

MEETING FACILITIES FACT SHEET

All prices are valid until June 30, 2019 and subject to change without prior notice

Size and Capacity of Meeting Rooms:

Venue	Size	Set up and Seating Capacity (Pax)				Rental Charge		
		Board Room	Class Room	Theatre	U-Shape	Hourly (Min. 2 hrs)	Half Day (4 Hours)	Full Day (8 Hours)
Braemar Room	27m ²	11	12	20	11	HK\$1,800	HK\$3,500	HK\$5,800
Horizon Rm (Harbour View)	34m ²	15	18	30	15	HK\$2,600	HK\$4,800	HK\$8,200

***Meeting Room Service Hour from 09:00 to 21:00**

Remarks : All prices are subject to 10% service charge

Coffee Break Package:

Package I	Package II	Package II
2 kinds of light refreshments HK\$140 per person	3 kinds of light refreshments HK\$170 per person	4 kinds of light refreshments HK\$200 per person

Remarks : *All prices are subject to 10% service charge

*Coffee break to be served in meeting room for 20 minutes with coffee, tea and refreshments

Optional Attraction

*Additional Refreshment to be charged at HK\$40 per person per item

*Additional Coffee/Tea to be charged at HK\$200 per samovar (1000ml.)

*Unlimited serving of Coffee and Tea throughout the meeting to be charge at HK\$100 per person per half day

Equipment Rental & Other Charges:

Equipment	Charges		Others	Charges
	Half Day	Full Day		
Portable LCD Projector	\$500 net	\$800net	Photocopying Service	\$5 / page
P/A system + 2 microphones	\$200 net	\$300net	Facsimile Service	\$8 / page

Remarks : The above prices are quoted on net price basis and all equipment are subject to availability.

Meeting Package

(Service Hours : 09:00a.m. - 19:00p.m.)

Half Day Meeting Package		Full Day Meeting Package
Without Lunch HK\$450.00 per person	With Lunch Buffet HK\$620.00 per person	Including Lunch Buffet HK\$790.00 per person
Package include: *Free use of meeting room for 4 hours within service hour *One Coffee Break with 2 kinds of light refreshments *Complimentary Wi-Fi access *Standard meeting amenities and equipment inclusive of : - Bottle Water & Mints - Writing pad with pen - 1 x Flipchart or 1 x Whiteboard		Package include: *Free use of meeting room for 8 hours within service hour *Two Coffee Breaks with 2 kinds of light refreshments *Complimentary Wi-Fi access *Standard meeting amenities and equipment inclusive of : - Bottle Water & Mints - Meeting Folder with Pen - 1 x Flipchart or 1 x Whiteboard

Remarks : *All prices are subject to 10% service charge

*Minimum attendance is required for different room uses:

- Baeremar Room at 8 persons / Horizon Room at 12 persons

*Rental surcharge will be applied for extension hour or usage of meeting rooms after 19:00pm

