

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



Auditorium



Room 3B



Room 202E