



# 香港電子業商會

The Hong Kong Electronic Industries Association

## 場地租用服務 Rental of HKEIA Conference Room



香港電子業商會現正歡迎會員及機構租用本會全新裝修的會議室，並附設完善配套，讓您發展商機。會址位於尖沙咀東部，鄰近理工大學、紅磡西鐵站、尖東站及其他公共交通工具，四通八達

有助您成功舉辦不同活動。

(本會距離紅磡港鐵站D出口2-3分鐘步程，大廈內設有港晶中心停車場時租車位。)

**地點：九龍尖沙咀東部加連威老道 100 號港晶中心 12 樓 1201 室**

**Rm 1201, 12/F., Harbour Crystal Centre, 100 Granville Rd., Tsimshatsui East, Kln., HK**

**研討會**

**Seminar**

**交流會**

**Networking**

**午餐會**

**Luncheon**

**會議**

**Meeting**

**培訓**

**Training**

**記者會**

**Press  
Conference**

**酒會**

**Cocktails**



### 配套/服務 Accessories/ Services

- ✚ 液晶顯示投影機 LCD Projector
- ✚ 投映屏幕 Projector Screen
- ✚ 液晶電視/ 錄影機/ 鐳射機等  
LCD TV/ Video Camera/ DVD/ VCD
- ✚ 無線咪及揚聲器  
Wireless Microphone and Amplifier
- ✚ 寬頻上網 Broadband Internet Service

- ✚ 電腦 Computer
- ✚ 電子白板 Electronic Copyboard
- ✚ 鐳射筆 Laser pointer
- ✚ 影印服務 Copying service/ Color printing
- ✚ 傳真服務 Facsimile service
- ✚ 文具 Stationary
- ✚ 咖啡/茶/小食 Coffee/ Tea/ Snacks service

如有任何查詢，歡迎致電 2778 8328 與楊小姐聯絡

**For enquiry, please contact Ms. Shirley Yang at 2778 8328.**



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傳真號碼 FAX: (852) 2788 2200

由本商會填寫 Official Use Only :

HKEIA Ref. No. \_\_\_\_\_

Invoice No. \_\_\_\_\_

## 租用回條 / Rental Form

公司名稱 Company Name : \_\_\_\_\_

公司地址 Company Address : \_\_\_\_\_

聯絡人 Contact Person : \_\_\_\_\_ 職銜 Title : \_\_\_\_\_

電話 Tel. No. : \_\_\_\_\_ 傳真 Fax No. : \_\_\_\_\_

電郵 Email : \_\_\_\_\_

項目名稱 Name of Function : \_\_\_\_\_

項目類型 Types of Function : \_\_\_\_\_

主辦單位 Name of Organizer: \_\_\_\_\_

合辦單位 Name of Co-organizer: \_\_\_\_\_

人數 No. of Users : \_\_\_\_\_

特別租金優惠期至  
31-12-2013

1. 租用場地：請在適當的空格內加上「✓」

Please tick in appropriate box:

會議室面積 525平方尺

Conference Room Floor Area 525sq.ft

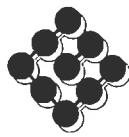
	半日(4小時) half-day (4hrs.) (09:30am-13:30 / 13:30-17:30)	全日 full day (09:30-17:30)
會員 Member	<input type="checkbox"/> \$1,300 特價 <input type="checkbox"/> \$800	<input type="checkbox"/> \$2,500 特價 <input type="checkbox"/> \$1,600
非會員 Non-member	<input type="checkbox"/> \$1,600 特價 <input type="checkbox"/> \$1,200	<input type="checkbox"/> \$3,000 特價 <input type="checkbox"/> \$2,400
租用日期 Rental Date		
租用時間 Rental Time	由/Fm	至/To
		所須費用 Rental Fee
		HK\$

2. 基本設施 (免費): 請在需要項目加上「✓」

Basic Facilities (Free of Charge) : Please tick to indicate your requirement

- 會議文具 Meeting Stationery  
(Blank Paper 白紙 / Pencil 鉛筆/ Markers)
- 液晶顯示投影機 LCD Projector
- 投映屏幕 Projector Screen
- 電子白板 Whiteboard

- 無線咪及揚聲器  
Wireless Microphone and Amplifier
- LCD TV
- 鐳射筆 Laser Pointer
- 清水 Water



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### 3. 租用其他設備 (收費) : 請在適當的空格加上「✓」