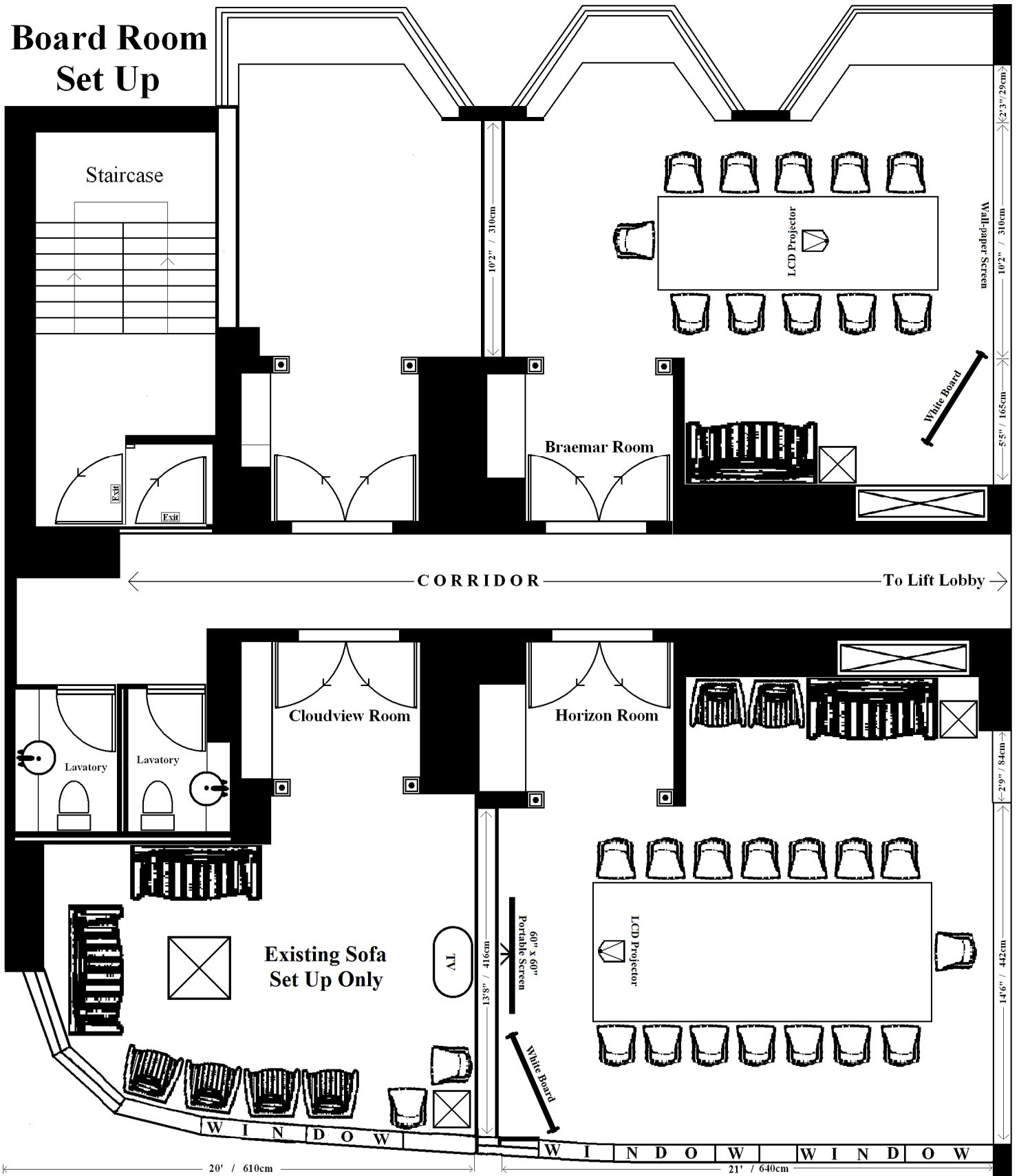
- Baemar Room HK\$800 per hour / Horizon Room HK\$1,000 per hour (subject to room available)

*Overtime charge with less than