



輝立金融進修中心

Phillip Institute of Financial Learning

Seminar Room For Rental

I Room Capacity and Facilities

Approximation Floor Area (sq.feet)	Room Capacity	Facilities Provided
400	Accommodation : 45	1.Whiteboard 2.LED Projector 3.Tie Microphone 4.Wireless Handheld Microphone 5.Personal Computer 6.VCR

II Room Rate

Time	Fee
Weekdays: Monday - Friday	HK\$
Whole Day (9:30 am – 6:00 pm)	1,400
Session 1 (9:30 am – 1:00 noon)	600
Session 2 (2:00 pm – 6:00 pm)	600
Session 3 (6:30 pm – 9:30 pm)	1,200
Saturday:	
Whole Day (9:30 am – 6:00 pm)	1,600
Session 1 (9:30 am – 1:00 noon)	800
Session 2 (2:00 pm – 6:00 pm)	800

III Booking Procedure

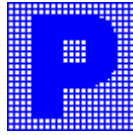
- i. Please contact our staff to confirm the date before submitting the booking form.
- ii. Complete the attached booking form and fax to the Institute for confirmation.
- iii. If the booking falls on weekdays (9:30 am – 6:00 pm) or Saturday (9:30 am – 1:00 noon)
 - Reservation should be made 14 working days in advance.
 - Booking will be confirmed upon payment is received 7 workings days in advance.
- iv. If the booking falls on weekdays (6:30 pm – 9:30 pm) or Saturday (2:00 pm – 6:00 pm)
 - Reservation should be made one month in advance
 - Booking will be confirmed upon payment is received 14 workings days in advance.

IV Payment

- i. Fee can either be paid by cash in person (cash payment through mailing is not acceptable) OR
- ii. Paid by crossed cheque which makes payable to “ Phillip Finance (HK) Ltd ” in person.
- iii. Fee can be deposited to “ Phillip Finance (HK) Ltd ” with Standard Chartered Bank A/C No.447-0-0418795. Applicant kindly faxes bank receipts to the Institute at fax no 2868-5307.

Notes

1. Booking will be confirmed upon payment received which is non- refundable.
2. Applicants will be responsible for damages made to the room or equipment.
3. Phillip Institute reserves the right to accept the application or not.
4. The charge for photocopying and local fax is \$1 per page.
5. Room charges shall be payable in advance.
6. Cancellation of room reservation will only be accepted in writing and not less than 3 days before the date of hire. The applicant will be charged \$300 for administration fee.
7. For installation of special software that applicants want to use, corresponding valid licenses and diskettes/CD Roms should be provided 5 working days before installation and configuration. The cost of installation and configuring special software provided by applicants will be charged at a rate of \$100 per occassion.
8. No session will be held upon announcement of storm warning signal No.8 or above. If the No.8 signal is lowered (6 hours before the session opens), the session will meet as usual; otherwise the session will be cancelled and the payment will be refunded. For rainstorm black warning, the arrangement will be similar.



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AppLication Form for Booking Seminar Room

To : Ms. Vivian Ng
Tel : 2277-6645
Fax : 2866 9035

Company Details	
Company Name	
Contact Person	
Title	
Telephone	
Fax	
E-mail	

Booking Details			
Booking Date	Booking Session	No .of Participant	Proposed Usage

Application's Declaration

I declare that all the information given in this form is true and correct. I confirm that I have read and fully understood the notes provided. I hereby apply to rental the seminar room in the Institute. I shall observe and abide by the rules and regulations of the Phillip Institute of Financial Learning.

Authorized Signature with Company Chop

Date

