

BOARDROOM BOOKING FORM



The Canadian Chamber's boardroom is available for hourly rental. Our 612 sq.ft. multi-purpose boardroom can accommodate up to 40 people for meetings, lectures, seminars, roundtable luncheons, presentations, and more. To better serve your needs, our spacious and well-equipped boardroom is readily available for rent seven days a week. Time and space are costly factors; let us save you money by managing your catering and boardroom needs!

****PLUS: Canadian Chamber members enjoy a 10% discount!****

BOARDROOM RATES (Please mark your boardroom needs)

RENTAL RATES <i>(*New Rates apply on February 1, 2007)</i>	NO. OF HOURS	TOTAL RENTAL CHARGE
Date(s) required: _____		
Time(s) required: _____		
Office Hours: *HK\$500/hour (Monday to Friday: 9:00am to 6:00pm) Overtime rate: \$350 per half hour basis		
Non-Office Hours: *HK\$700/hour (Monday to Friday: before 9:00am and after 6:00pm; Saturdays and Sundays) Overtime rate: \$450 per half hour basis		
Air Conditioning (applicable to non-office hours only): HK\$300/hour		
Chamber Member Discount (10%):		
Total :		

** Rates are subject to change without prior notice.*

BOARDROOM EQUIPMENT RATES (Please mark your facility needs)

[x]	BOARDROOM EQUIPMENT OPTIONS*	RENTAL CHARGE (per use)
	LCD Projector + Screen	\$350
	Flipchart	\$50
	Whiteboard with markers	No Charge
	Telephone Line	No Charge
	Podium	No Charge
	Stationery (paper and pens)	\$10/pack
	TOTAL:	

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[x]	OFFICE EXTRAS	CHARGE (per use)
	Photocopies	\$1 / page
	Local Faxes - Outgoing	\$1 / page
	International Faxes - Outgoing	\$5 / page

CATERING OPTIONS *(Please mark your catering needs)*

[x]	CATERING OPTIONS*	\$/PERSON	NO. OF PERSONS	TOTAL CATERING CHARGES
	Breakfast Basket: Muffins, pastries, coffee and tea	\$50		
	Lunch Set: Sandwich, dessert, soft drink/water, coffee and tea per person	\$85		
	Tea Time: Pastries, coffee and tea	\$45		
	Cocktail: Canapés, alcoholic drinks, juice, soft drinks, coffee and tea	\$130		
	Refreshments (coffee, tea, soft drinks, water and juice)	\$30		
	Other: Please arrange with the Chamber			
	TOTAL:			

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BOOKING FORM

First Name: _____		Last Name: _____	
Canadian Chamber Membership Number: _____			
Name of Company: _____			
Address: _____			
Tel: () _____		Fax: () _____	
Email: _____			
Boardroom Purpose: <input type="checkbox"/> Meeting <input type="checkbox"/> Seminar <input type="checkbox"/> Lecture <input type="checkbox"/> Other: <i>(Please specify: _____)</i>			
Date(s) required: _____		Seating Style (ie theater, boardroom, classroom etc) _____	
Start Time (including set-up time): _____		End Time (including clear-up time): _____	
Number of people attending: _____			
Rental Charge:			
Boardroom Rental Charge: \$ _____			
Equipment Charge: \$ _____			
Catering Charge: \$ _____			
Member Discount: \$ _____			
= Total Charges: \$ _____			
Payment Method:			
<input type="checkbox"/> Cheque (made payable to, "The Canadian Chamber of Commerce in Hong Kong")			
Credit Card:			
<input type="checkbox"/> Visa; <input type="checkbox"/> Mastercard; <input type="checkbox"/> Amex; <input type="checkbox"/> Diners; <input type="checkbox"/> Other: <i>(please specify)</i> _____			
Credit Card Number: _____		Expiry Date (mm/yy): _____	

Signature: _____ Date: _____

Terms & Conditions

- 50% deposit of the total billing must be received upon receipt of this booking form and full payment must be made on the day of boardroom use
- Any cancellations must be made and confirmed no less than 7 days before the date of your event. If cancellations are made with less than 7 days notice, the 50% deposit will be retained as a cancellation fee
- External catering is prohibited
- All marketing materials referring to the Canadian Chamber's office or boardroom must be approved in advance
- Should any damages be made to the boardroom, an appraised damage fee will be applied