

# The Peak Tower Sky Terrace 428 - Booking Form 2024



Attn: Sales & Marketing Department  
Tel: 2849 0831

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

## A. Company / Organisation Particulars

Company / Organisation Name : \_\_\_\_\_

Company / Organisation Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person : \_\_\_\_\_ Position held : \_\_\_\_\_

Tel no. : \_\_\_\_\_ (office) \_\_\_\_\_ (mobile) Fax no. : \_\_\_\_\_

E-mail : \_\_\_\_\_

Event Organiser/PR Agency (if any):

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Contact Person : \_\_\_\_\_ Position held : \_\_\_\_\_

Tel no. : \_\_\_\_\_ (office) \_\_\_\_\_ (mobile) Fax no. : \_\_\_\_\_

E-mail : \_\_\_\_\_

## B. Details of Event

Name of Event : \_\_\_\_\_

Nature of Event : \_\_\_\_\_

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

Event Time : \_\_\_\_\_ to \_\_\_\_\_

Set-Up Time : \_\_\_\_\_ to \_\_\_\_\_

Dismantling Time : \_\_\_\_\_ to \_\_\_\_\_

No. of Guests: \_\_\_\_\_

Event Description : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## C. Venue

- Available on Monday to Thursday, except Public Holidays

Venue	Hourly Rate*	Max. Capacity	Size (approx.)
West Deck (Lower & Upper)	\$22,000	220 Heads	316 sq.m.
East Deck (Lower & Upper)	\$32,000	230 Heads	348 sq.m.

**\*Note: Total time include set-up and dismantling  
Minimum booking 2 hours**

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## D. Facilities / Services Charges (If Applicable)

Facilities / Services	Unit Cost (HK\$)	Quantity	Subtotal (HK\$)
Overnight Setup/Dismantling	\$5,000/ night	night(s)	
Music Broadcast	\$500/ hour	hour(s)	
<b>Additional Manpower</b>			
Estate Officer	\$1,900 (per person/ shift (9hours))	person(s)	
Technician	\$1,900 (per person /shift (9 hours))	person(s)	
Security Guard	\$1,500 (per person /shift (9 hours))	person(s)	
Cleaner	\$1,300 (per person /shift (9 hours))	person(s)	

\* One security guard is suggested to be hired for crowd control at the venue entrance.

**TOTAL CHARGES (Venue & other facilities):** HK\$ \_\_\_\_\_

## E. Remarks:

1) **Booking should be made at least 45 days prior to the usage.**

### 2) **Payment Terms**

#### a. **Security Deposit**

50% security deposit to be paid upon confirming the agreement. The deposit will be refunded at the end of the usage after the deduction of charges for additional facilities/services/or cost for damages of the Peak Tower.

#### b. **Payment**

Full payment must be settled at least 30 days prior to the usage.

#### c. **Cancellation**

Cancellation will cause a charge of HK\$10,000 or 25% of venue fee whichever is higher.

### 3) **Payment Method**

Local Payment can be made by:

deposit into HSBC account 004-600-374-730-001 "The Peak Tower Limited" and email the bank-in slip to salestpc@peninsula.com. All bank charges are borne by the Venue user.

I/We hereby agree to comply with the terms and conditions stated in the "The Peak Tower Sky Terrace 428 General Rules on the Use of Venue".

\_\_\_\_\_  
**Authorised Signature** (with Company/Organisation Chop)

\_\_\_\_\_  
**Date**

## **For Internal Use Only**

Ref. No. : \_\_\_\_\_ Booking Confirmed by: \_\_\_\_\_

Notes: \_\_\_\_\_