

COMPUTER AND MEETING ROOM RATE CARD

Venue: 16/F Top Glory Tower, 262 Gloucester Road, Causeway Bay

Room Specification

Room Type	Capacity (no. of persons)	Size (sq ft)
Computer Room	28 (with 28 PC desktops and notebooks)	368
Meeting Room A	40 (theatre seating) 28 (classroom seating)	368
Meeting Room B	18 (theatre seating) 10 (conference table seating)	218

Business Hours

Day	Time	No. of Hours
Monday - Friday	0900 - 1800	9
Saturday	0900 - 1300	4

Session Time

Session	Time	No. of Hours
Morning	0900 - 1300	4
Afternoon	1400 - 1800	4
Evening	1900 - 2300	4
Full Day	0900 - 1800	9

Room Rates (HKD)

Room Type	Business Hours			After Business Hours		
	Hourly Rate	Session Rate	Daily Rate	Hourly Rate	Session Rate	Daily Rate
Computer Room	\$750	\$2,800	\$5,600	\$850	\$3,200	\$6,400
Meeting Room A	\$500	\$1,900	\$3,800	\$600	\$2,300	\$4,600
Meeting Room B	\$400	\$1,500	\$3,000	\$500	\$1,900	\$3,800

Free Use of Facilities

Brand new facilities included

- ✓ Computers (desk tops and notebooks) (applicable for computer room rental only)
- ✓ Wireless broadband Internet
- ✓ One laser pointer
- ✓ One wireless headset / lapel microphone
- ✓ LCD projector
- ✓ White screen
- ✓ Sound system with DVD player and speakers
- ✓ Audio cable to connect computer to sound system
- ✓ One flipchart (whiteboard)
- ✓ Free flow of coffee and tea with biscuits

Notes:

1. For after business hours booking, additional fee of air conditioning supply will be charged at \$280 per hour in addition to the room rental fee.
2. Each session is entitled to one set-up of the room. Each change of set up will be charged at \$300 service charge.
3. Minimum booking is 2 hours
4. All prices are subject to change without prior notice.