



### IHH Education Centre 整全保健學院教育中心

Institute of Holistic Healthcare Education Centre is ideal for holding training courses, seminars and conferences. Our facilities could be booked for holding training courses, seminars, manual therapy workshops, exercise classes, etc. Please fill out the application form and fax us back for hire of the venue.

整全保健學院轄下的教育中心，適合舉辦各類工作坊、訓練班或會議等。租用前請填寫本院的「場地租用表格」並傳真到本院。



### Facilities & Equipments 設備及器

Lecture Stand 演講檯

Treatment Table 治療床

Chairs 椅子

Wall Mirror 全身鏡牆

Partition Board 活動展板

White Board & Flip Chart 白板及圖表

Yoga Mat 瑜珈墊

Pillow 枕頭

PA system 揚聲系統 Audiovisual system  
(including Apple TV) 影音系統

Broadband Internet Access 寬頻網絡

Tea Corner 茶點及休息室

### Venue Rental Fee 場地租用收費價目

Office Hour (Mon-Sat) 9:30am – 6:30pm 辦公時間 (星期一至六) 早上 9:30 - 晚上 6:30	\$600 per hour 每小時 \$600
Daily Special Package (9:30am – 6:30pm) 整日特別優惠 (早上 9:30 - 晚上 6:30)	\$3,600 per day \$3,600 一日
Non-Office Hour Surcharge 非辦公時間附加費	\$80 per hour or part thereof 每小時(或部份)\$80
Over-time Surcharge (chargeable for extended usage of the premises) 超時附加費 (超越租用時間時收取) **Reminder: +/- 15 minute to set up and vacant.	\$600 per hour or part thereof 每小時(或部份)\$600

Usage of our facilities is included with the above fee. 以上費用已包括各項設施的使用。

### Other Charges 其他費用

Tea & Snack: Prior arrangement for a fee is necessary if additional or special food or drink is required.

茶點費: 如需要額外食物或飲料，必須預早通知及繳付有關費用。

Photo-copying Charge: Black and White @\$1; Color@\$2

影印: 黑白每張\$1; 彩色 每張\$2

### Venue Hire Application Form

Organization:			
Contract Person:		Phone:	
Fax::		Email:	
Date & Time of Rental:			
Programme Details:			
Special Request:			
Signature:		Date:	

#### Application Procedure:

Applicants are advised to call us to check the availability of the venue in advance. Completed application form should be sent to Institute of Holistic Healthcare, Room 508 Takshing House, 20 Des Voeux Road Central, Hong Kong, or via fax to (+852) 2125 8825. Availability of venue and the fees will be confirmed within 7 working days. A deposit equals to 30% of the rental fee and charges will be due for payment upon confirmation. If the deposit is not paid within 7 days after confirmation, the confirmation will be cancelled and we cannot guarantee the availability of the venue. Full rental fee and charges shall be paid at least 7 working days prior to usage of venue, or else the application will be cancelled and the deposit will be forfeited. The Dean of the Institute or his delegate may visit or sit in at the program to ensure its compliance with the objectives of the Institute.

#### Cancellation Policy:

Applicants will receive full refund of the fees paid if IHH cannot provide the venue due to any reason. No other compensation whatsoever will be given. In case of cancellation of application by the applicant more than 7 days prior to the scheduled date of usage, the 30% deposit will be forfeited, remainder of the rental fee and charges, if paid, will be refunded. If cancellation is made within 7 days prior to the scheduled date of usage, only 50% of the fees and charges will be refunded. If no notification of cancellation was received or there is "no-show" of the user, no refund is possible. Any application for change of date of usage can only be entertained if the venue is available on the new date. Otherwise it will be treated as an application for cancellation. Application for change of date must be made 7 working days prior to the date of usage; otherwise there will be a 30% surcharge for the rental fee and charges. No application for change of date could be entertained on the scheduled date of usage or thereafter.

#### Bad Weather Arrangement:

If either a Black Rainstorm Warning Signal or Typhoon Signal No. 8 has been issued at or 2 hours prior to the commencement time of usage, the rental will be postponed. The applicant is responsible for providing a fall back date for the hire within 3 working days. If the fall back date for the hire is unavailable, rental fee and charges will be refunded in full. If the applicant fails to provide a fall back date for consideration, it will be treated as cancellation of application. If all the captioned signals were cancelled 2 hours before the usage hours, the hire will be continued.