



The Hong Kong Academy of Nursing Limited

香港護理專科學院有限公司

Unit 4-6, 6/F, Nan Fung Commercial Building, 19 Lam Lok Street, Kowloon Bay, Kowloon.

To Secretariat of the HKAN

by email : info-enquiry@hkan.hk OR by fax (23700216)

Application for Using the Training Facilities of the Hong Kong Academy of Nursing

Please fill in the application form and submit to the HKAN for booking at least 14 calendar days in advance. If the application is approved, the fee has to be paid by cheque (payable to "The Hong Kong Academy of Nursing Limited" at least 7 days before the first day of the event.

For enquiry, please contact the HKAN secretariat (tel: 23700335).

1. Particulars of the applicant: * External Institution / Academy College (please specify) _____	
Name of Institution / Academy College	
Address	
Nature of Organization	
Name & Position of Person-in-charge	
Name of Contact Person	
Telephone No.	
Fax No	
E mail	
2. Particulars of Activity	
Date	
Time	
Venue	* Lecture Room / Conference Room
Activities Involved	
Nature / Purpose	
Class / Group size	
Will fee be charged on participants? <input type="checkbox"/> Yes, HK\$ _____ per person <input type="checkbox"/> No	
3. Special Equipment / Training Aids Required	
(Laptop computer, Wireless Keyboard / Mouse, Laser Pointer, TV screen, Wireless Handheld Microphone, Clip / Ear-set Microphone, Video bar will be provided).	

* Delete as appropriate

4. Declaration & Undertaking	
If approval is given to this application for training, I, being responsible person of the institution, hereby declare that I agree to strictly abide by the general house rules of the Hong Kong Academy of Nursing as well as the Terms and Conditions as stated.	
Signature	
Position and Name	
Date	
Institution Chop	

For Official Use	
The above application is * <u>approved / not approved</u> .	
Reasons for not approved :	
Total Fee : Cheque no. : _____	
Signature	
Position and Name	
Date	

2023 Rates for Using Teaching Facilities

Fees & Charges (as at 17 June 2023)

** The **paid fee will be non-refundable** even the activity is cancelled.

Venue	Size (sq ft)	Seat Capacity	Rate (in HK\$) per 4 Hours session		
			Office Hours	Non-Office Hours	
Lecture Room	~ 700	60-80	3,600	5,000	2,500/2 Hr
Conference Room	~ 300	20-30	2,000	3,000	1,500/2 Hr

Remarks: Applicants are liable to pay the HKAN for any direct or indirect damages of the facilities.

Concessional Fees:

Academy and academy Colleges - 50% discount

Non-profit making health care related institution - 20% discount

Non-governmental Organization NGO / Charitable Organization - 10% discount

Terms & Conditions

- (1) If Typhoon Signal No.8 or above or Black Rainstorm Warning is issued in Hong Kong at any time 4 hours before the commencement of the event, renting contract shall automatically be cancelled. HKAN, subject to the availability of the facility, arranges for alternate booking.
- (2) The organizer shall at all times comply with all safety requirements prescribed by legislation of Hong Kong.
- (3) The organizer shall obtain such licences and permits, which by any copyright or authorization is required in connection with the activities in the HKAN premise.
- (4) The organizer shall provide its own security and adequate first aid or emergency response services with regard to the nature of the event.
- (5) The HKAN may at any time close the venue, cancel a booking in cases of unforeseeable circumstances. Under such circumstances, any monies paid by the organizer shall be returned without interest to the organizer, but HKAN shall not be liable to the organizer for any loss or damage arising out of such closure or cancellation.

House Rules

- (1) The organizer shall not, without the permission of HKAN, affix any adhesive materials, nails/spikes/tacks to walls/floors/fixture/fitting/furniture.
- (2) The organizer shall not cause or permit any noise which may cause nuisance or annoyance to other users of HKAN.
- (3) The organizer shall keep the venue clean and tidy up during and after the event. Food or drinks is not permitted in the venue except with prior permission from HKAN.
- (4) The organizer shall not permit smoking or the use of naked flame in the venue.
- (5) The organizer shall ensure that their staff and participants to maintain good conduct and to dress in reasonable attire during the event.
- (6) The organizer shall vacate the venues within 15 minutes of the expiry of the rental duration.