

Open Piazza, Hopewell Centre

Venue Booking Scheme for Schools & Community

(Free Application)

Open Piazza of Hopewell is situated at the heart of Wanchai, adjacent to Wanchai MTR Stations and all forms of transports. Hopewell Centre has always aimed at providing the community with quality service and foster communal relations. "Venue Booking Scheme" is therefore introduced to community bodies and schools of different districts which are free to apply for organizing non-commercial activities such as dance performance, mini-concerts, art and photography exhibitions, charity fund-raising etc. We will support these activities by providing basic facilities for free including electricity supply, standard tables and chairs.

All community bodies and schools are welcome to apply the venue by mail or fax. Please state particulars of the applicant, theme, nature & period of the event, and the number of participants on the application form. All applicants should **comply with "Public Open Space in Private Developments Design and Management Guidelines" set out by the Development Bureau** (devb.gov.hk), and Hopewell Real Estate Agency Limited reserves the final right and discretion on the decision in relation to the applications.

We will follow up and contact the applicants based on the submission date of application. For any queries on the above scheme, please contact the Property Management office at 2527 7292.

Hopewell Real Estate Agency Limited

Open Piazza, Hopewell Centre

Application by Schools & Community

Venue Booking Form

To : Hopewell Real Estate Agency Limited

Enquiry : 2527 7292 (Property Management office)

Fax : 2520 5215

We are interested in the application and provide the details as follows :

Applicant (Organisation / Unit) : _____

Event period : _____

Name of the person-in-charge : _____

Corresponding address : _____

Occupation / Title : _____

Contact Tel : _____

Email address : _____

Fax : _____

1) Name of the event : _____

2) Event details : _____

3) Event objectives : _____

4) Provisions required for the event : _____

5) Participants : _____ nos.

Signature & Company Chop

Date

Disclaimer by the applicant: I declare that all information provided in this application is true and correct. I acknowledge and agree to publish and disseminate the event information by Hopewell Real Estate Agency Limited.

Remarks: Hopewell Real Estate Agency Limited reserves the final right to accept or reject the publishing of the event details provided by the applicant and the decision should be final