

# Venue & Facilities Hiring Rates (Effective on November 2019)

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)	\$7,000	\$8,900	\$4,500	\$5,200	\$5,200	\$2,700*	\$4,000*
Room 3B	G/F	73	20 (classroom)	\$5,100	\$6,600	\$2,800	\$3,700	\$3,700	\$1,700	\$2,200
Room 202E	2/F	77	60 (theatre)	\$5,100	\$6,600	\$2,800	\$3,700	\$3,700	\$1,700	\$2,200

^ LED wall is available for hire at \$7,000, \$3,500 and \$2,000 for full day, half day and 2 hours rate respectively, in addition to the room rental charge.

\* 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 Building;
  - 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](mailto:venue@bec.org.hk)



**Auditorium**



**Room 3B**



**Room 202E**