**Rental for other facilities (To be charged): Please tick in the appropriate box(es)**

	<input type="checkbox"/> 寬頻 Broadband Internet Service		<input type="checkbox"/> 傳真服務 Facsimile Service		<input type="checkbox"/> 影印服務 Copying Service	
	每小時 Per hour	全日 Full day	本地 - 每頁 Local -Per Page	外地 - 每頁 Overseas -Per Page	每頁 Per Page A4	每頁 Per Page A3
會員 Member	\$40	\$200	\$1	另議	B/W\$0.5 4C\$1	B/W \$1 4C\$2
非會員 Non-member	\$50	\$220	\$1	另議	B/W \$0.8 4C\$1.5	B/W \$1.2 4C\$4
租用時間 Rental Time	由/Fm _____ 至/To _____		由/Fm _____ 至/To _____		由/Fm _____ 至/To _____	
所須費用 Rental Fee	HK\$		HK\$		HK\$	

### 4. 茶點請在適當的空格內加上「✓」及補充

**Catering Service: Please tick in the appropriate box(es)**

**Choices 選擇**

- Hot Tea and Coffee 茶 / 咖啡
- Hot Tea, Coffee and Soft Drinks 茶 / 咖啡 及 汽水
- Cookies / Snacks 曲奇 / 小食
- Sandwiches 三文治
- Others 其他: \_\_\_\_\_
- 不需要安排茶點服務

每位 Per head	數量 Quantity	共須費用 Total Amount
\$10		HK\$
\$15		
\$10		
\$15		
	所須費用 Fee	HK\$

### 5. 其他 :

其他/Other ( 請說明/ Please explain) : \_\_\_\_\_

所須費用 Fee	HK\$
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合共費用/Total charges : HK\$ \_\_\_\_\_

簽署及印章 Signature & Co. Chop

日期 Date

請傳真回 / Please fax back to : (852) 2788 2200

如有任何查詢, 請電 : (852) 2778 8328

For any inquiry, please contact the Secretariat at tel: (852) 2778 8328.



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☆注意事項/Remarks :

1. Opening hour are from Monday to Friday: 9:30a.m. to 1:30p.m. and 1:30p.m. to 5:30p.m.. 30% extra will be charged for bookings on Saturdays & additional centralized air-conditioning charge for non-office hours.
2. The Hong Kong Electronic Industries Association's office will be closed when typhoon signal No. 8 or above / Black Rainstorm Warning is in force. In that case, please contact the Secretariat for alternative arrangement. However, the re-arranged date and time will depend on the availability of the conference room.
3. For any changes or cancellation, at least 7 days notification before the rental date is necessary. Otherwise, rental fees will be charged accordingly.
4. Company using the HKEIA facilities is liable to whatever damage participant makes in the premises.
5. The Hong Kong Electronic Industries Association shall not in any circumstances be under any liability whatsoever to the Applicant or any other person whomsoever in respect of any loss, damage, injury or death arising out of our connected with the use of the seminar/conference/syndicate room(s).
6. The Hong Kong Electronic Industries Association reserves the right in accepting or rejecting any functions that are not appropriate to be held at our premises.
7. Applicant will be required to return this application form together with a non-refundable cheque of the relevant sum payable to "The Hong Kong Electronic Industries Association Limited" 7 days prior to the day of the function for processing and for reservation of the facilities.

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此欄由本會填寫 / Official use only :

1. 茲證明以上之申請於 \_\_\_\_\_ 收到。  
現特此回覆，以示確認 ( HKEIA Ref. No. : \_\_\_\_\_ ) / 不確認  
This is to certify the above application was received at \_\_\_\_\_.  
We are now writing to confirm ( HKEIA Ref. No. : \_\_\_\_\_ ) / reject the above application.
2. 有關費用合共：HK\$ \_\_\_\_\_，寄回劃線支票（支票抬頭請寫「香港電子業商會有限公司」）至本公司（地址：九龍尖沙咀東部加連威老道100號港晶中心12樓1201室）。  
Total charges : HK\$ \_\_\_\_\_ Cheques should be crossed and made payable to "The Hong Kong Electronic Industries Association Limited" (mail to : Room 1201,12/F., Harbour Crystal Centre, 100 Granville Road, Tsimshatsui East, Kowloon, Hong Kong).

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確認人 / Confirmed By

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日期 Date