



**APPLICATION FOR USING FUNCTION ROOM AT
KOWLOON BAY TRAINING CENTRE**

Please return this completed application form to CITA by e-mail: booking@cita.org.hk or fax: 2795 0452.

1. Booking of Function Rooms & Equipment

(Please put a ✓ in the □ as appropriate)

Function Rooms		Floor	Function Room Charges (per session)	Equipment Required	Equipment Service Charges (per session)
<input type="checkbox"/>	Seminar Room	G/F	HK\$3,600	<input type="checkbox"/> LCD Projector	--
				<input type="checkbox"/> Notebook Computer	--
				<input type="checkbox"/> Flip Chart / White Board	--
				Reception table(s): <input type="checkbox"/> 1 table with 2 chairs <u>or</u> <input type="checkbox"/> 2 tables with 4 chairs	--
				<input type="checkbox"/> Others may be available on request. Please state: _____	
<input type="checkbox"/>	Lecture Hall	1/F	HK\$8,000	<input type="checkbox"/> LCD Projector	--
				<input type="checkbox"/> Notebook Computer	--
				<input type="checkbox"/> Flip Chart / White Board	--
				Reception table(s): <input type="checkbox"/> 1 table with 2 chairs <u>or</u> <input type="checkbox"/> 2 tables with 4 chairs	--
				<input type="checkbox"/> Others may be available on request. Please state: _____	
<input type="checkbox"/>	Board Room	1/F	HK\$2,100	<input type="checkbox"/> Smart TV (for Miracast and meeting purposes)	--
				<input type="checkbox"/> Notebook Computer	--
				<input type="checkbox"/> Video Conference System (for meeting purpose)	--
				<input type="checkbox"/> Flip Chart / White Board	--
				Reception table(s): <input type="checkbox"/> 1 table with 2 chairs <u>or</u> <input type="checkbox"/> 2 tables with 4 chairs	--
<input type="checkbox"/> Others may be available on request. Please state: _____					
<input type="checkbox"/>	Exhibition Hall	2/F	HK\$6,000	<input type="checkbox"/> LCD Projector	--
				<input type="checkbox"/> Notebook Computer	--
				<input type="checkbox"/> Flip Chart / White Board	--
				Reception table(s): <input type="checkbox"/> 1 table with 2 chairs <u>or</u> <input type="checkbox"/> 2 tables with 4 chairs	--
				<input type="checkbox"/> Others may be available on request. Please state: _____	

Others		Description	Charges
<input type="checkbox"/>	Additional Service Charge	For Non-office Hour, please state the number of non-office hour to be booked: _____	HK\$300 per hour
Schedule Available for Service (including set-up & move-out) <ul style="list-style-type: none"> • Office Hour - Monday to Saturday (9:00 a.m. - 1:00 p.m. or 2:00 p.m. - 6:00 p.m.) • 4 hours per session • Non-office hour booking will be subjected to an additional charge. • Overtime of 15 minutes or more will be charged at full hourly rate 			

2. Particulars of Applicant

Name of Organization /

Company _____

Name of Signatory

Mr / Ms*

Position _____

Contact No. _____

Fax No. _____

E-mail _____

Correspondence Address _____

(*Delete as appropriate.) _____

3. Particulars of the Function

Name of the Function _____

Name of Organizer _____

Type of the Function

Seminar/Workshop Meeting Exhibition Others _____

Proposed Booking Date _____

Proposed Booking Time
(Including set-up & move-out)

AM Session (9:00 a.m. – 1:00 p.m.)

PM Session (2:00 p.m. – 6:00 p.m.)

Full-day: 2 sessions (9:00 a.m. – 6:00 p.m.)

Others (From _____ to _____)

Estimate number of participants _____

Rules, Terms and Conditions

1. Booking & Confirmation

All bookings should be made through the submission of this application form 10 working days prior to the day of the function and bookings will be served on a first-come first-serve basis. A booking is valid only upon a confirmation letter is issued by CITA.

2. Overtime / Additional Charge

An overtime charge for out of office hour booking will be charged at an additional of HK\$300 per hour per room. Overtime of 15 minutes or more will be charged at full hourly rate.

3. Payment

The Payment should be made at least 5 working days before the date of event by cheque of full amount payment payable to “Clothing Industry Training Authority” (CITA) unless with the prior approval of CITA. If the payment was settled via bank / telegraphic / electronic / wire transfer, all bank service charges should be borne by applicant.

4. Cancellation

i) An administrative charge of HK\$500 will be charged if a cancellation is made after submission of this application form. ii) A refund will be given after the deduction of HK\$500 administrative charge if a cancellation is made in writing at least 3 working days prior to the event; otherwise the payment will be forfeited.

5. Applicants’ Responsibilities

i) Applicant is responsible for all damages to the facilities, equipment or property in the function room(s). All costs in relation to repair or replacement of rented venue and equipment will be borne totally by the applicant. ii) Applicant is responsible for setting up and subsequent removal of the decoration/props, including banners, backdrops, posters, etc. iii) All functions should be non-profit making. Applicant is not allowed to sell any goods, publication or services in the area of CITA.

6. Disclaimer

i) CITA shall not accept any liability of death, injury, loss or damage which may result from the use of the function room(s). ii) CITA shall not be responsible for any loss of or damage to any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the premises by the Applicant or any other person whomsoever. iii) CITA reserves the right to decline any booking in any circumstances and for whatever reasons. iv) The name and logo of CITA are not allowed to be shown on the promotional materials or publicity of the function without prior permission of CITA.

7. Bad Weather Arrangement

If the Typhoon Signal no. 8 or above / Black Rainstorm Warning is hoisted before the booked session, all venues will be closed. If the Typhoon Signal no. 8 or above / Black Rainstorm Warning is hoisted after the start of the booking time, the event may continue at the discretion of the tenant until the end of that event. However, CITA will not be held responsible for the safety of participants. If the Typhoon Signal no. 8 or above / Black Rainstorm Warning is lowered at the following hours, venues will be opened as appended below:

- Warning signal is lowered before 6:30 a.m. : All venues for morning session (9am – 1pm) will be opened as scheduled.
- Warning signal is lowered before 11:00 a.m. - All venues for afternoon session (2 – 6pm) will be opened as scheduled.

Should the situation arises when the tenant needs to reschedule the event date and time due to Typhoon Signal no. 8 or above / Black Rainstorm Warning, the rearranged date and time will subject to availability of the CITA’s venue.

I agree to observe and abide by all the Rules, Terms and Conditions of using the Function Room(s) and Equipment stated therein.

_____ Date _____ Signature of Signatory _____ Organization / Company Chop

FOR CITA USE ONLY

FOR CITA USE ONLY

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Function Room Service Charges: _____ (After 20% off discount, if applicable)

Equipment Service Charges: _____

Additional Services Charges: _____ (for Non-office Hours / Overtime Charge)

Total Amount: _____

Confirmed by : _____
Signature & Date

Approved by : _____
Signature & Date