

香港中文大學新亞書院
「許氏文化館」場地申請方法 2019/20
New Asia College, The Chinese University of Hong Kong
Hui Gallery: Venue Booking Procedures 2019/20

由許氏家族捐贈，「許氏文化館」（下簡稱「文化館」）之設立旨在推動及豐富校園文化生活。除了由書院籌劃的各種展覽活動外，書院亦積極鼓勵校內單位及成員提出展覽申請。展覽作為校園文化生活重要的一環，書院將會盡力確保展覽內容及質素符合書院所訂立的水平，申請細則如下：

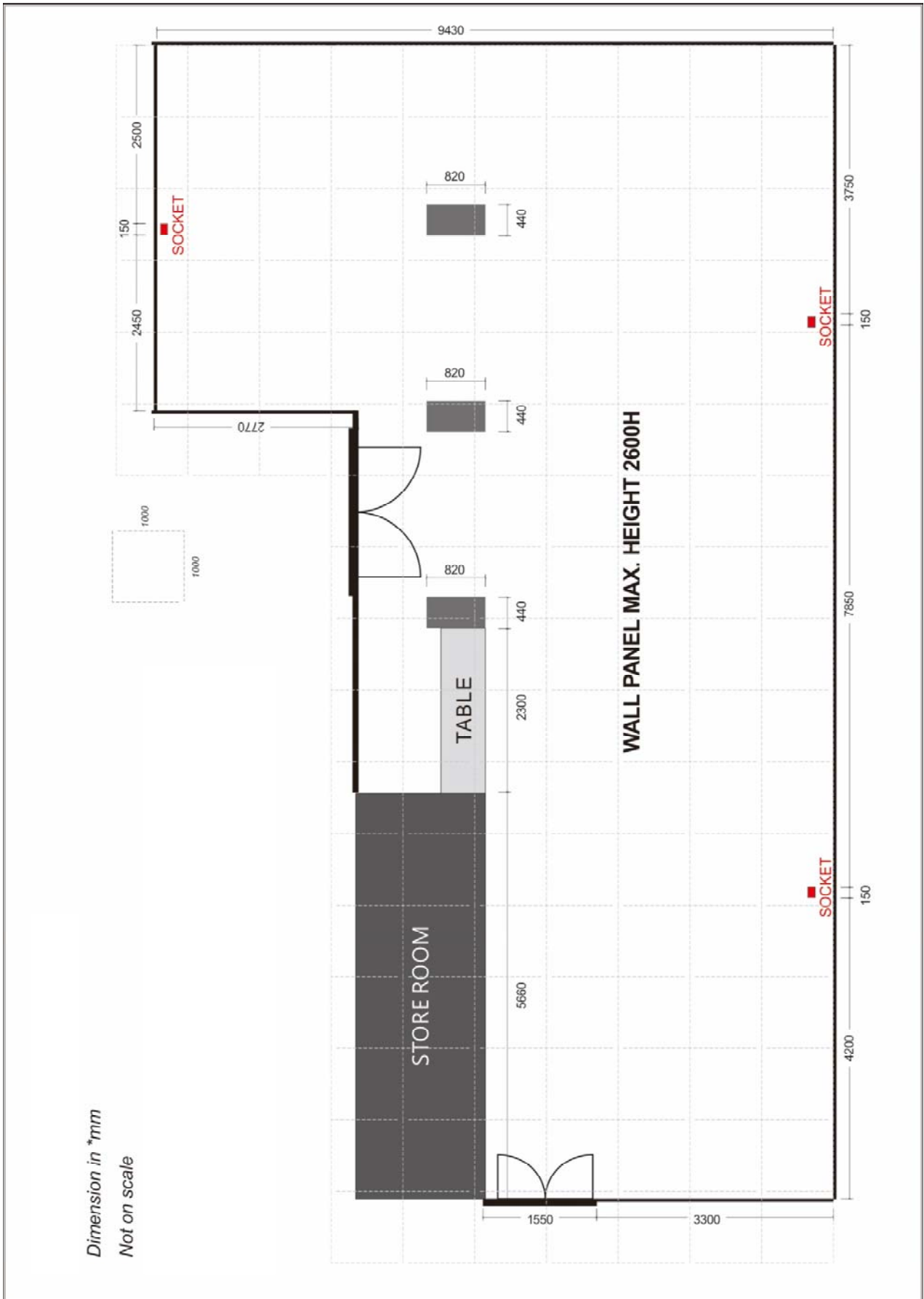
Donated by the Hui's Family, the Hui Gallery is established for promoting arts and cultures in the campus. In addition to the exhibitions organized by the College, the College actively encourages the University community to organize individual and joint exhibitions at the Gallery. Venue booking procedures are as follows:

1. 「許氏文化館管理委員會」（下簡稱委員會）於每年七月審核展覽申請及安排檔期，申請者必須於二〇一九年六月二十八日下午五時前遞交網上申請表格，並親身把所有相關文件交回書院辦公室。**遲交申請恕不接納。**請於文件每頁右上角寫上申請編號。申請編號請留意遞交申請表格後收到的確認電郵。**如資料不足，書院會取消有關申請。**
The Committee on the Management of the Hui Gallery (the Committee) reviews applications annually in April. Applicants shall submit completed online application form and relevant documents in person to the Dean of Students' Office of New Asia College on or before **28 June 2019 5:00 p.m.**, otherwise, the application will be cancelled. Please mark the reference number on the right-hand corner on all your supporting documents. Please find the reference number in the Acknowledgment email after submission of the online application.
2. 本院只接受以校內單位名義提出之申請。校外人士或校內個人如欲申請，必須通過校內單位提出。
The College only accepts applications from Faculties, Departments or Administrative Units of The Chinese University of Hong Kong (CUHK). Individuals and non-CUHK parties shall submit applications through departments and units of CUHK.
3. 由新亞書院成員提出之申請可獲優先考慮。
Preference will be given to members of the New Asia College.
4. 申請者必須同時遞交具體展覽計劃（約 500 字；以列點形式撰寫）至書院辦公室。計劃須列明展覽概念、展品內容、件數、尺寸、與媒介的關係、佈置方式及空間安排。
Applicants shall submit detailed exhibition proposals to the College (about 500 words; in point-form). Concept, type, quantity, dimensions, relationship with the media, decoration methods and arrangement of exhibits shall be clearly indicated on the proposal.
5. 申請者必須提交各參展者的近期作品樣本（電腦檔案為佳），作為委員會批核有關申請之指標。
Applicants shall submit recent artwork samples of the exhibitors (electronic format preferred) to the Dean of Students' Office of New Asia College. Materials submitted will be treated as important indexes for approving applicants' application.
6. 申請者必須提交支持申請之校內單位確認信。
Applicants shall submit endorsement from faculty/department/unit of CUHK.
7. 同學最多只可參與兩個展覽；校外人士最多只可參與一個展覽。
Each student can only participate in a maximum of two exhibitions; External applicant can only participate in a maximum of one exhibition.
8. 展覽期限大致分為兩種，校內單位展出一般為二至六星期，個人則一般為兩星期。如遇特殊情況，書院則會另行處理。
Exhibition period: 2-6 weeks for internal departments and units; 2 weeks for individuals. Special arrangements may be made by the College upon request.
9. 委員會有權在展覽前二十天臨時調動展期，以應付突發需要。
In case of emergencies, the Committee reserves the right to modify approved exhibition periods 20 days prior the launch of the exhibitions.
10. 不論是以個人或團體名義提出申請，申請者必須在書院落實接納其申請的一星期內**繳付港幣二千元作按金之用**，否則當放棄論，按金將於展覽完畢後發還。倘若展覽須取消、未能於所編定的檔期內進行或更改參展者，須於展覽開始前一個半月通知書院，並且自行安排與其他組別對調，否則按金將被沒收。倘若於展覽期間破壞「文化館」內任何物品，按金亦將被沒收。沒收之按金將用作維修「文化館」。
Applicants shall settle **a deposit of HK\$2,000.00** within one week upon the College's approval of their applications. Those who fail to do so shall be regarded as giving up their applications. The deposit will be returned to the applicants upon completion of the exhibitions. If the exhibitors would like to cancel the

exhibition, fail to launch the exhibition during the scheduled period or change the exhibitor(s), they shall notify the College at least one and a half month prior to the exhibition and arrange for swapping with another group of exhibitor(s). Failure to do so shall result in forfeiture of the deposit. Deposit will also be forfeited if the exhibitors have caused any damage to the facilities in the Gallery. The forfeited deposit will be used for maintenance of the Gallery.

