

# Cyberport Venue & Exhibition Centre Booking Form

<b>If you encounter any problem in completing the following booking form, please contact:</b> FMO Sales & Promotion Team Tel: (852) 3166 3111 Email: sp@cyberport.com.hk	Booking No.: <input style="width: 90%;" type="text"/> Date: <input style="width: 90%;" type="text"/> Handled by: <input style="width: 90%;" type="text"/>
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## Part A - Booking Information

### Event Information

Event Name:  No. of Participants:

Event Nature:  VIP Visit  Conference/Competition  
 Media  Live Streaming/Webinar  Others: please specify:

On site in-charge:  Title:

### Applicant Information

*(All email notification will send to Email 1 address)*

HKCMCL  non-HKCMCL

Name of Applicant:  Tel:  Email 1:

Company Name:

Organizer:  Tel:  Email 2:

Company Address:

### Other Information

Public entertainment event (require TPPE license)?  Yes  No

Sound emission and alcohol involved? (e.g. live band, music, instrument performing with amplifiers)  Yes  No

Event Organizer should avoid any noise disturbance to nearby users, tenants and residents and comply with Environmental Protection Department's Noise Control Guidelines (i.e. noise level no more than 10 dB(A) from the prevailing background noise level).

Any VIP Guest(s)? (Please check the appropriate box(es))

<input type="checkbox"/> HKCMCL Chairman/ Board Member/CEO/ C-level official	<input type="checkbox"/> CEO/Director / President of Company	<input type="checkbox"/> Consul General/ Ambassador/ Government	<input type="checkbox"/> Celebrity
<input type="checkbox"/> Government officials/Politician	<input type="checkbox"/> Media/ Press	<input type="checkbox"/> TBC	<input type="checkbox"/> NO

Guest / VIP / Gov't Official Names(s) & Title(s)

### NOTES:

1. This Form serves the purpose of venue booking application to Cyberport Facility Management Office(" **Cyberport FMO** "), and which is subject to further review and confirmation by Cyberport FMO. If your application is successful, you will be issued with an invoice by Cyberport FMO.
2. Completed application forms shall reach the FMO Sales & Promotion Team at least 7 working days prior to the event. Applications received after that are considered as Late Bookings but will still be processed on a first-come-first-served basis.
3. Your booking will only be confirmed after you have settled the payment for the invoice and returned a signed copy of the corresponding "Event License Letter" to Cyberport FMO, in each case in accordance with their terms and conditions (Rules & Regulations) and within any deadlines specified by Cyberport FMO.
4. Please refer to the "Rules & Regulations" at the end of this document for the terms and conditions of venue booking and venue usage rules and regulations. These Rules and Regulations form part of this Booking Form and, by submitting this Booking Form, the Applicant Agrees that such Rules and Regulations will be binding on the Applicant.
5. All rates, venue(s), Booking Forms and Event License Letter are subject to change without prior notice and at Cyberport FMO's absolute discretion.
6. Subject to applicable law, Hong Kong Cyberport Management Company Limited (" **HKCMCL** ") and the Cyberport FMO (operated by Jones Lang LaSalle Limited on behalf of HKCMCL and being the facilities service provider of HKCMCL) reserve the right to finally determine, in their absolute discretion, any disputes regarding venue rental rates and venue rates of Cyberport Venue & Exhibition Centre, whether under or in relation to this venue booking application, any related Event License Letter or otherwise.

### Declaration

I / we hereby confirm the application for the above booking, and further confirm that I / we have read through, understand and agree to abide by the "Rules and Regulations" set out in and attached to this Booking Form.

Please note that our Personal Information Collection Statement, which applies to data we collect from you can be found here: (<http://www.cyberport.hk/en/pics>).

Please tick this box if you do not wish to receive marketing and promotional materials from HKCMCL and Cyberport FMO.

Applicant's Signature

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Company Name:  
 Authorized Person Full Name:  
 Job Title:

**Part B - Venue(s) and Event Information**

Section	Venue	Start Date	End Date	Time From	Time To	Ref ID

Please refer to next page for more details

**For HKCMCL use only**

Receivable income / value for money from this event, e.g. sponsorship or free services granted

N/A

HK\$

Who initiate this multi-media (photo / video shooting) activity? (HKCMCL or Name of business partner )

HKCMCL

Others

**For S&P use only**

VIP Confirmation

Remarks:

**For FMO use only**

Date of received:

Venue / Management Fee with supporting service:

## Part C – Event Support Service Order Form (Optional)

### I. Additional Hygiene & Cleaning Service

	<u>Fees</u>	<u>Qty</u>	<u>Amount</u>
Cleaning and Disinfection Services	HK\$200/hour	<input type="text"/>	<input type="text"/>
	<u>Fees</u>	<u>Qty</u>	<u>Amount</u>
Hygiene Package	HK\$450/half day/venue	<input type="text"/>	<input type="text"/>
Hygiene Package	HK\$900/day/venue	<input type="text"/>	<input type="text"/>

### II. Additional Manpower Service

	<u>Fees</u>	<u>Qty</u>	<u>Amount</u>
Security Service	HK\$1,800/man/session	<input type="text"/>	<input type="text"/>
Event Operator	HK\$1,800/man/day	<input type="text"/>	<input type="text"/>
AV Technician Standby Service	HK\$1,200/man/day	<input type="text"/>	<input type="text"/>
Electric Technician	HK\$1,200/man/day	<input type="text"/>	<input type="text"/>

### III. IT&T Service (Separate quotation will be provided if the event is over 8 days.)

	<u>Fees</u>	<u>Qty</u>	<u>Amount</u>
Lan Port (100Mbps)	HK\$1,000	<input type="text"/>	<input type="text"/>
Lan Port (1Gbps)	HK\$2,000	<input type="text"/>	<input type="text"/>
Dedicated SSID (WiFi)	HK\$1,000	<input type="text"/>	<input type="text"/>
	<u>Fees</u>	<u>Qty</u>	<u>Amount</u>
NOC On-site Support	HK\$300/hour	<input type="text"/>	<input type="text"/>

### IV. Food and Beverage Service

	<u>Fees</u>	<u>Qty</u>	<u>Amount</u>
Food Coupon (\$50)	HK\$50/pcs	<input type="text"/>	<input type="text"/>
Food Coupon (\$100)	HK\$100/pcs	<input type="text"/>	<input type="text"/>
On-site Catering Service		<input type="checkbox"/>	Subject to a separate quotation

### V. Services Upon Request

Event Promoter	<input type="checkbox"/>	Subject to a separate quotation
Professional Live Streaming Services	<input type="checkbox"/>	Subject to a separate quotation
	<u>Qty</u>	<u>Amount</u>
Shuttle Bus (7 seats)	<input type="text"/>	<input type="checkbox"/> Subject to a separate quotation
Shuttle Bus (27-28 seats)	<input type="text"/>	<input type="checkbox"/> Subject to a separate quotation
Shuttle Bus (49-53 seats)	<input type="text"/>	<input type="checkbox"/> Subject to a separate quotation
Shuttle Bus (61-65seats)	<input type="text"/>	<input type="checkbox"/> Subject to a separate quotation

Other Service (please specify):

- Basic hygiene and security services will be charged by FMO base on COVID-19 situation & event scale.
- HK\$ 300/hour will be charged if the event time is out of the standard service hour (09:00 – 18:00).
- All prices and availability are subject to change without prior notice.