ONE hour will be charged as ONE hour

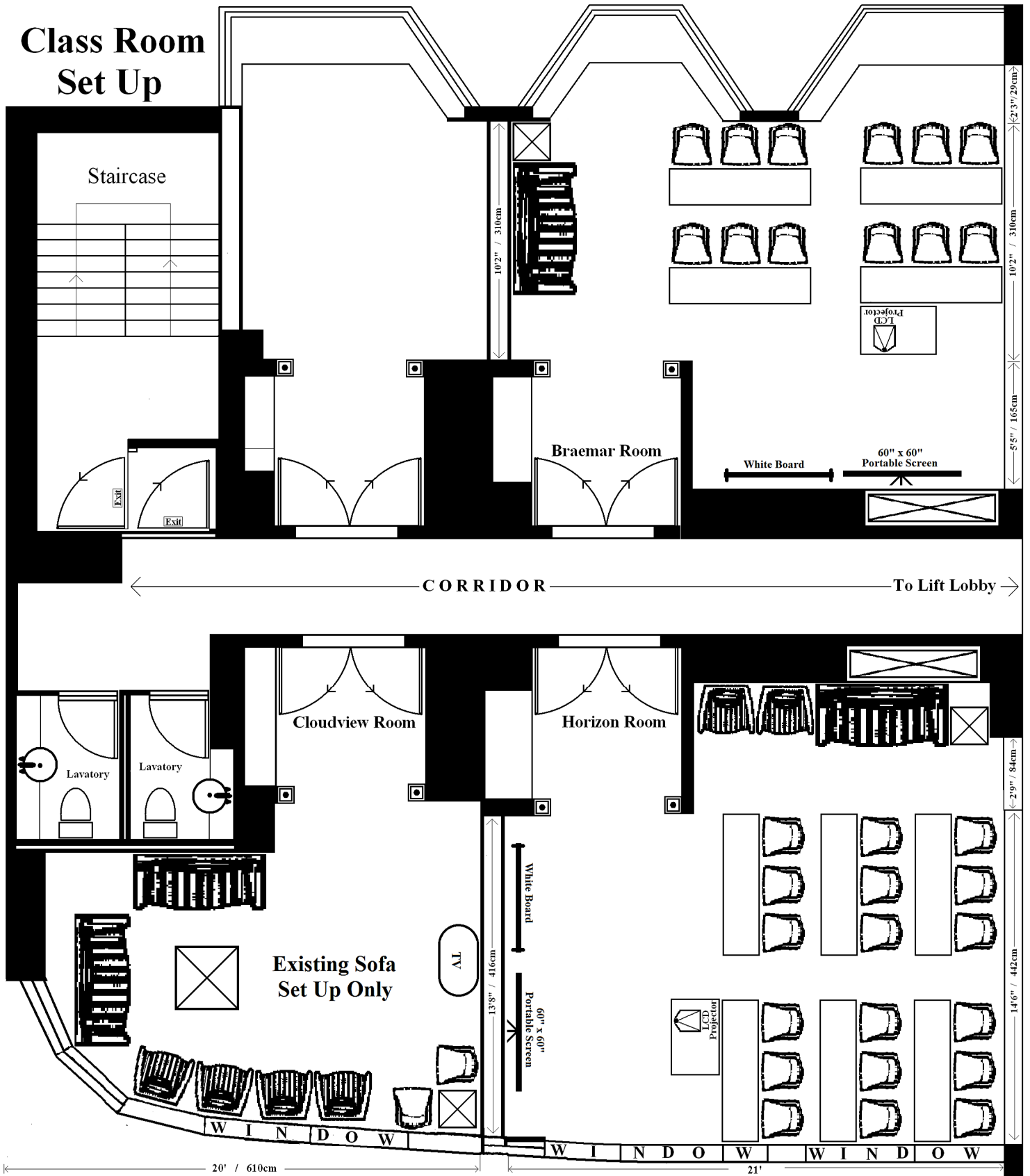
*Lunch Buffet to be served at Café (2/F) and service hours from 12:00noon to 14:30pm

