

Venue & Facilities Hiring Rates (Effective August 2016)

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)	\$5,600	\$7,100	\$3,600	\$4,200	\$4,200	\$2,200*	\$2,500*
Room 202B	2/F	78	20 (classroom)	\$4,900	\$6,300	\$2,700	\$3,500	\$3,500	\$1,600	\$2,100
Room 202C	2/F	47	35 (theatre)	\$2,600	\$3,500	\$1,500	\$1,900	\$1,900	\$900	\$1,200
Room 202D	2/F	47	35 (theatre)	\$2,600	\$3,500	\$1,500	\$1,900	\$1,900	\$900	\$1,200
Room 202E	2/F	77	70 (theatre)	\$4,900	\$6,300	\$2,700	\$3,500	\$3,500	\$1,600	\$2,100
Room 4	G/F	84	50 (classroom)	\$3,900	\$5,200	\$2,100	\$2,900	\$2,900	\$1,300	\$1,800

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

Remarks

1. BEC venue is available for hire for environmental-related activities only.
2. 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.
3. The rates include the use of equipment in the venue:
 Auditorium – AV system, 2 wireless microphones, projector. Room – 2 wireless microphones, projector and a desktop computer.
4. 15 minutes set up and removal time is allowed before and after the booking slot.
5. Hirers are responsible for other expenses incurred, such as set up cost, cleaning, food and beverage, extra power and utilities, and insurance etc.
6. 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.
7. BEC members are entitled to discounted rates. For details, please contact BEC Events and Communications Team at venue@bec.org.hk



Auditorium



Room 202B



Room 202C, 202D



Room 202E