



HKIHRM MEETING ROOM RENTAL SERVICE – BOOKING FORM

OFFICE HOUR

NON-OFFICE HOUR

Meeting Room 1
(750 sq. ft. | 40 persons)

Meeting Room 2
(200 sq. ft. | 12 persons)

	Non Member	Individual Member	Corporate Member
*Full Day	HK\$9,000	HK\$6,500	HK\$5,500
*Half Day	HK\$4,500	HK\$3,500	HK\$3,000

	Non Member	Individual Member	Corporate Member
*Full Day	HK\$11,500	HK\$9,000	HK\$8,000
*Half Day	HK\$6,000	HK\$5,000	HK\$4,500

Preferred Date & Time:

Full / Half Day

Event Name & Nature:

No. of Participants:

Setting: Classroom / Theatre / U-shaped / Workshop / Board Room

Venue: Room 1 / Room 2

Cleaning Fee (including Coffee & Tea): Extra HK\$600

No Food and Beverage

Accessories included:

- | | | |
|--|--|---|
| <input type="checkbox"/> _____ x Laptop Computer | <input type="checkbox"/> _____ x Laser Pointer | <input type="checkbox"/> LED TVs with PA system |
| <input type="checkbox"/> _____ x Flip Chart | <input type="checkbox"/> White Board with Pens | <input type="checkbox"/> 2 x Wireless Mics |
| <input type="checkbox"/> HDMI Cable | <input type="checkbox"/> _____ x Ipad | <input type="checkbox"/> Wi-Fi |

Extra Services Requested:

(Please check with HKIHRM about the fee.)

- | | |
|--|--|
| <input type="checkbox"/> Onsite Support (Registration / Technical Support) | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Hybrid / Webinar Equipment | <input type="checkbox"/> Jabra |
| <input type="checkbox"/> Logitech Cam | <input type="checkbox"/> Shooting Lamp |

Company:

Contact Person:

Title:

Membership No.:

Address:

Tel No.:

E-mail:

Site Visit: (Optional)

Proposed Date:

Proposed Time:

Remarks:

- Office hour (Full Day: 9am – 6pm ; Half Day: 9am – 1pm / 2pm – 6pm from Mon – Fri)
- Non office hour (Mon – Fri: 6pm – 9pm ; Sat, Sun & Public Holidays)
- Overtime Surcharge: HK\$500 will be charged for every 30 minutes exceeding the original session
- Cleaning charge of HK\$600 will be applied if food and beverage are served
- Please check with HKIHRM about special rate for NGO or more reservations package
- HKIHRM reserves the right to change the room rate without prior notice

