

# Venue Rental Service of Hong Kong Retail Management Association 香港零售管理協會場地租借服務



1 鄰近銅鑼灣時代廣場  
Close to Time Square, Causeway Bay



2 可容納超過70人  
Max capacity up to 70 persons



3 會員租借場地七折優惠  
Member exclusive discount at 30%

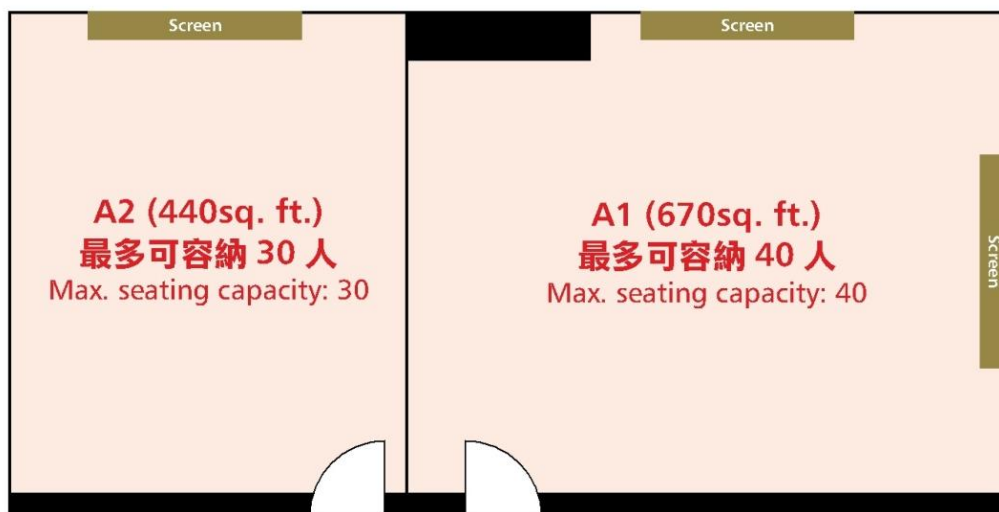
## Suitable for 適用於：

Seminars 研討會	Internal Trainings 內部培訓	Workshops 工作坊	Meetings 會議
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Enquiry 查詢：Ms. Ng 吳小姐  
Tel 電話：2866 8311  
Fax 傳真：2866 8380  
Email 電郵：event@hkrma.org

Member Exclusive Discount (30%) 會員優惠 (七折)	Conference Hall 會議廳 (A1+A2)	Conference Room 1 一號會議室 (A1)	Conference Room 2 二號會議室 (A2)
Max. seating capacity 最多可容納人數	70	40	30
Usable Area 可用面積	1,100 sq.ft.	670 sq.ft.	440 sq.ft.
全日租金 09:00 - 17:30	\$9,000 <b>\$6,300</b>	\$5,400 <b>\$3,780</b>	\$3,600 <b>\$2,520</b>
半天租金 09:00-13:00; 14:00-17:30	\$6,000 <b>\$4,200</b>	\$4,200 <b>\$2,940</b>	\$2,400 <b>\$1,680</b>

## Floor Plan 平面圖



Prices are subject to change without prior notice. HKRMA reserves all rights to the final discretion.

**Opening hours:**  
09:00 to 17:30 (Monday to Friday)

價格如有更改，恕不另行通知，香港零售管理協會將保留最終決定權。

**開放時間：**  
上午 9 時至下午 5 時 30 分 (星期一至五)



Enquiry: Ms. Ng  
Tel: 2866 8311  
Fax: 2866 8380  
Email: [event@hkrma.org](mailto:event@hkrma.org)

## Venue Booking Form

Company Name:													
Tel:		Fax:											
Contact Person:		Email:											
Booking Venue:	<input type="checkbox"/> Conference Hall <input type="checkbox"/> Conference Room 1 (A1) <input type="checkbox"/> Conference Room 2 (A2)												
Event Nature:	<input type="checkbox"/> Internal Training <input type="checkbox"/> Seminar / Talk <input type="checkbox"/> AGM <input type="checkbox"/> Meeting												
	Others (please specify):												
Event name:													
Booking date and time:	Date (DD/MM/YYYY):	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				/			/				
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<input type="checkbox"/> Full Day 09:00 - 17:30 <input type="checkbox"/> AM Half Day 09:00-13:00 <input type="checkbox"/> PM Half Day 14:00-17:30													
Payment:	<p>Venue is reserved only upon receiving the Booking Form and full payment within seven (7) working days after submission of the booking form (subject to availability and other considerations). Otherwise the venue may be released without further notification. Cancellation within fourteen (14) working days before the event date is non-refundable.</p> <ul style="list-style-type: none"> <li>● Copy of application form and a crossed cheque payable to “Hong Kong Retail Management Association Ltd” should be sent to the HKRMA by post.</li> <li>● Cheque Payment HK\$ _____ (Cheque No: _____)</li> <li>● Mailing address: 7/F., First Commercial Building, 33-35 Leighton Road, Causeway Bay, Hong Kong.</li> </ul>												

### **TERMS & CONDITIONS**

1. The activity held in the venue can be conducted ONLY agreed by HKRMA. The hirer(s) must ensure the event held is lawful, decent and respectable, and no nuisance or damage is caused to the public.
2. The hirer(s) cannot use the name and company logo of HKRMA in any of its promotion or other relevant materials or publications.
3. Venue address: 10/F, First Commercial Building, 33-35 Leighton Road, Causeway Bay, Hong Kong  
香港銅鑼灣禮頓道 33-35 號第一商業大廈 10 樓.
4. The room setting and floor plan must be submitted to HKRMA at least three (3) working days in advance for our approval.
5. Smoking and consumption of outside food and drinks (without prior agreement) are prohibited in the venue.
6. HKRMA will not be responsible for any personal injuries, damages/loss of belongings to the event participants. The hirer(s) should obtain appropriate insurance coverage at their own expenses.
7. The hirer(s) should bear the liability of having placed appropriate insurance to cover all eventualities during the use of the booked venue including third parties liabilities etc.
8. HKRMA has no liability for any loss and damage of the equipment and belongings that are brought in by the hirer(s).
9. The hirer(s) is responsible for any damage caused to the furniture, fixture and equipment in the venue, and would be required to compensate any losses as reasonably assessed by HKRMA.
10. The event may be postponed to a later date subject to venue availability and mutual agreement in case of adverse weather (e.g. typhoon signal no. 8 or above, or black rainstorm signal). If typhoon signal No. 8 or above / black rainstorm signal is lowered at the following hours, venues will be opened as below:
  - Before 7:00 am, venue will be opened at 9:00 am
  - Before 12:00 noon, venue will be opened at 2:00 pm
 Note: The above measures are general guidelines and may vary depending on the weather condition.
11. HKRMA reserves the final right of discretion in all rental matters, including disputes.
12. HKRMA reserves the rights to reject any application, while it is not necessary to give any reasons in any circumstances.

\_\_\_\_\_ (company name) hereby acknowledge the above conditions and accept all final and contractual obligations contained herein.

\_\_\_\_\_  
Signature with Company Chop

\_\_\_\_\_  
Date