*In case of any disputes, the hotel reserves the right of final decision

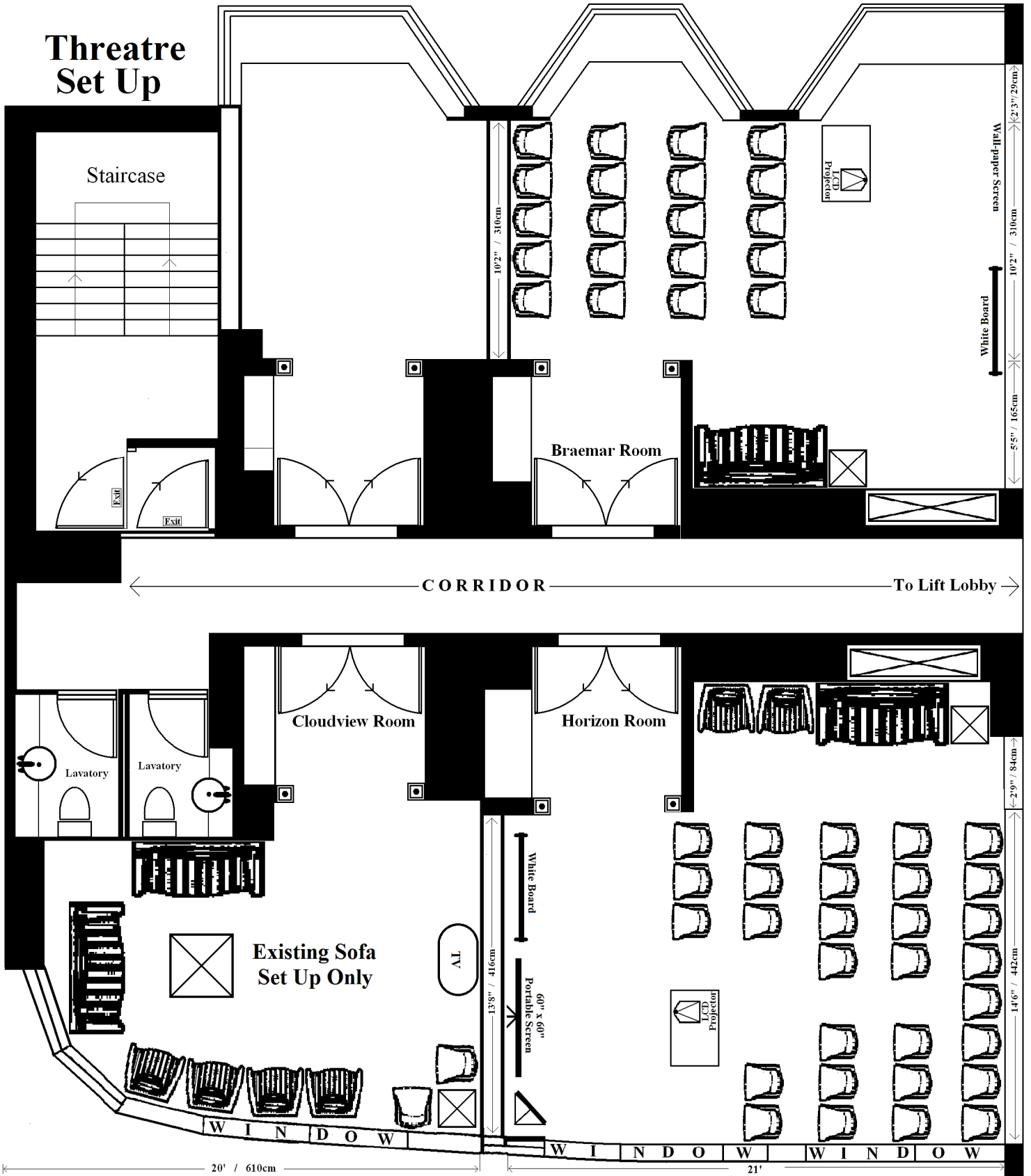
Board Room Set Up



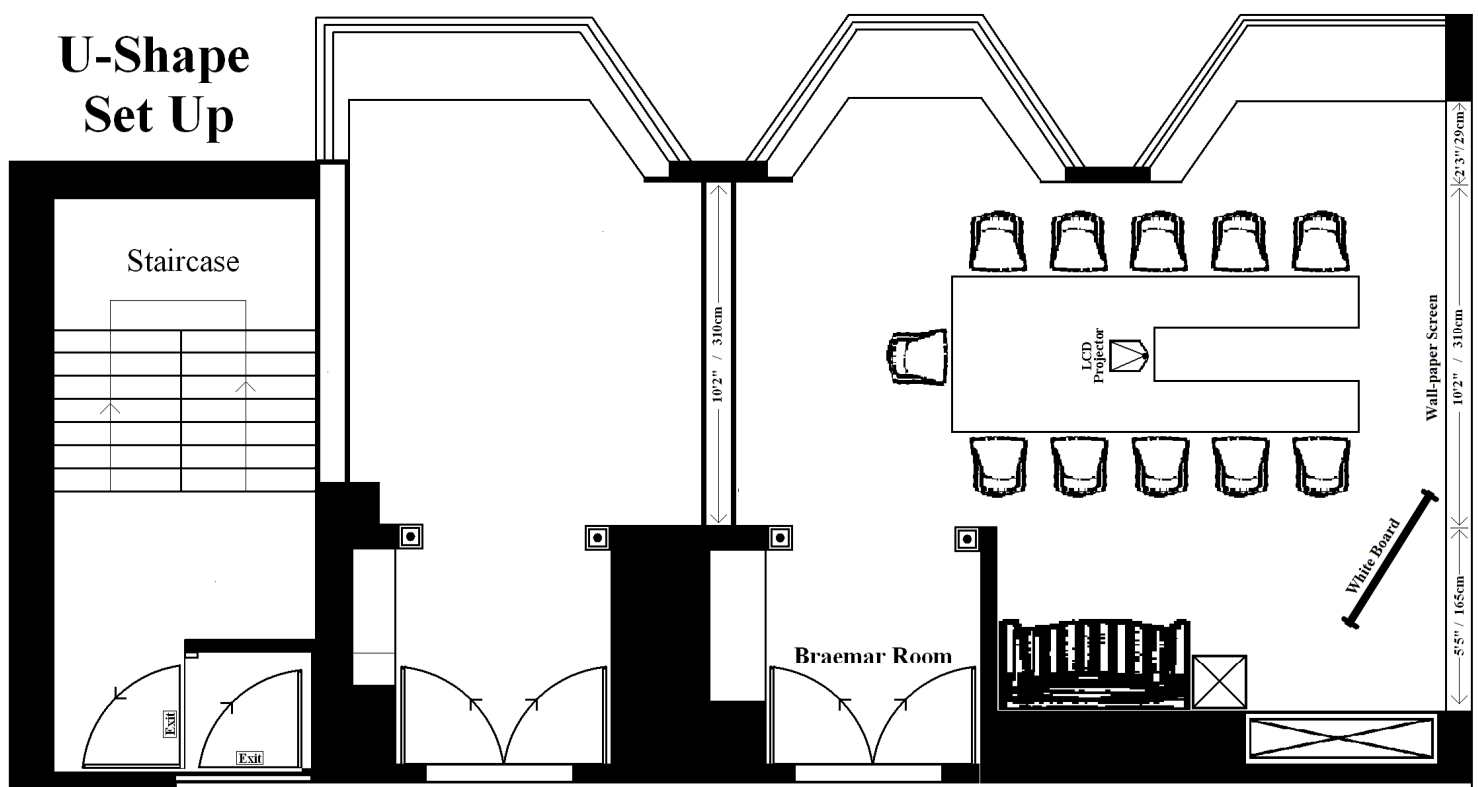
