

Hong Kong Baptist University
School of Continuing Education
Shek Mun Campus
Rates of Using Venues / Facilities - 2017/2018

Rental Rate at Shek Mun Campus (2017 / 2018)	
External Rate	
I. Venue	
1 Meeting / Conference Room	
- 19 seats and below	460 / hr
- 20 to 50 seats	685 / hr
2 Classroom	
- 35 seats and below	360 / hr (Day) ; 460 / hr (Night)
- 36 to 60 seats	470 / hr (Day) ; 620 / hr (Night)
- 61 to 80 seats	600 / hr (Day) ; 760 / hr (Night)
3 Lecture Theatre	1,490 / hr
4 Multi-functional Room (Rm 1103)	1,490 / hr
5 Multi-media Laboratory	680 / hr (Day) ; 890 / hr (Night)
6 Various Specialties Laboratories	N / A
7 Cafeteria (dining area)	1,145 / hr
8 Auditorium	2,890 / hr
9 Exhibition Gallery	3,390 / function / day
10 VIP Lounge	655 / hr
11 Backstage Changing Rooms	480 / hr
12 Sky Garden	Counter:3,430 / day; Whole Area: 11,440 / day; 1,425 / hr
13 Landscape Roof Podium	Counter:3,430 / day; Whole Area: 11,440 / day; 1,425 / hr
14 Car Park	12 / hr N / A N / A
II. Facility	
<i><The below is applicable when requested quantity is beyond standard provision></i>	
1 Cassette Recorder / Player	45 / hr
2 Folding Table	30 / hr
3 Flip Chart (without paper)	30 / hr
4 Flip Chart Paper	150 / hr
5 Laser Pointer	30 / hr
6 LCD Projector (Data/Video)	120 / hr
7 LCD Projector plus one of the following	
(i) Computer; or	
(ii) Video Cassette Recorder; or	150 / hr
(iii) Visualizer	
(iv) DVD/VHS	
8 One additional Computer/ Video Cassette Recorder/ Visualiser if above package reserved	80 / hr
9 Additional microphone	30 / hr
10 Mobile Display Whiteboard	50 / hr
III. Others	
<i><The below is applicable when requested quantity is beyond standard provision></i>	
1 SI Facility	780 / hr
2 Portable PA System (1 speaker and 1 wireless mic)	240 / set / function / day
3 Exhibition Complex	120 / unit / function / day
4 Table Cloth	80 / function
5 Riser	150 / function
6 Sofa Set + Coffee Table	150 / function
7 Piano <for Auditorium only>	720 / function / day
IV. Sports Facilities	
1 Swimming Pool (per lane)	1,300 / hr
2 Gymnasium	1,870 / hr
3 Dance Room	925 / hr
4 Fitness Room	1,490 / hr

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V. Individual Booking of Sports Facilities #	Staff Rate / Affiliated Card Holder Rate (HK\$)
1 Swimming Pool	20 / entry
2 Badminton / Table-tennis Court	24 / hr
3 Basketball / Volleyball Court	60 / hr
4 Dance Room	50 / hr
5 Fitness Room	0
6 Guest Ticket	25 / guest
VI. Additional Manpower	
1 Technician	200 / hr
2 Security Guard (Extra)	950 (12 hrs) / 800 (8 hrs) and 140 / additional hr
3 Attendant (applicable to non-campus operation hours and school/public holiday)	70 / hr
4 Cleaning Staff (Extra)	180 (4 hrs) and 45 / additional hr
5 Sport Assistant / Lifeguard	70 / hr
6 Setup / dismantle of Plastic Floor Cover for Gymnasium	4,000 / job
7 Setup of Additional Furniture or Equipment	200 / job
VII. Miscellaneous Charges	
1 Shuttlecock [^]	78 / packet of 12
2 Fax	handling charge : 10 / time (local only)
3 Photocopying (A3 / A4)	1 / copy
4 Locker	N / A
5 Cutting locker padlock	N / A
6 Penalty charge for not returning locker / illegal use of locker	N / A
7 Air-conditioning & Ventilation Charges <for booking beyond Campus Operation Hour>	600 / hr

Remark: [^] The list price of shuttlecock will be subject to market price and adjusted without prior notice.

Individual use of sports facilities is governed by the "Regulations Governing the Use of Sports Facilities of HKBU SMC".

Notes :

- 1 A gymnasium can be set up with
 - 1 basketball court ; or
 - 1 volleyball court ; or
 - up to 4 badminton courts; or
 - up to 8 table tennis courts
- 2 A minimum charge of 2 hours applies for bookings of venues / facilities by external users.
- 3 A minimum charge of 4 hours applies for bookings outside campus operation hours.
- 4 Day Rate vs. Night Rate

	Monday to Friday	Saturday	Sunday & Public Holiday
Day	8:00 to 18:00	8:00 to 13:00	--
Night	18:00 to 22:00	13:00 to 18:00	9:00 to 18:00
- 5 Standard provision of furniture and equipment are available in all venues.
- 6 Technician charges apply on Saturdays, Sundays and Public Holidays.
- 7 Additional charges apply if technical services and / or musical instruments are required when using the Auditorium.
- 8 The manpower charge applies for whole booking period; part of an hour used will be counted as a full hour. A minimum charge of 4 hours for manpower applies for bookings outside normal operation hours.
- 9 A manpower charge for 2 part-time lifeguards applies for swimming pool use outside normal operation hours. For bookings of 5 hours or more, an extra manpower charge for one additional lifeguard applies.
- 10 Extra air-conditioning and ventilation charges apply for any booking beyond campus operation hours; part of an hour consumed will be counted as a full hour.
- 11 The booking of sports facilities for non-sports functions, if approved, is subject to manpower charges. Additional venue and setup charges also apply.
- 12 Event parking is offered on a limited basis during the non-peak period or at times deemed appropriate by the College.
- 13 A 20% discount on the Basic Charge would be offered to non-profit organisations. Charges to HKBU departments/offices would be calculated at 50% of the "Night Rates".