

## Application Form for Room Booking

Name of Applicant: \_\_\_\_\_ Tel No: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Fax No: \_\_\_\_\_

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

Email: \_\_\_\_\_

Name of Mediator / Arbitrator: \_\_\_\_\_

Purposes:  Mediation /  Arbitration /  Meeting /  Training /  Seminars /  
 Others (please specify) \_\_\_\_\_

No of Participants : \_\_\_\_\_

Date(s) of Room Usage: *(YY/MM/DD)*

Other Special Time Requirements:

### Rental Packages and Rent List

Mediation Rooms	Whole Day 9am -6pm (HK\$)	Half Day 9am-1pm / 2pm-6pm (HK\$)	Extra Hourly Rate (HK\$)
1 Small Room	<input type="checkbox"/> 800	<input type="checkbox"/> 500 am/pm	200
1 Large Room	<input type="checkbox"/> 1,000	<input type="checkbox"/> 600 am/pm	250
2 Small Rooms	<input type="checkbox"/> 1,400	<input type="checkbox"/> 850 am/pm	300
1 Small + 1 Large Rooms	<input type="checkbox"/> 1,600	<input type="checkbox"/> 1,000 am/pm	350
2 Large Rooms	<input type="checkbox"/> 1,800	<input type="checkbox"/> 1,100 am/pm	400
Combined Rooms 2 & 3* <input type="checkbox"/> Projector <input type="checkbox"/> Microphones & Speakers <input type="checkbox"/> Teleconferencing facilities	<input type="checkbox"/> 2,000	<input type="checkbox"/> 1,200 am/pm	500
Combined Rooms 2 & 3 plus Rooms 4, 5 & 6* <input type="checkbox"/> Projector <input type="checkbox"/> Microphones & Speakers <input type="checkbox"/> Teleconferencing facilities	<input type="checkbox"/> 4,000	<input type="checkbox"/> 2,400 am/pm	1,000

**Total :**

\_\_\_\_\_

\* This package is for training and seminars related to mediation and arbitration. The rental includes projector, microphones, speakers and teleconferencing facilities, etc. installed in Combined Rooms 2 & 3.

Note: please refer to FDRC website [www.fdr.org.hk](http://www.fdr.org.hk) for the latest information.

“I undertake to settle and pay all rental and costs, if any, for the booking and use of the rooms and abide by the Terms of Booking and Use as set out below.”

Signature: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Please tick the box below to indicate if you disagree to our use of your personal data for our direct marketing purposes (If you do not tick the box, we assume that you are agreeable to our use of your personal data for the relevant direct marketing purposes) :

I DISAGREE to the use of my personal data by FDRC for its direct marketing purposes.

Please send the completed Application Form by fax to (852) 2565 8662 or via e-mail to [rooms@fdrc.org.hk](mailto:rooms@fdrc.org.hk).

#### **Terms of Booking and Use:**

1. Rooms are booked on a “first-come-first-served” basis and room availability and allocation is at the sole discretion of FDRC. Priority is given to FDRC’s cases and FDRC’s own operational use.
2. Rooms are solely to be used for mediation, arbitration and the related training and seminars and any unauthorised use for other purposes is strictly prohibited.
3. The users shall ensure that FDRC’s premises are used for the designated purposes and will be kept tidy and clean after use.
4. The users who make the booking shall be liable and shall indemnify FDRC for any damage to FDRC fittings, fixtures and FDRC’s premises caused by the users and any related parties.
5. Cancellation of booking will only be accepted by e-mail to FDRC ([rooms@fdrc.org.hk](mailto:rooms@fdrc.org.hk)) at least 7 working days prior to the date of usage, subject to forfeiture of 10% booking deposit. For cancellation notice less than 7 working days, 100% of the room rental will be forfeited and applicants are liable to pay any outstanding unpaid amount.
6. FDRC reserves the right to approve, decline or cancel bookings. FDRC may cancel confirmed booking and in which case, FDRC will fully refund any paid rental to the applicants as full settlement.
7. FDRC takes no responsibility for the loss and/or destruction of any valuables, materials or belongings left at FDRC.
8. If typhoon signal no. 8 or black rain signal is hoisted 2 hours before the booked time slot, booking will be cancelled automatically and can be re-scheduled. For details, please refer to the “Adverse Weather Arrangements” on the FDRC website.
9. Fixed line telephone, wireless internet, lockable cabinet, whiteboard, whiteboard markers, pens, paper, water, tea, and coffee are provided for each mediation room. Photocopying services are available free of charge in common area.
10. In case of any dispute, FDRC reserves the right of final decision.

## PERSONAL INFORMATION COLLECTION STATEMENT (“PICS”)

Financial Dispute Resolution Centre (“FDRC”) respects your legal rights of privacy when collecting, storing, using and transmitting personal data and this PICS explains our privacy practices. It is our policy to comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of the Hong Kong Special Administrative Region. Please read the following carefully to understand our policy and practices regarding how your personal data will be treated. This PICS is subject to change. Any changes will be posted on FDRC website.

### 1. Purposes for which we will use your Personal Data

We collect personal data from this Application Form and such personal data will be used by the FDRC for the purposes of: (1) promoting and marketing of the activities and services of the FDRC; and (2) collecting feedback of the activities and services of the FDRC.

If you object to our use of your personal data for the relevant direct marketing purposes, please tick the relevant box in the Application Form. If you do not tick the box, you agree that we may use your personal data for the relevant direct marketing purposes.

### 2. Disclosure

Unless it is in line with the designated purpose or permitted by law or regulations, FDRC will not transfer/assign such personal data to third parties without your consent.

### 3. Security

Your personal data will be accessed only by our employees who are authorised to do so. Employees designated to handle personal data will be instructed to do so only in accordance with this PICS.

### 4. Your Right to Access, Correct and Delete

You may at any time request to access to, correct and delete personal data relating to you in any of our records. To exercise any of your rights, please contact us at the address or email below marking your communication "Confidential": Address: The Data Protection Officer, Unit 3701-4, 37/F, Sunlight Tower, No. 248, Queen’s Road East, Wan Chai, Hong Kong; Email: [fdrc@fdrc.com.hk](mailto:fdrc@fdrc.com.hk).

### 5. Retention of Data

We will keep your personal data for as long as necessary to fulfill the purpose for which the data was collected. Personal data may also be kept for the statistical purposes or will be destroyed if they are no longer required.