



Quotation

例子 SAMPLE

Event Name: Graduation Ceremony(1 Day 1 Performance Show)

Event Dates: 01/08/2026

From	To	Particulars		Subtotal (HK\$)
Venue Rental				
2026-08-01 07:00	2026-08-01 09:00	Set up	\$8,200.00 x 0.500 Session	4,100.00
2026-08-01 09:00	2026-08-01 13:00	Performance(NGO)	\$17,500.0 x 1.000 Session	17,500.00
Subtotal:				21,600.00
Other Charges				
2026-08-01	2026-08-01	Stage 5m(D) x 10m(W)	\$16,000.0 x 1.000 Provision	16,000.00
2026-08-01	2026-08-01	Floor mat (waived)	\$0.00 x 1.000 Set	0.00
2026-08-01	2026-08-01	Additional arena seating	\$15.00 x 400.0 PCS	6,000.00
2026-08-01	2026-08-01	Black/Red curtain	\$6,500.00 x 1.000 Provision	6,500.00
2026-08-01	2026-08-01	Event backdrop	\$4,500.00 x 1.000 each	4,500.00
2026-08-01	2026-08-01	Basic stage light (without operator)	\$5,000.00 x 1.000 Day	5,000.00
2026-08-01 18:00	2026-08-01 22:00	PA System	\$2,200.00 x 4.000 hour	8,800.00
Total :				68,400.00

TOTAL HKD SIXTY-EIGHT THOUSAND FOUR HUNDRED ONLY

1. Additional charge will be implicated if there are any banners (e.g. sponsors brand) or advertisement displayed in the event or commodities sales. (e.g. souvenirs sales, posters, CD, etc.)
2. The total Box Office Income for each performance needs to be shared with Stadium at a rate of 15%, with a deduction base of \$25,000. The maximum amount to be shared per performance is \$30,000. (e.g.: if the 15% of Total Box Office Income of one performance is \$50,000, an additional cost of \$50,000-\$25,000, i.e. \$25,000 will be charged)
3. Stage mat charge will be waived while stage rental is applied.

Payment Details	Amount (HK\$)	Payment Date
1st Payment	13,680.00	2/9/2025
2nd Payment	41,040.00	1/3/2026
3rd Payment	13,680.00	1/6/2026



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