11. 委員會擁有審核及批准「文化館」內一切活動權利。
The Committee reserves all rights to examine and approve activities to be held at the Hui Gallery.

香港中文大學新亞書院
「許氏文化館」平面圖
New Asia College, The Chinese University of Hong Kong
Hui Gallery: Floor Plan



香港中文大學新亞書院
「許氏文化館」場地使用規則
New Asia College, The Chinese University of Hong Kong
Usage of Hui Gallery: Regulations

1. 所有展品須經適當裝裱。
All exhibits shall be properly framed or installed.
2. 展覽主辦者如需張貼展品於牆上，先在牆上貼一層「皺紋膠紙」作底，然後才往膠紙面上張貼展品。如需懸掛展品於牆上，必須使用1.5吋長之鐵釘；展品重量較輕，則可使用圖釘。
If sticking exhibits on the wall is necessary, mask the wall first by using “Masking Tape” and exhibits are then pasted on the tape’s surface. Only iron nails of 1.5 inches long can be used for hanging exhibits onto the wall. Staples can be used for hanging exhibits of lighter weight.
3. 嚴禁標貼或懸掛任何物品於館內柱身。
Attaching items on pillars inside the Gallery is strictly prohibited.
4. 展覽主辦者必須自行負責懸掛及安置展品，並在展覽期最後一天清理一切攜來物品，將場地恢復原狀。任何損壞，均由主辦者負責賠償。
Exhibitors are responsible for installing the exhibits. All exhibits and materials shall be removed on the last day of the exhibition period. Exhibitors are responsible for all damage caused.
5. 展覽主辦者必須於展覽期最後一天自行清除所有鐵釘及圖釘。清除鐵釘時必須使用適當工具，以避免壓毀牆身。
All iron nails and staples shall be removed by the exhibitors on the last day of the exhibition period. Appropriate tools shall be used for removing iron nails, so as to keep the walls in good condition.
6. 釘痕須由展覽主辦者於展覽期最後一天自行修補。先以牆灰填補釘痕，然後用砂紙把填補處表面平整，最後塗上油漆。請使用書院提供的補牆灰、砂紙及油漆，並先於地板鋪上報紙以免油漆滴落弄污地板。
Nail holes shall be patched up by the exhibitor on the last day of the exhibition period. First use patching plaster to patch up the hole, then smooth the patched surface with sandpaper, and finally paint it. Please use the patching plaster, sandpaper and paint provided by the College and cover the floor with newspaper to avoid smear.
7. 不得以任何物品塗污展覽館牆壁、柱身、地面，請勿使用牆壁作作品背景，如壁畫，否則按金將被沒收。
Defacing of facilities (eg. walls, pillars, floor) in the Gallery is strictly prohibited. Exhibitor must not paint on the walls directly, or deposit will be forfeited.
8. 不得阻塞走火通道。
All emergency exits must not be blocked.
9. 所有花籃必須於展覽開幕後三天搬離展館。
All floral baskets shall be removed from the Gallery within three days after the completion of the Opening Ceremony.
10. 展館內不准吸煙及生火。
Smoking and setting of fire in the Gallery are strictly prohibited.
11. 不得在展館內飲食，招待酒會須於館外舉行。
Food and drink are not allowed in the Gallery. Tea reception shall be served outside the Gallery.
12. 展覽主辦者須自行負責接待、保安、保險及看守場地。
Exhibitors are responsible for receiving guests, maintaining order, purchasing insurance and safeguarding exhibits.
13. 展覽主辦者單位須自行負責宣傳，在展館適當地方張貼海報，並註明展覽名稱及展期。
Exhibitors are responsible for publicizing the exhibitions. Posters clearly indicating exhibition title and period shall be posted up in proper areas of the Gallery.

