

# Function Rooms & Equipment Rental Form

For enquiries and reservation, please contact our Catering & Events Office  
On (852) 3156 7425 / 3156 7427 or fax no. (852) 3156 7488 or E-mail . [dbrc-catering@dbrc.hk](mailto:dbrc-catering@dbrc.hk)

## Application Details

|                       |                                |
|-----------------------|--------------------------------|
| <b>Guest Name:</b>    | <b>Membership No. :</b>        |
| <b>Mobile Number:</b> | <b>E-mail address:</b>         |
| <b>Event Date:</b>    | <b>Total No. of Attendees:</b> |
| <b>Rental Time:</b>   | From: _____ Till: _____        |

## Function Rooms/Venues Rental

| <b>Rental Rates (Minimum for 2 Hours)</b>  |  |
|--|--|
| <b>Recreation Club</b>   |  |
| <input type="checkbox"/> Dance Studio (840 sq feet)                                    | HK\$1,500  |
| <b>Club Siena</b>  |  |
| <input type="checkbox"/> Poolside Function Room (1,000 sq feet)                        | HK\$2,000  |
| <input type="checkbox"/> Siena Room I (900 sq feet)                                    | HK\$2,000  |
| <input type="checkbox"/> Siena Rooms I – II (1,800 sq feet)                            | HK\$2,800  |
| <input type="checkbox"/> Siena Rooms I – II – III with Outdoor Terrace (2,400 sq feet) | HK\$3,300  |
| <input type="checkbox"/> Board Room with Outdoor Terrace (600 sq feet)                 | HK\$1,800  |
| <input type="checkbox"/> Bowling Alley   | HK\$3,300  |
| <input type="checkbox"/> Wall Climbing Court   | Price will be subject to the number of participant |

## Function Rooms & Equipment Booking Form

### Equipment Rental

|    | Items Description   | Rental Charge        | Quantity       | Total Rental Charge (HK\$) |
|----|---|----------------------|----------------|----------------------------|
|    |   | Inside Club Premises |                |                            |
| 1  | <input type="checkbox"/> Balloons (50pcs/pack)                            | \$100                |                |                            |
| 2  | <input type="checkbox"/> Small Bouncing Castle (4.6m L x 3.0m W x 2.3m H) | \$700 (2 Hours)      |                |                            |
| 3  | <input type="checkbox"/> Big Bouncing Castle (5.5m L x 6.0m W x 3.5m H)   | \$1,500 (2 Hours)    |                |                            |
| 4  | <input type="checkbox"/> CD or <input type="checkbox"/> IPod player       | \$200 (2 Hours)      |                |                            |
| 5  | <input type="checkbox"/> Chafing Dish                                     | \$100 (2 Hours)      |                |                            |
| 6  | <input type="checkbox"/> Ice Cooler with ice ( 2.5' x 1.5' x 3')          | \$100 (2 Hours)      |                |                            |
| 7  | <input type="checkbox"/> Dining Chair (10 pieces)                         | \$50 (2 Hours)       |                |                            |
| 8  | <input type="checkbox"/> Table with table cloth (3'x 6')                  | \$100 (2 Hours)      |                |                            |
| 9  | <input type="checkbox"/> Dancing Floors (16 pcs ; 3m x 3m per piece)      | \$1,000 per party    |                |                            |
| 10 | <input type="checkbox"/> Disco Party Lights (1 full set)                  | \$1,500 per party    |                |                            |
| 11 | <input type="checkbox"/> P.A. System with 2 cordless microphones          | \$1,500 per party    |                |                            |
| 12 | <input type="checkbox"/> Stage with staircase (8' x 18')                  | \$1,500 per party    |                |                            |
| 13 | <input type="checkbox"/> LCD Projector                                    | \$1,000 per party    |                |                            |
| 14 | <input type="checkbox"/> Projector Screen (16 : 9)                        | \$500 per party      |                |                            |
| 15 | <input type="checkbox"/> Flip Chart                                       | \$150 (2 Hours)      |                |                            |
| 16 | <input type="checkbox"/> White Board                                      | \$150 (2 Hours)      |                |                            |
| 17 | <input type="checkbox"/> Outdoor Marquee (3m x 3m)                        | \$700 (2 Hours)      |                |                            |
| 18 | <input type="checkbox"/> Children's Table                                 | \$50 (2 Hours)       |                |                            |
| 19 | <input type="checkbox"/> Children's Chair (10 pieces)                     | \$50 (2 Hours)       |                |                            |
| 20 | <input type="checkbox"/> Others: Please advise                            |                      |                |                            |
|    |   |                      | <b>TOTAL :</b> |                            |

Remarks:

- All furniture and equipment are only applicable for rental within the clubhouse premises for events & functions
- All items are subject to availability and first come first serve basis

## Function Rooms & Equipment Booking Form

### Terms and Conditions

#### Terms and Conditions & Usage Rules

- 14 days advance booking is required and subject to venue & equipment availability.
- Submission of this Function Rooms & Equipment Booking Form does not mean the booking is confirmed. Club staff will notify and confirm with the applicant by phone or email.
- **No private food, beverage, decoration and play equipment is allowed** unless with prior approval from the Club Management.
- Corkage fee of HK\$150 per bottle will be charged for "Bring Your Own Wine or Hard Liquor"
- Users must leave the rented venue as soon as the event is finished; otherwise additional rental will be charged.
- Walls and carpeted floors should be carefully used, cello tapes or drawings, etc. is prohibited. If any damages is found in the venue, facilities, equipment or loss of Club's property, the organizer / guests shall be liable for the repair or replacement cost involved.
- 15% service charge is subject to non-member guest's booking.

#### Payment Terms

- Full payment is required at least **14 days prior to the event date** with a signed booking form in order to confirm the booking.
- Cash, Cheque, EPS, Credit Card, Bank Transfer & Charge to Membership Account are accepted for the party pre-payment.
- Any additional will be charged on consumption basis & can be settled by Cash, Credit Card, Bank Draft or Charge to Membership Account at the end of function. Personal and company cheque will not be accepted.
- Cheque should be crossed and made payable to "Discovery Bay Recreation Club Limited".
- **All deposits paid are non-refundable and non-transferable for cancellation.**

#### Cancellation Terms

- No cancellation or changes of the date will be accepted upon the issue of confirmation by the Club. It will result in forfeiture of 60% deposit, except under the circumstance stated below.
- All functions will not take place as scheduled during black rainstorm or Typhoon signal No. 8 and the confirmation for the postponement of the function is to be sent by the Club.
- The postponed function shall be rescheduled to another date within one month subject to our venue availability (without any penalty charge) from the original date of the function, this is to be agreed by both the Organizer and the Club.

#### Declarations

If this application is successful, I shall be fully responsible for the payment of all the expenses and be bound and abode by the Club Rules and By-Laws of the Discovery Bay Recreation Club Limited and Club Siena. Discovery Bay Recreation Club Ltd., Club Siena, its holding companies, their officers, employees, servants, agents or licensees, shall not be liable or responsible to the applicant for any loss, injury, damages, claims, cost or expenses whatsoever, which may be sustained by the applicant and/or the applicant's guests caused by or in consequence of this application. I hereby authorize, Discovery Bay Recreation Club Limited and Club Siena the right to publish or use all the information, materials (including and without limitation to photos and video) incorporating the image of participants, myself or my child without limitation or reservation in future promotions and advertisements.

I / We undertake to return the rental item(s) and facilities in good condition after use.

I / We read and accepted the above mentioned terms and conditions.

Read, accepted and signed by the Applicant

Handled By

Date: \_\_\_\_\_

Date: \_\_\_\_\_