

Applicant's Information		
Name of Applying Organization/ Applicant: < Chinese > :		< English > :
Are you a HKAAA member? <input type="checkbox"/> Yes Member no.: _____ <input type="checkbox"/> No		
Correspondent Information < Name in Chinese > :		< Name in English > :
< Position > :		< Tel. > :
< Fax > :		< Email > :
Event Information		
Event Name:		
Nature of Event: <input type="checkbox"/> Talk <input type="checkbox"/> Meeting <input type="checkbox"/> Screening <input type="checkbox"/> Workshop <input type="checkbox"/> Other < Please specify > : _____		
Date(s) of Use	Time of Use	No. of Session(s)
Brief Introduction of Event:		
Expected no. of Participants: <input type="checkbox"/> ≤ 5 persons <input type="checkbox"/> 6 – 10 persons <input type="checkbox"/> 11 – 15 persons <input type="checkbox"/> 16 - 20 persons <input type="checkbox"/> 21 - 25 persons <input type="checkbox"/> 26 - 30 persons		
Payment Method		
<input type="checkbox"/> Cheque < Payable to 「香港藝術行政人員協會有限公司」 or “Hong Kong Arts Administrators Association Ltd. >		
<input type="checkbox"/> Bank Transfer < HSBC account no.: 474-3-006720, Account name: 「香港藝術行政人員協會有限公司」, Account name in English : “Hong Kong Arts Administrators Association Ltd.” >		
Applicant's Signature:		Date:

FOR OFFICE USE ONLY:

<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Rejected	Reasons of Rejection : <input type="checkbox"/> Requested Sessions Occupied <input type="checkbox"/> Does Not Meet Usage Regulations <input type="checkbox"/> Others _____	Remarks :
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HKAAA Venue Scheme

Presenter: Hong Kong Arts Administrators Association

Hong Kong Arts Administrators Association opens its venue in Sheung Wan for lending to local small and medium arts groups for multi-purpose usage such as small seminars, workshops, conferences and other events.

Venue and Facilities

Address: 1/F, Parklane Building, 235 Queen's Road Central, Sheung Wan

Area: 300 sq. feet approx.

Capacity: 30 Persons

Facilities: Chairs x 30, Projection Screen and Projector, Wireless Microphones x 3, Free Wifi Internet Access

Service hours: 11a.m. to 9 p.m. 〈 3 hours/Session 〉

Administration Fee: HKD \$300 〈 per session 〉 - 〈 Members 〉

HKD \$400 〈 per session 〉 - 〈 Non-profit Making or Registered Charity Organizations 〉

HKD \$600 〈 per session 〉 - 〈 Other Organizations 〉

Use of Venue Procedure

Applicants should apply for use of venue according to the following procedure:

1. Applicants shall submit the completed HKAAA Venue Scheme application form to the HKAAA via email, fax or mail.
2. Applications should be made at least 14 days in advance.
3. HKAAA shall contact the applicants regarding the result of applications within 3 working days of received applications.
4. Payment for use of venue shall be made through the payment method designated on the application form by the applicant within 5 working days after notice of application approval.
5. Received payment shall not be refunded for bookings cancelled within 3 days.

Terms and Conditions of Venue Scheme

Applicants, addressed as venue users once application is approved, should read and agree to abide by the following Terms and Conditions before application.

1. The venue user shall return the venue on time and keep the area clean and tidy, all facilities should be reorganized in their original setting and power of all devices should be switched off.
2. The venue user shall follow instructions posted in the building and avoid any disturbance to other tenants of the building during activities or events.
3. The venue user should ensure proper use of the venue. The venue user shall be liable for any damage or loss incurred.
4. The venue user should take care of their belongings; the HKAAA is not liable to any damage or loss incurred.

5. The venue can only be used for the designated functions as stated in the application form and is not transferable. Activities or events carried out should abide by the law of Hong Kong and licenses must be obtained where applied.
6. The venue user should obtain insurance for all staff and participants of the activity/event. The venue user shall be liable for any physical harm incurred as a result of activities in the venue.
7. The HKAAA reserves the right to reject/ cancel the booking. Should there be any cancellation of confirmed booking, the HKAAA is not liable to any loss incurred.
8. In case of disputes, the HKAAA reserves the right of final decisions concerning the “HKAAA Venue Scheme”, and is not liable to any loss incurred.

For enquiries : Tel. : 2877-7268 | Email : info@hkaaa.org.hk