



Hong Kong Mediation Centre

Hourly Rates for Meeting Room(s)

Meeting Rooms (HKD)	Day Session (09:00 – 18:00)			Evening Session (18:00 – 22:00)		
	Non Member	Panel Member	Associate Member	Non Member	Panel Member	Associate Member
Room 1, 3 (~105 sq. ft.)	150	80	100	200	130	150
Room 2, 4 (~ 160 sq. ft.)	200	120	150	250	170	200
All 4 rooms (~ 600 sq. ft.)	700	400	500	900	600	700

Note 1: Room booking shall be made on a minimum 3-hours basis. No refund to be made for usage less than 3 hours.

Note 2: Room renting on Weekday Evening Session (18:00 to 22:00), Saturday (13:00 to 18:00), Sunday and Public Holiday (09:00 to 18:00) are subject to staff availability and operation constraint.

Note 3: A surcharge of 50% on “Day Session” rate shall be applied for Saturday (13:00 to 18:00), Sunday and Public Holiday (09:00 to 18:00).

Note 3: NGO shall be charged at the same rate of “Associate Member”

Note 4: Fees and charges collected from the use of meeting room(s) and facilities shall be used by HKMC to support the promotion and development of mediation services in community.

Note 5: HKMC reserves the right to adjust rate of meeting room and facilities without prior notice, and to approve the applications. For booking and enquiries, please call (852) 2866 1800; or by email admin@mediationcentre.org.hk



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Rates for Other Facilities

Facilities / (HKD)	Non Member	Panel Member	Associate Member
1) Microphone (per microphone per booking)#	100	50	70
2) Computer (per booking)	400	200	300
3) Projector (per booking)#	400	200	300
4) Photocopy (per page copy)	1	0.5	0.7
5) Photocopy (Color) (per page copy)	5	2.5	3.5
6) Fax (per page)	5	2.5	3.5

Note #: Rooms 1 and 3 have no microphone and projector services