

The Peak Tower Sky Terrace 428 - Booking Form



Attn: Sales & Marketing Department
Tel: 2849 0843

Date: _____
Fax: 2849 5968

A. Company / Organisation Particulars

Company / Organisation Name : _____

Company / Organisation Address : _____

Contact Person : _____ Position held : _____

Tel no. : _____ (office) _____ (mobile) Fax no. : _____

E-mail : _____

Event Organiser/PR Agency (if any):

Company Name : _____

Address : _____

Contact Person : _____ Position held : _____

Tel no. : _____ (office) _____ (mobile) Fax no. : _____

E-mail : _____

B. Details of Event

Name of Event : _____

Nature of Event : _____

Event Date : _____

Event Time : _____ to _____

Set-Up Time : _____ to _____

Dismantling Time : _____ to _____

No. of Guests: _____

Event Description : _____

Catering Service Provider (if any): _____

C. Venue

- Available on Monday to Thursday, except Public Holidays

Venue	Hourly Rate*	Max. Capacity	Size (approx.)
West Deck (Lower & Upper)	\$13,500	220 Heads	316 sq.m.

***Note: Total time include set-up and dismantling
Minimum booking 2 hours**

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D. Facilities / Services Charges (If Applicable)

Facilities / Services	Unit Cost (HK\$)	Quantity	Subtotal (HK\$)
Overnight Setup/Dismantling	\$5,000/ night	night(s)	
Music Broadcast	\$500/ hour	hour(s)	
Additional Manpower			
Estate Officer	\$1,900 (per person/ shift (9hours))	person(s)	
Technician	\$1,900 (per person /shift (9 hours))	person(s)	
Security Guard	\$1,500 (per person /shift (9 hours))	person(s)	
Cleaner	\$1,300 (per person /shift (9 hours))	person(s)	

* One security guard is suggested to be hired for crowd control at the venue entrance.

TOTAL CHARGES (Venue & other facilities): HK\$ _____

E. Remarks:

1) **Booking should be made at least 45 days prior to the usage.**

2) **Payment Terms**

a. **Security Deposit**

50% security deposit to be paid upon confirming the agreement. The deposit will be refunded at the end of the usage after the deduction of charges for additional facilities/services/or cost for damages of the Peak Tower.

b. **Payment**

Full payment must be settled at least 30 days prior to the usage.

c. **Cancellation**

Cancellation will cause a charge of HK\$10,000 or 25% of venue fee whichever is higher.

3) **Payment Methods**

Local Payment can be made either by:

- deposit into HSBC account 004-600-374-730-001 "The Peak Tower Limited", and fax the bank-in slip to (852) 2849 5968. All bank charges are borne by the Venue user.
- Sending a crossed cheque payable to "The Peak Tower Limited" to No.1 Lugard Road, The Peak, Hong Kong.

I/We hereby agree to comply with the terms and conditions stated in the "The Peak Tower Sky Terrace 428 General Rules on the Use of Venue".

Authorised Signature (with Company/Organisation Chop)

Date

For Internal Use Only

Ref. No. : _____ Booking Confirmed by: _____

Notes: _____