

Venue & Facilities Hiring Rates (Effective June 2018)

Venue	Floor	Square Meter	Seat Capacity	Full Day Rate (9:00am – 6:00pm)		Session Rate			2 hours Rate (any 2 consecutive hours during 9:00am to 6:00pm)	
				Monday to Friday	Saturdays, Sundays and Public Holidays	Monday to Friday (9:00am – 1:00pm or 2:00pm – 6:00pm)	Monday to Friday (6:00pm – 10:00pm)	Saturdays, Sundays and Public Holidays (9:00am – 1:00pm or 2:00pm – 6:00pm)	Monday to Friday	Saturdays, Sundays and Public Holidays
Auditorium	G/F	141	100 (theatre)	\$5,900	\$7,500	\$3,800	\$4,400	\$4,400	\$2,300*	\$2,600*
Room 3B	G/F	73	20 (classroom)	\$5,100	\$6,600	\$2,800	\$3,700	\$3,700	\$1,700	\$2,200
Room 202C	2/F	47	35 (theatre)	\$2,700	\$3,700	\$1,600	\$2,000	\$2,000	\$1,000	\$1,300
Room 202D	2/F	47	35 (theatre)	\$2,700	\$3,700	\$1,600	\$2,000	\$2,000	\$1,000	\$1,300
Room 202E	2/F	77	70 (theatre)	\$5,100	\$6,600	\$2,800	\$3,700	\$3,700	\$1,700	\$2,200

* 2 hours rate is applicable to theater setting only. Other settings will be charged at the session rate.

Remarks

- Booking will be given to environmental related projects and events.
- BEC encourage venue users to implement green measures:
 - Glass or can beverage instead of plastic bottle or tetrapak;
 - Use of recyclables collection box at BEC Headquarters;
 - Encourage to minimise the use of paper;
 - Encourage to bring your own re-fill bottle;
 - Encourage to visit BEC green building installations (tour can be arranged on request)
- The hiring rates are subject to changes without prior notice. The hirer will not be affected by the new rates once the booking has been confirmed.
- The rates include the use of equipment in the venue:
Auditorium – AV system, 2 wireless microphones, projector. Room – 2 wireless microphones and projector.
- 15 minutes set up and removal time is allowed before and after the booking slot.
- Hirers are responsible for other expenses incurred, such as set up cost, cleaning, extra power and utilities, and insurance etc.
- Availability of venues is subject to confirmation by BEC. Reservation for venues can be made 3 months in advance at the earliest, with full payment settled within 7 working days from the issuing date of BEC Event Services Agreement. Venue and equipment rentals are subject to the Terms and Conditions as specified in BEC Event Services Agreement.
- BEC members are entitled to discounted rates. For details, please contact BEC at venue@bec.org.hk

Business Environment Council Limited 商界環保協會有限公司 2/F, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong

Enquires: T. 2784 3958 | E. venue@bec.org.hk | www.bec.org.hk



Auditorium



Room 3B



Room 202C, 202D



Room 202E