



RENTAL AND FACILITIES CHARGES 2024/25 (External)

Venue

- Kowloon Tong Campus Centre** Tel: 3411 5459
- 4/F, David C. Lam Building, 34 Renfrew Road, Kowloon
 - 5-8/F & 11/F, Madam Chan Wu Wan Kwai SCE Tower, 9 Baptist University Road, Kowloon
- Town Centre** Tel: 2721 2211
- 5-6/F, 8 Hart Avenue, Tsimshatsui, Kowloon
- Kowloon East Centre** Tel: 3692 4159
- 7/F, Millennium City 3, 370 Kwun Tong Road, Kowloon
- Wan Chai Centre** Tel: 2892 0042
- 26/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong

Room Type	Capacity	Rental Rate Per Hour <small>(See Notes 1-5)</small>			
		Kowloon Tong Campus Centre	Town Centre	Kowloon East Centre	Wan Chai Centre
General Classroom	≤ 35	HK\$385 (rate A) HK\$485 (rate B)	HK\$385 (rate A) HK\$485 (rate B)	HK\$385 (rate A) HK\$485 (rate B)	HK\$385 (rate A) HK\$485 (rate B)
General Classroom	36–60	HK\$495 (rate A) HK\$655 (rate B)	HK\$495 (rate A) HK\$655 (rate B)	HK\$495 (rate A) HK\$655 (rate B)	HK\$495 (rate A) HK\$655 (rate B)
General Classroom	61–80	HK\$635 (rate A) HK\$805 (rate B)	--	--	--
Examination Room / Lecture Room	81–150	HK\$985 (rate A) HK\$1,275 (rate B)	--	--	--
Lecture Room	151–300	HK\$1,295 (rate A) HK\$1,705 (rate B)	--	--	--
Computer Laboratory <small>(Note 5)</small>	≤ 45	HK\$715 (rate A) HK\$950 (rate B)	--	--	HK\$715 (rate A) HK\$950 (rate B)

- Note 1.** Venue rental rate 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 rental charges 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)