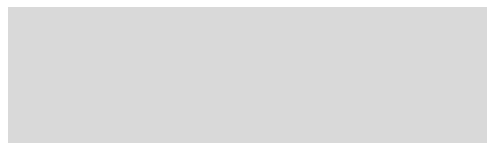
Venue: ☐ 1 classroom ☐ 2 classrooms ☐ Meeting Room ☐ Lounge Area
Setting: ☐ Classroom ☐ Workshop ☐ Theater ☐ U-Shape
(pls put a ✓)

Equipment: ☐ Podium* • Extra Flipchart* (Qty: _____)

(Each classroom comes with: a multi-media projector, a whiteboard, a flipchart, a laptop computer and a screen. Extra cost will be incurred to items with " * ".)

Rental Details☐ Rental Only**F & B**☐ Refreshment Break☐ Lunch**Order (pls fill in no.)**_____

I / We hereby confirm the above booking and understand the General Booking Conditions stated.



Authorized Signature with Company Stamp

Date: _____

Reference No.: _____



General Booking Conditions

1. Confirmation of booking is subject to the room availability of the center. Priority will be given to programs and activities of the HKUST Business School.
2. Advance booking should be made and confirmed at least four weeks prior to the commencement date of the event by filling in and returning the Venue Booking Confirmation Form. The center reserves the right to release any space that has been tentatively blocked but has not been confirmed within four weeks prior to the commencement date of the event.
3. The tenant will receive an invoice from the center upon confirmation of the booking. The tenant is required to make a non-refundable deposit (50% of total rental fee) within two weeks of the invoice issue date or prior to the commencement date of the event, whichever occurs earlier. The balance shall be settled on or before the event date.
4. For all tentative bookings, the normal confirmation deadline is four weeks prior to the commencement date of the event. However, should the situation arise when another party is ready to confirm the booking right away, the first party who blocked the space will be notified of the situation and given a courtesy 48 hours to confirm the booking by hand in a signed Venue Booking Confirmation Form with a 50% non-refundable deposit of total rental fee.
5. Subletting the venue and facilities by the tenant to third party is not allowed.
6. The Center will be closed when typhoon signal no.8 or above / Black Rainstorm Warning is in force.
7. In the event that a booking has to be cancelled or suspended due to typhoon or rainstorm warning, please contact us for alternative arrangement. However, the re-arranged date and time will be dependent on the availability of the rooms. Payment made will not be refunded for re-scheduling that cannot be arranged due to the tenant's own arrangements.
8. Cancellation of booking: The tenant shall give notice to the center on any booking cancellation. If the notice is given more than five working days in advance prior to commencement, the 50% deposit paid shall be forfeited and the center will not impose further charge to the tenant. The tenant shall be liable for any food and beverage and other pre-paid charges should the center has already paid for those items. If the notice is given less than five working days prior to commencement, the rental shall be payable in full.
9. White board, microphone system, laptop computer, wireless internet access and LCD projector are available. They are included in the basic room charge.
10. It shall be the responsibility of the tenant to use the rented premises and equipment in a careful and proper manner. Tenant using our facilities is liable for any accidents, injury, loss or damages which may occur. If any of our properties is damaged or lost, tenant will be required to pay for its repair or replacement.
11. About catering: We strongly encourage you to use our catering service to eliminate potential problems/hiccups. Please note that for catering not arranged by us, you are:
 - not allowed to use any of the catering equipment or cooking utensils inside the center
 - responsible for providing enough servers during the function
 - responsible for the supply of tableware and making sure they are neat and tidy

**And NO cooking is allowed in the center due to the fire regulation of the building.*
12. All additional charges incurred should be settled immediately after the use of the facilities.
13. Smoking is strictly prohibited in the building.
14. In case of disputes, HKUST Business School reserves the right to arbitrate the final decision.

