



RENTAL AND FACILITIES CHARGES (For External Users)

Venue

Kowloon Tong Campus Centre	4-5/F, David C. Lam Building, 34 Renfrew Road, Kowloon 5-11/F, Madam Chan Wu Wan Kwai SCE Tower, 9 Baptist University Road, Kowloon	Tel: 3411 5459
Tsimshatsui Centre	2 & 4-6/F, 136A Nathan Road, Tsimshatsui, Kowloon	Tel: 2721 2211
Kowloon East Centre	7/F, Millennium City 3, 370 Kwun Tong Road, Kowloon	Tel: 3692 4159
Wan Chai Centre	26/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong	Tel: 2892 0042

Venue Hire Charge

Room Type	Capacity	Charge Per Hour (See Notes 1-5)			
		Kowloon Tong Campus Centre	Tsimshatsui Centre	Kowloon East Centre	Wan Chai Centre
General Classroom	≤ 35	HK\$375 (rate A) HK\$475 (rate B)	HK\$375 (rate A) HK\$475 (rate B)	HK\$375 (rate A) HK\$475 (rate B)	HK\$375 (rate A) HK\$475 (rate B)
General Classroom	36-60	HK\$485 (rate A) HK\$640 (rate B)	HK\$485 (rate A) HK\$640 (rate B)	HK\$485 (rate A) HK\$640 (rate B)	HK\$485 (rate A) HK\$640 (rate B)
General Classroom	61-80	HK\$620 (rate A) HK\$785 (rate B)	--	--	--
Examination Room / Lecture Room	81-150	HK\$965 (rate A) HK\$1,250 (rate B)	--	--	--
Lecture Room	151-300	HK\$1,270 (rate A) HK\$1,670 (rate B)	--	--	--
Computer Laboratory (Note 5)	≤ 45	HK\$700 (rate A) HK\$930 (rate B)	HK\$700 (rate A) HK\$930 (rate B)	--	--
Lobby	≤ 200	--	--	HK\$2,265 (daily rate)	HK\$2,265 (daily rate)

- Note 1.** Venue hire charge includes the standard provision of furniture and equipment in a venue. Additional charges may be levied for use of any special equipment.
- 2.** Minimum booking of a room is 2 hours. Fraction of an hour will be counted as a full hour.
- 3.** Rate A vs. Rate B

	Monday to Friday	Saturday	Sunday & Public Holiday
Rate A	9:00 - 18:00	9:00 - 13:00	--
Rate B	18:00 - 22:00	13:00 - 22:00	9:00 - 22:00

4. 20% discount on the Venue Hire Charge would be offered to non-profit organizations. Charges to HKBU departments/ offices would be calculated at 50% of "Rate B".
5. The hiring of a Laboratory Assistant is required for booking the Computer Laboratory and the minimum hiring period is 2 hours. The charge of a Laboratory Assistant is HK\$90 per hour. The hiring time has to include the whole booking period plus an extra half-hour.

Additional Charges	
Equipment / Service	
Additional microphone (applicable when requested quantity is beyond standard provision)	HK\$31/hour
Notebook Computer	HK\$82/hour
Flip Chart (without paper)	HK\$31/hour
Flip Chart Paper	HK\$153/pack
Photocopying	HK\$1/copy
Attendant (applicable to non-centre regular operation hours and School/public holidays)	HK\$90/hour/attendant (Minimum 2 hours)