



The Hongkong Japanese Club

Unit 902, 9/F., Tower 535, 535 Jaffe Road

Causeway Bay, Hong Kong

Tel (852) 2577 3669 Fax (852) 2577 5534

■Terms and Conditions for Club Function room usage

- **Members Only :** The Hongkong Japanese Club's facilities for members only. Reservations must be made by member itself, and must bring along the membership card when you are in club premises. The Club doesn't accept any reservation and enquires by Non-members.
- **Non-members :** The Club member must accompany guests at all times and fully responsible for guest's actions. The Club refuses any enquires by Non-members if member is not present.
- **Activities :** According to Club articles and rules , the Club observe the right to decline any activities related of politics, religious and sales of goods.
- **No Smoking in Club premises :** According to Hong Kong regulations, smoking inside the building is prohibited. Any usage of firearm is banned in the Club.
- **How to use :**
 - ① Reservation starts on time booking.
 - ② Reserved time should be included the preparation and cleaning time.
 - ③ Reservation can be made three months in advance.
 - ④ While you are keeping the room at the existing booking hours, an additional fee will be charged.

(* Events of The Club/ The Hong Kong Japanese Chamber of Commerce & Industry have priority to usage the rooms.)

Function room fee	松の間 Matsu- room	菊の間 Kiku-room	松&菊の間 Matsu & Kiku room
1Unit(3hrs)	HK\$3,000	HK\$2,100	HK\$5,100
Additional 1 hour	HK\$1,000	HK\$700	HK\$1,700

松の間 Matsu- room



菊の間 Kiku-room



※ Extra air conditioning fee needs on Sat 9:00 to 10:00 , after 15:00~& all day Sun &PH, @HK\$320.

■Room Charge Exemption

Kiku room	F&B consumption HK\$8,000, the room charge \$2,100 (3hrs/unit) will be waived.
Matsu room	F&B consumption HK\$12,000, the room charge \$3,000(3hrs/unit) will be waived.
Matsu & Kiku room	F&B consumption HK\$20,000, the room charge \$5,100(3hrs/unit) will be waived.

■Cancellation conditions

Cancellation Charge	14-4 days before	3 to 1 day before	Event Day (Including No Show)
Venue fee	30% of the quotation	50% of the quotation	Full charge of quotation
Food & Beverage charge	30% of the quotation	50% of the quotation	Full charge of quotation

- Please make cancellation before 17:00 on business day (Mon to Fri, except PH), the cancellation made after 17:00 is considered as the next day's
- Deposit fee may be required subject to the quotation.
- Cancellation charge will be waived if typhoon signal 8 or above is hoisted or rainstorm black warning is issued on the reservation day.

■Venue Setting

- Please contact us for details and needed to be confirmed in two days before the reserved date, no change is accepted after.
- Displays and exhibits are set and removed by users. Please be reminded that no sealing tape and others materials scratching marks on floor and wall. For any inappropriate action will be asked for repairing fee.
- Disposal waste materials, additional fee will be charged.

■Equipment & facilities

- Podium, Microphone, Screen, Projector, White board with markers are available upon advanced request no charge.
- Free Wi-Fi service is available in the club premises.
- Please well prepare the Stationery (Pencil, Eraser, Scissors, Tape, Stapler & others)

■Order of Food and Beverage

Please contact us when booking. Please make confirmation your order in two weeks before the usage date, and the fine-tuning number of people, will be allowed in one week before the event.

- No additional order is accepted on the day event.
- No outside food & beverage is accepted. (Except following ①②)

① Corkage fee (per bottle)

Wine, Champagne and Sake below 750ml@HK\$200/750ml~@HK\$400

Whiskey, Sprints and Shochu below 750ml@HK\$400/750ml~@HK\$800

② Birthday cake (excluding ice cake)

Whole cake up to 2 pounds @ HK \$ 100 / over 2 pounds @ HK \$ 200

Cut cakes, cupcakes, etc. @ HK \$ 10 /piece

■Disclaimer

The Hongkong Japanese Club shall not be held responsible for any injury, loss, expenses or damage of any event at the Club properties. The Hongkong Japanese Club reserves the right as final decision on the interpretation of these terms and conditions.