



FINEST DESIGN NEST VENUE BOOKING FORM

SECTION 1

Reference No. *(Internal use only)*

First Name

Last Name

Email

Contact Number

How did you find out about Finest Design Nest (FDN)?

- Friends / Referral *(please specify)* _____
- Advertising *(printed/online)*
- FDN Ex / Current Member *(please circle one)*
- Internet Search *(please specify)* _____
Facebook / IG / Google / Yahoo / LinkedIn / Twitter
- Media (TV/magazine/newspaper) *(please circle one)*
- Other *(please specify)* _____

Are you applying for the space rental as an individual or on behalf of a corporation

- PERSONAL
Occupation _____ *Website* _____
- CORPORATE
Company Name _____
Job title _____ *Website* _____

Please complete all sections of this form to allow us to process your enquiry for event space hire at Finest Design Nest (FDN). Once we have received your enquiry we will process and respond within 3 working days.

SECTION 2

ABOUT YOUR EVENT

Name of the booking event in English and Chinese: *(as known to all event participants)*

Primary purpose of the function:

- Ceremony / celebration
- Marketing / product promotion
- Corporate training
- Meeting / conference
- Forum / talk show
- Photo / video shooting
- Fund-raising*
*(*Submission of permit from the Social Welfare Department or the Home Affairs Bureau is required)*
- Performance
- Interview
- Workshop
- Lecture / seminar
- Seminar / webinar
- Team building / Networking
- Other _____

DETAILS OF PROPOSED FUNCTION

A detailed description of your function: goals, objective, content and nature and how your event serves the primary purpose:

Your function will be :

- A free event A ticketed event By invitation only Open to public
 Other (please specify) _____

VENUE CHOICES

- The Drawing Room Event space area Individual room
 The Boardroom Entire common area Partial common area

Tentative check-in & check-out dates :

In : Day / month / year **Out:** Day / month / year

Tentative check-in & check-out time :

In : _____ am / pm **Out:** _____ am / pm

Total rental hours: _____ hrs **Estimated Number of participants:** **hosts:** _____ **guests:** _____

OPTIONAL DETAILS if applicable. Details that can be helpful with your application and our operation.

Will the event be filmed / publicity & promotion involved?

press, radio, social media, TV, leaflet, banner (please specify): _____

Participant of co-organizer or sponsor

/ speakers or celebrities (please specify): _____

Will there be any children

or vulnerable adults attending? (please specify): _____

SECTION

3

PRICING REFERENCE

	Floor area (approx)	Max Capacity (estimated)	Price Member	Price Non-member
The drawing room	17m ²	8 ppl*	HK\$200 / hr	HK\$400 / hr
The Boardroom	30m ²	24 ppl*	HK\$500 / hr	HK\$1,000 / hr
Event space area	290m ²	60 ppl*	HK\$3,000 / hr	HK\$4,000 / hr
Entire common area including event space	1000 m ²	150 ppl*	HK\$4,000 / hr	HK\$5,000 / hr
Partial common area	Subject to open discussions / prices upon request			
Individual room	Depends on availability / prices upon request			

Note: *Subject to social distancing requirements from the Government. All the rates quoted above are subject to change without prior notice. Fractions of an hour will be charged as a full hour.

Terms of booking:

- Bookings will only be accepted if they are submitted in writing on this booking form prior to commencement of hire. Applications must be received a minimum of four (4) weeks prior to the scheduled function.
- Please note that submitting this booking form does not guarantee your event. A representative of FDN may at his/her own discretion, accept or reject any bookings without giving a reason for doing so. Guaranteed acceptance is only once a formal rental agreement is mutually signed plus full payment of the rental fee and deposit is received within seven (7) working days after submission of the booking form. Otherwise the venue may be released without prior notification.

Link to **Frequently Asked Questions & House Rules** www.finestdesignnest.com/en/faq/

Link to **The Floor Plan for entire venue link:**

www.finestdesignnest.com/upload/FDN_The-Plan-and-Pricing-Guide-20181120130305.pdf

Date Day / month / year Applicant signature _____

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