14. 「許氏文化館」開放時間為星期一至五，上午九時半至下午四時半；星期六上午九時半至十二時半；星期日及公眾假期休息。
Opening hours of Hui Gallery: 9:30am-4:30pm (Monday to Friday); 9:30am-12:30noon (Saturdays); Closed (Sundays and Public Holidays).
15. 展品如有任何損壞或遺失，新亞書院概不負責。
The College is not responsible for any damage or loss of exhibits.
16. 展覽主辦者單位須於展覽期最後一天下午三時或之前完成清場(包括移除場地佈置及展品)，並清潔場地及修復場內損毀設施，即日由新亞職員檢視清理工作是否妥當。
Exhibitors have to finish all the clean-up (including the removal of installations and exhibits) by 3:00pm on the last day of the exhibition period, and also ensure the venue is clean and tidy. Any damages caused should be well restored and then checked by staff members of the College on the same day.
17. 成功申請場地者須繳付港幣二千元用作按金，按金將於場地使用完畢，並經院務室檢視一切正常後發還予申請人。惟因申請人未能清理場地或損毀場內設施，所繳按金之全部或部份將被沒收。本院並保留對損毀設施者進一步追討賠償的權利。
Applicants shall settle a deposit of HK\$2,000 once the College has approved their applications. The deposit will be returned to the applicants upon completion of exhibitions, under the circumstances that all facilities are in good condition. The deposit will be fully/partially forfeited if the exhibitors failed to clean up the Gallery on the closing day or caused any damage to the facilities in the Gallery. The College reserves all rights to claim from the exhibitors the full payment of the cost for the maintenance and replacement of facilities in the Gallery.
18. 申請人如未能於開幕當天下午三時或之前完成所有裝置工作，書院會取消對是項展覽的開幕茶會資助。
If all installation works cannot be completed by 3p.m. of the opening day, the College will cancel the sponsorship granted to the exhibitors for the organizing the tea reception.
19. 如有需要，展覽主辦者可於佈置及清理場地時向書院借用工具。展覽主辦者必須於閉幕當天完整歸還所有工具，倘若未能準時歸還工具或損壞工具，所繳按金之全部或部份將被充公。本院並保留對損毀工具者進一步追討賠償的權利。
Exhibitors can borrow tools from the College for installing and removing exhibits. All tools shall be returned to the College on the closing date of the exhibition. The deposit will be fully/partially forfeited if the exhibitors failed to return all tools on the closing date or caused any damage to the tools. The College reserves all rights to claim from the exhibitors the full payment of the cost for the maintenance and replacement of the tools.
20. 委員會成員會到展覽場地巡視和評核展覽，以便日後審核同一參展者的申請時，作參考用途。
Members of the Committee will inspect and assess the exhibitions and the assessment will serve as a reference when the same exhibitor submits applications again in the future.
21. 借用人士在「許氏文化館」內一切活動，須依從新亞職員指示。如遇突發事件，請立即通知院務室 (3943-7609) 或大學保安組 (3943-1999)。
Applicants and exhibitors shall follow all instructions given by staff members of the College. For emergencies, please immediately contact the College Office at 3943-7609 or the Security Unit of the University at 3943-7999.
22. 倘若展覽須取消、未能於所編定的檔期內進行或更改參展者，須於展覽開始前一個半月通知書院，並且自行安排與其他組別對調，否則按金將被沒收及列入黑名單。
If the exhibitors would like to cancel the exhibition, fail to launch the exhibition during the scheduled period or change the exhibitor(s), they shall notify the College at least one and a half month prior to the exhibition and arrange for swapping with another group of exhibitor(s). Failure to do so shall result in forfeiture of the deposit and be blacklisted.
23. 委員會擁有審核及批准「文化館」內一切活動權利。
The Committee reserves all rights to examine and approve activities to be held at the Hui Gallery.
24. 查詢：新亞書院輔導處李小姐 (3943-8703; carmen.lee@cuhk.edu.hk)。
Enquiries: Miss Lee (3943-8703; carmen.lee@cuhk.edu.hk), Dean of Students' Office, New Asia College.

香港中文大學新亞書院
「許氏文化館」場地申請表格 (2019/20 年度)
New Asia College, The Chinese University of Hong Kong
Venue Booking Form (2019/20) of the Hui Gallery

請於二〇一九年六月二十八日下午五時前填妥網上申請表格，並把 500 字具體展覽計劃、支持申請之校內單位確認信，及各參展者之作品樣本（電腦檔案為佳）親身交回書院院務室。

Please submit completed online application form, 500-word exhibition proposal, endorsement from faculty/department/unit of CUHK and artwork samples for each exhibitor (electronic format preferred) in person to the College Office of New Asia College on or before **28 June 2019 5:00p.m.**

