Booking Form

Hui Kwok Hau Hall, New Asia College, The Chinese University of Hong Kong

Booking Instructions and Conditions of Use

1. Booking Charges

Monday	s to Fridays	Saturdays, Sundays and Public Holidays	Projector & PA System
(Rental for minimum a c	ontinuous period of 2 hours)	(Rental for minimum a continuous period of 4 hours)	-
8:30am – 5:30pm	6:30pm – 10:30pm	8:30am – 10:30pm	
\$800/hr	\$900 /hr	\$900/hr	\$2,500

2. Overtime Allowance for Supporting Staff

Monday	rs to Fridays	Saturdays, Sundays and Public Holidays (Rental for minimum a continuous period of 4 hours)	
(Rental for minimum a continuous period of 2 hours)		(Rental for infilling a continuous period of 4 flours)	
8:30am – 5:30pm	6:30pm – 10:30pm	8:30am – 10:30pm	
N/A	\$170/hr for each minor staff	\$170/hr for each minor staff	

[#] There is no discount on the overtime allowance for supporting staff.

3. Request of Booking:

- i. Enquiries on venue availability can be addressed to Ms. Amy Lau, Dean of Students' Office, New Asia College at 3943-1584.
- ii. 3-week advanced booking is accepted.
- iii. Booking is open to Departments/Units of CUHK and New Asia Middle School. NA student bodies can make booking as well with 50% discount of booking charges. For outside parties, special approval is under the discretion of the College Head.

4. Confirmation of Booking

i. All bookings will be confirmed 10 days prior to the date of event.

5. Cancellation of Booking:

- i. Upon confirmation of the booking by the New Asia College, cancellation should be made in writing using the Hui Kwok Hau Hall Booking Form.
- ii. 50% of the booking fee (except overtime allowance for supporting staff) will be charged if cancellation is made within 7 days prior to the date of event.

6. Conditions of Use:

- i. The College reserves the right to reject any booking.
- ii. Any part of an hour during the booking period will be rounded up to one whole hour in counting the number of hours reserved and overtime allowance for supporting staff.
- iii. Organizers of events must ensure that no infringement occurs on the premises of Hui Kwok Hau Hall either of the laws of Hong Kong (including but not limited to laws in relation to copyright and Intellectual Property Rights) or the regulations of the College or The Chinese University of Hong Kong.
- iv. Organizers of events are liable for any damage caused by themselves or their guests when using the facilities of Hui Kwok Hau Hall. They must indemnify the College for such damages on demand by the management.
- v. If the University or the College needs to make use of the facilities to organize important events, the applicant has the obligation to release the booked facilities. The College reserves the right to make any change to the booking when necessary.
- vi. All bookings will be cancelled if typhoon signal No. 8 or above/ an "Extreme Condition" announcement/ Black Rainstorm Warning is hoisted on the day of the event.
- vii. In case of cancellation of a booking because of bad weather, i.e. when typhoon signal no. 8 or above / an "Extreme Condition" announcement/ Black Rainstorm Warning is hoisted, re-allocation of booking or refund of payment without interest will be carried out.
- viii. The College reserves the right to change the above without further notification.

Booking Form

Hui Kwok Hau Hall, New Asia College, The Chinese University of Hong Kong

□ Cancellation

□ Amendment

□ New booking		□ Amendment		□ Cancellation		
Details of Organisation						
Name of Applicant:		Contact No.:				
Name of Dept / Unit / Organization						
Name / Nature of Event:						
Email:			Fax:			
Name and Date of function:		No. of participants:				
Organizer: University	y units	ate				
Hour Reserved (Including move-in/out, set-up & function itself	Setting	Projector & PA System	Supporting Staff	Amount		
From	□x Chair (max:300)	□ \$2,500	☐ (min.: 2; working hours align with no. of	\$		
То		Mic: (max:2)	hours reserved)			
Total Hours hrs						
			Total	\$		
To: New Asia College Office						
I have read and understood, and agree	to follow the Booking	Instructions and Conditions	of Use of Hui Kwok Hau H	fall.		
I enclose HK\$				ter-departmental Transfer) *		
*Please delete as appropriate						
Applicant's Signature:		Date:				
Endorsement by Department/ Unit (fo	or Departmental/ Unit fu	nction only)				
Department/Unit chop		Endorsed by Departmen	nt/Unit Head	Date		
For Office Use:	φ.					
Venue Rental fee : Projector & PA System :	<u>\$</u> \$		ash □ Cheque □) ash □ Cheque □)			
Overtime Allowance for Supporting			ash □ Cheque □)			
Approved by:						