

Conference Rooms – Regulations for making Reservations
(effective 10 May, 2016)

The provision of Conference Room facilities for the Catholic Institutions has been one of the Catholic Centre's main services since the first day of its establishment in 1945.

1. **Use of the premises**

- 1.1 The 17th floor of Grand Building is owned by the Catholic Diocese of Hong Kong and is managed by the Catholic Centre.
- 1.2 There are five partitioned rooms (hereinafter called "the Rooms") of difference sizes. The partitions may be arranged to form larger rooms as needed. (*Please refer to the floor plan attached.*)
- 1.3 The use of the Rooms is open to all Diocesan Commissions and Offices, Institutions and Organizations listed in the Hong Kong Catholic Church Directory. Prior reservation is required. A nominal management fees will be charged for the use of the Room(s).
- 1.4 Under normal circumstances, reservations may be made as early as SIX calendar months ahead of the intended event on a first come first served policy.
- 1.5 The purpose of the Conference Rooms is for the conducting of classes, conferences, meetings, seminars and talks only. Use of the premises for private activities will not be entertained and the use of the premises is not transferrable.
- 1.6 Take note that there may be more than one party using the other rooms concurrently.
- 1.7 Equipment and Appliances available on request are PA system, overhead projector and screen (for Room 3 only), 65" TV set for projection only (no TV reception available and please bring along your own media player), Wi-Fi and cold drinking fountain. A white board is available in each room.

2. **Reservation Procedures**

- 2.1 Rooms may be reserved for use from 9.00 a.m. to 9.30 p.m. during weekdays from Monday through Fridays and from 9.00 a.m. to 1.00 p.m. on Saturdays. They are not available for use on Saturday afternoon, Sunday and General Holidays.
- 2.2 Reservations must be made at least two weeks prior to the date of the intended use of the Room.
- 2.3 Reservation may be made:
 - 2.3.1 in person during office hours (9:00 – 12:00 and 14:00 – 17:00) at the Reception Counter of Catholic Centre Administration Office at the 16th floor of Grand Building, 15-18 Connaught Road Central, Hong Kong, or

2.3.2 by e-mail with subject "Conference Room Reservation" at info@catholiccentre.org.hk , or,

2.3.3 by telephone call made (Tel. No. 2522-1071) to the Receptionist of Catholic Centre.

2.4 If the Room specified is available, an official application form with payment instructions will be handed, e-mailed or faxed to the Applicant. Applicant should make payment on or before the date as specified, otherwise the reservation will be cancelled.

2.5 Reservations will only be considered confirmed when an Official Receipt and Confirmation Slip is issued to the Applicant after the fees payable is received.

2.6 Except in the case of inclement weather on the reserved date (i.e. when No. 8 typhoon signal or Black Rainstorm warning signal has been hoisted 2 Hrs, before the time of scheduled use) when full refund will be made, no refund or compensation in any form and manner will be made for no show or for any written cancellation made less than 48 hours prior to the scheduled date.

2.7 On the date and time of the scheduled use, the applicant or one of the members of the Institution should present the Official Receipt to the Receptionist of the Conference Rooms on 17th floor Grand Building in order to use the room reserved.

3. Fees Chargeable and Payment Methods

3.1 The fees chargeable are on hourly basis. The minimum charge is for 3 hours. (In excess of 15 minutes will be counted as 1 hour.)

3.2

1	Room 1	For 22 persons	HK\$50/Hr.
2	Room 2	For 16-20 persons	HK\$70/ Hr.
3	Room 3	For 47 persons (with Overhead Projector & screen)	HK\$100/ Hr.
4	Room 4	For 47 persons (65" TV for media display)	HK\$90/ Hr.
5	Room 5	For 12-25 persons	HK\$70/ Hr.
6	Room 3 + 4	For 100 persons (Projection and TV can be synchronized)	HK\$190/ Hr.

4. Payment Method

4.1 Payment may be made by cheque which should be crossed and made payable to the "Catholic Centre" and mailed or by cash delivered together with the Application Form to 16/F, Grand Building, 15-18 Connaught Road, Central, Hong Kong.

4.2 Payment may be made by depositing directly into Catholic Centre's Bank Account at any Branch of ICBC (Asia) (Account Name: Catholic Centre"; **Account No. :**

701-010-034791). Send a photo-copy of the validated deposit slip, with the name of the Applicant printed or written on, either by e-mail or by fax to the Catholic Centre together with the Application Form. (16/F Grand Building, 15-18 Connaught Road, C. Hong Kong. e-mail: info@catholiccentre.org.hk or Fax No. 2521-7969

- 4.3 Upon receipt of payment, Catholic Centre will issue an official receipt with the Confirmation Slip to the applicant as acknowledgement.

5. **Inclement Weather Conditions**

- 5.1 The Catholic Centre Office and the Conference Rooms will remain open if typhoon signal no. 3 is hoisted or if rainstorm warning is Amber or Red.
- 5.2 When Black rainstorm warning is effective during the use of the Room, Catholic Centre Office and the Conference Rooms will remain open.
- 5.3 However, they will be closed when typhoon signal no. 8 is hoisted or when Black rainstorm warning is effective 2 hours before the time of scheduled use . In this case, please contact Catholic Centre as soon as possible to change the dates. If the applicant decides not to make another booking, the payment may be refunded in full upon receiving a written advice of the applicant within 7 days from the original scheduled meeting date. Otherwise, the fees paid will be forfeited and transferred as a donation to the Catholic Centre.
- 5.4 The Catholic Centre Office and the Conference Rooms will open 2 hours after typhoon signal no. 8 is lowered or dropped or Black Rainstorm warning is cancelled.

6. **Obligations and Liability of the Users**

- 6.1 Please be considerate. The partitions of the rooms are not 100% sound proof. There may be other parties using the same premises in the other rooms. Please keep your voice low and do not speak loudly or shout or run about in the corridors. Do not be a nuisance to the other users.
- 6.2 After the use of the room, please ensure that all the appliances (Microphone, PA system, air conditioner etc.) are returned.
- 6.3 All chairs and tables are to be put back in their original place after meeting.
- 6.4 Please keep the whole area clean and tidy at all time. No eating or drinking or social gathering is allowed in the premises.
- 6.5 After use, please clean up and take away all your belongings and garbage (if any). No cooking or naked fire(candles and incense included) is allowed in the premises. No party is allowed to store its belongings in the premises.
- 6.6 Do not remove any fixtures or hang anything on the walls and panels of the Meeting Rooms with nails, pins or adhesive material. You may only use the whiteboard provided for hanging up displayed materials with the magnet strips provided.
- 6.7 Please do not block the emergency exits at all time.

- 6.8 No smoking is allowed in the premises at all time (including inside the toilets).
- 6.9 Please be considerate and leave the Meeting Room quietly and punctually. There may be another party awaiting the use of the Meeting Room outside.
- 6.10 The Main Entrance of Grand Building will be closed at 9.45 p.m. All activities should finish latest by 9.30 p.m.
- 6.11 All damages and loss caused to the fabrics, furniture, facilities and appliances of the Meeting Rooms shall be indemnified by the Applicant.
- 6.12 Please take care of your own belongings. Catholic Centre will not be responsible for any items that are lost or damaged.
- 6.13 The Management reserves the right to refuse future reservations made by users/applicants who are a nuisance to the management or to the other users of the premises and who do not observe these regulations.
- 7. The Management reserves the right to amend these regulations from time to time without any prior notification.

8. **Seating Plan**