申請人資料 Applicant's Information

姓名 Name : _____

電話 Telephone : _____ (手提電話 Mobile) : _____

電郵 Email : _____ 隸屬書院 College Affiliation: _____

地址 Address : _____

展覽名稱 Name of the Exhibition : _____

借用日期 Period : 上 1st / 下 2nd * 學期 semester

屬意展期 (以兩星期為度) Intended Exhibition Period (Duration of two weeks) : _____

展覽形式 Format : 個人展 Individual Exhibition / 聯展 Joint Exhibition *

參展人姓名 Name of exhibitor(s) : _____

(註 Note : 未經書院許可，不得增刪任何參展者。Without getting permission from the College, change of exhibitor(s) is prohibited
同學最多只可參與兩個展覽。Each student can only participate in a maximum two exhibitions;
校外人士最多只可參與一個展覽。External applicant can only participate in a maximum one exhibition)

支持申請之校內單位 Endorsement from Faculty/Department/Unit of CUHK

單位名稱 Faculty/Department/Unit : _____

聯絡人 Contact person : _____ 職位 Title : _____

聯絡電話 Telephone : _____ 電郵 Email : _____

展品、開幕典禮及附加活動 Exhibits, Opening Ceremony and Supplementary Activities

展品類別 Type of exhibits : _____ 數量 Quantity : _____

是否有開幕典禮 Opening Ceremony : 是 Yes 否 No

展覽期間附加活動，請註明(如講座、導賞) Supplementary Activities during exhibition, please specify (e.g. Talks, Tour) : _____

展覽期間負責人 Contact Person During the Exhibition Period

姓名 Name : _____ 手提電話 Mobile : _____

電郵 Email : _____

本人明白並願意遵守「許氏文化館」場地申請方法及使用規則之條文。本人亦已附上各參展者之近期作品樣本，並了解委員會將以此作為審批申請之重要指標。 I understand the terms and conditions for renting the Hui Gallery. I am also willing to comply with the regulations. I have submitted recent artwork samples of the exhibitor(s), which will be treated as important indexes for approving this application.

簽署 Signature

日期 Date

*請刪去不適用者

香港中文大學新亞書院
「許氏文化館」場地申請(2019/20 年度)
支持申請之校內單位確認信
New Asia College, The Chinese University of Hong Kong
Venue Booking (2019/20) of the Hui Gallery
Endorsement from Faculty/Department/Unit of CUHK

請於二〇一九年六月二十八日下午五時前填妥網上申請表格，並把 500 字具體展覽計劃、支持申請之校內單位信件，及各參展者之作品樣本（電腦檔案為佳）親身交回書院院務室。請於每頁右上角寫上申請編號（申請編號請留意遞交申請表格後收到的確認電郵）。如資料不足，書院會取消有關申請。

Please submit completed online application form, 500-word exhibition proposal, endorsement from faculty/department/unit of CUHK and artwork samples for each exhibitor (electronic format preferred) in person to the College Office of New Asia College on or before **28 June 2019 5:00p.m.** Please mark the reference number on the right-hand corner on all your supporting documents. Please find the reference number in the Acknowledgment email after submission of the online application.

申請人資料 Applicant's Information

姓名 Name : _____

電話 Telephone : _____ (手提電話 Mobile) : _____

借用日期 Period : 上 1st / 下 2nd * 學期 semester

屬意展期 (以兩星期為度) Intended Exhibition Period (Duration of two weeks) : _____

展覽形式 Format : 個人展 Individual Exhibition / 聯展 Joint Exhibition*

參展人姓名 Name of exhibitor(s) : _____

(註 Note : 未經書院許可，不得增刪任何參展者。Without getting permission from the College, change of exhibitor(s) is prohibited
同學最多只可參與兩個展覽。Each student can only participate in a maximum two exhibitions;
校外人士最多只可參與一個展覽。External applicant can only participate in a maximum one exhibition)

展品、開幕典禮及附加活動 Exhibits, Opening Ceremony and Supplementary Activities

展品類別 Type of exhibits : _____ 數量 Quantity : _____

是否有開幕典禮 Opening Ceremony : 是 Yes 否 No

展覽期間附加活動，請註明(如講座、導賞) Supplementary Activities during exhibition, please specify (e.g. Talks, Tour) : _____

支持申請之校內單位 Endorsement from Faculty/Department/Unit of CUHK

單位名稱 Faculty/Department/Unit : _____

聯絡人 Contact person : _____ 職位 Title : _____

聯絡電話 Telephone : _____ 電郵 Email : _____

聯絡人簽署 Signature : _____ 日期 Date : _____