

Hong Kong Baptist University

Rental charges for 2023-24

Description	Notes	Hourly Rate
		2023-24
		(HK\$)
Meeting / Conference room		
- 20 seats and below	1	200
- 21 to 50 seats	1	300
- 51 seats and above	1	500
Classroom / Multi-purpose hall / Seminar room		
- 40 seats and below	1	300
- 41 to 80 seats	1	500
- 81 seats to 200 seats	1	800
- 201 seats and above	1	1600
Lecture theatre		
- 80 seats and below	1	600
- 81 to 200 seats	1	1,000
- 201 to 400 seats	1	2,000
- 401 seats and above	1	2,500
University Chapel	2	1,500
Student/Staff common room/Activity room		
- 20 seats and below	1	200
- 21 to 50 seats	1	300
- 51 seats and above	1	500
Music rehearsal hall (Ho Sin Hang Campus)	1	1,000
Podium / Garden	1 & 3	625
Exhibition gallery		<u>Daily rate</u> 2,200

Notes:

1. Minimum booking of two hours.
2. Minimum booking of three hours. The cost of a standard wedding package is HK\$8,500 for a period of 3 hours.
A refundable deposit of HK\$1,500 will be levied upon confirmation of booking which will be used to cover charge for overrun of booking period (HK\$1,500 for each 30 minutes), damages to facilities and cleaning of venue.
3. HK\$1,500 per counter per day or hiring of the whole venue at HK\$625/hour or HK\$5,000 per day.
4. A discount of 20% and 30% for charitable organisations under Section 88 of the Inland Revenue Ordinance and the Baptist Convention respectively.
5. A discount of 50% for non-UGC-funded activities or HKBU activities which collaborate with external organisations.
6. An extra charge of HK\$150/hour for use of all venues during non-office hours as follows:
 - before 08:30 or after 17:30, Monday to Friday
 - Saturday, Sunday and Public Holiday
7. For the support charges for AV equipment or IT facilities, please refer to the Services Charging Scheme of the Office of Information Technology.