Class Room Set Up



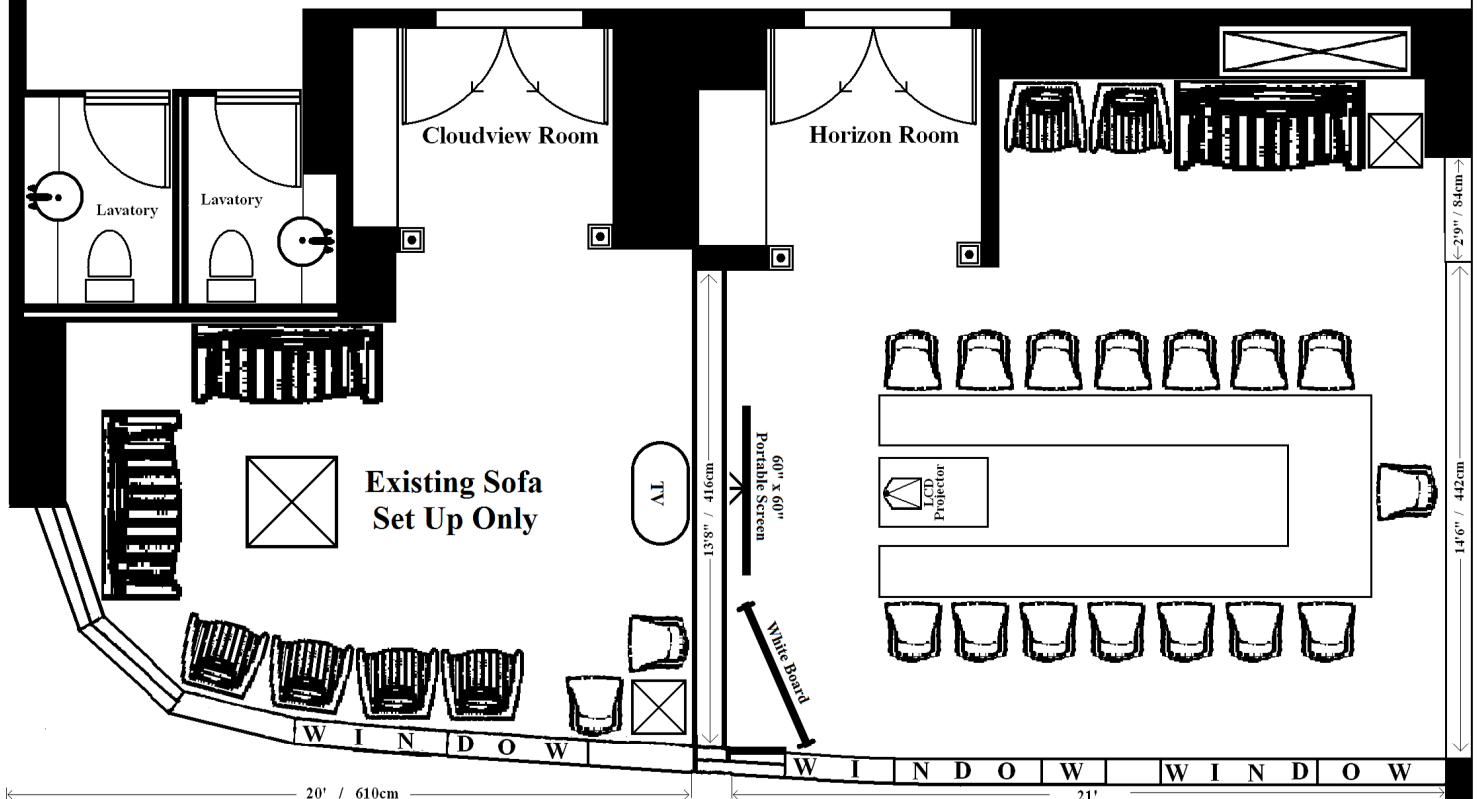
Threatre Set Up



U-Shape Set Up



← CORRIDOR → To Lift Lobby →



← 20' / 610cm → ← 21' →