

Hong Kong Baptist University
School of Continuing Education
Shek Mun Campus
Proposed Rates of Using Venues / Facilities - 2019/2020 (External)

Rental Rate at Shek Mun Campus (2019 / 2020)	
External Rate (HK\$)	
I. Venue	
1 Meeting / Conference Room / Podium Activities Room - 19 seats and below	460 / hour
- 20 to 50 seats	685 / hour
2 Classroom - 35 seats and below	360 / hour (Day) ; 460 / hour (Night)
- 36 to 60 seats	470 / hour (Day) ; 620 / hour (Night)
- 61 to 80 seats	600 / hour (Day) ; 760 / hour (Night)
3 Lecture Theatre	1,490 /hour
4 Multi-function Room (Rm 1103)	940 / hour (Day) ; 1,220 / hour (Night)
5 Interactive Commons (5/F)	940 / hour (Day) ; 1,220 / hour (Night)
6 Multi-media Laboratory (incl. iMac Laboratory)	680 / hour (Day) ; 890 / hour (Night)
7 Various Specialized Laboratories	1,850 / hour
8 Auditorium	2,890 / hour
9 Exhibition Gallery	3,390 / day
10 VIP Lounge	655 / hour
11 Backstage Changing Rooms	480 / hour
12 Sky Garden	Counter:3,430 / day; Whole Area: 11,440 / day; 1,425 / hour
13 Landscape Roof Podium	Counter:3,430 / day; Whole Area: 11,440 / day; 1,425 /hour
II. Facility	
<i><The below is applicable when requested quantity is beyond standard provision></i>	
1 60" LCD TV plus one of the following (i) Notebook Computer; or (ii) Blu-ray DVD Player	150 / hour
2 Notebook Computer	80 / hour
3 SI Facility	780 / hour
4 Additional microphone	30 / hour
5 Mobile Display Whiteboard	50 / hour
6 Folding Table	30 / hour
7 Flip Chart (without paper)	30 / hour
8 Flip Chart Paper	150 / pack
9 Portable PA System (1 speaker and 1 wireless mic)	240 / day
10 Exhibition Complex	120 / day
11 Table Cloth	80 / day
12 Riser	150 / day
13 Sofa Set + Coffee Table	150 / day
14 Piano <for Auditorium only>	720 / day
III. Sports Facilities	
1 Swimming Pool (per lane)	1,300 / hour
2 Gymnasium	1,870 / hour
3 Dance Room	925 / hour
4 Fitness Room	1,490 / hour
IV. Additional Manpower	
1 Laboratory Assistant (IT)	85 / hour
2 Laboratory Technician / Demonstrator	200 / hour
3 Security Guard (Extra)	950 (12 hours) / 800 (8 hours) and 140 / additional hour
4 Attendant	90 / hour
5 Cleaning Staff (Extra)	\$65 / hr <min. 4 hours>
6 Sport Assistant / Lifeguard	70 / hour
7 Setup / dismantle of Plastic Floor Cover for Gymnasium	4,000 / job
8 Setup of Additional Furniture or Equipment	200 / job

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V. Miscellaneous Charges		
1	Shuttlecock <Remark: the list price of shuttlecock will be subject to market price at the time of purchase and adjusted without prior notice.>	78 / packet of 12 47 / packet of 6
2	Fax	handling charge : 10 / time (local only)
3	Photocopying (A3 / A4)	1 / copy
4	Locker	Not Applicable
5	Cutting locker padlock	Not Applicable
6	Penalty charge for not returning locker / illegal use of locker	Not Applicable
7	Air-conditioning & Ventilation Charges <for booking beyond Campus Operation Hour>	600 / hour

Notes :

1 A gymnasium can be set up with

- 1 basketball court ; or
- 1 volleyball court ; or
- 1 tchoukball court ; or
- up to 4 badminton courts; or
- up to 4 rouliqiu (opposing only) 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 Manpower charges for basic support are incorporated into the facility charges of the booking time within normal operation hours. Manpower charges are applied on the booking time beyond normal operation hours.

7 Laboratory Technician / Demonstrator and material charges apply on laboratory preparation work in advance of the venue booking time, if required. The charges are formulated based on the actual man hours and materials consumed as reported by responsible Laboratory Technician / Demonstrator.

8 The hiring of a Laboratory Assistant is required for booking Multi-media Laboratory, Auditorium and other venues requiring IT/AV support. The minimum hiring period is 2 hours and the hiring time has to include the whole booking period plus an extra half-hour.

9 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 campus operation hours.

10 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.

11 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.

12 The booking of sports facilities for non-sports functions is subject to manpower charge. Additional venue and setup charges also apply.

13 The booking of Specialized Laboratories and iMac Laboratory should be made for the activity in collaboration with SCE/CIE programmes.

14 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".

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