

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Sir Run Run Shaw Hall**  
**Scales of Hire Charges – Internal**  
**2020-2021**

**A. Hire Charges**

## 1. \* Basic rates for the auditorium (iii)

Purpose	Rate per session of 4 hours (i)					
	Occupation (\$)		Set – up / Rehearsal (\$)		Function (\$)	
	Auditorium	Studio	Auditorium	Studio	Auditorium	Studio
1) Performance of music, drama, dance, opera, and variety show	450	255	895	310	1,805	375
2) Meetings, lectures, conferences, and other functions which are not performances	225	120	450	155	890	200
3) Film / video shows	1,355 per show					
4) Film shows (Digital Camera Projector)	1,520 per show					

## 2. Audience surcharge per capita (ii)

Ticket Prices	Surcharge Rate	Ticket Prices	Surcharge Rate
\$0 - 4	\$0	\$40 - 49	\$3.90
\$5 - 9	\$0.90	\$50 – 59	\$4.40
\$10 - 14	\$1.40	\$60 – 69	\$5.50
\$15 - 19	\$1.90	\$70 – 79	\$6.60
\$20 - 24	\$2.40	\$80 – 89	\$7.70
\$25 - 29	\$2.90	\$90 – 99	\$8.80
\$30 - 39	\$3.40	\$100 or above	\$9.90

## 3. \* Other Venues Charges ( iii )

Venue	Purpose	\$
1) Rehearsal Room	a) Rehearsals and practices	100/hr.
	b) Use of audio/video equipment as installed	100/Programme
2) Foyer	a) Exhibitions	95/day
	b) Performance / Seminar	410/Session
	Set-up/rehearsal	315/Session
	Occupation	250/Session
	c) Other functions, e.g. ceremony, meeting, reception, etc. (min. 2 hr.)	78/hr.
3) Terrace	Ceremonies, receptions, etc.	63/hr.
4) Dressing Room		100/hr.

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**B. Miscellaneous Charges**

Purpose		Rate (\$)
1) Surcharge for late applications (iv)	a) Auditorium	175
	b) Other venues	100
2) Overtime allowance for technical/house staff (v): a) In overrun bookings b) In bookings outside regular opening hours c) In bookings on Sundays and public holidays d) For technical staff after 39 rostered hours in the week e) For house/minor staff in evening functions, Saturday and public holidays		325/hr. for each house/technical staff,  175/hr. for each minor staff
3) Overrun charges	a) Auditorium	480 /hr. or part thereof
	b) Foyer and Rehearsal Room	160 /hr. or part thereof
4) Surcharge for bookings outside regular opening hours on weekdays ( i )	a) Auditorium	480/ hr. or part thereof
	b) Foyer and Rehearsal Room	160 /hr. or part thereof
5) Surcharge for booking on Sunday and public holidays. (vi)	a) Auditorium	465 / hr. or part thereof
	b) Foyer and Rehearsal Room	155/hr. or part thereof
6) Surcharge for cancellation or amendment after confirmation.		155

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**C. Additional Services**

No.	Service	\$	
1	Audio recording for archival purpose per day (recording media excluded) (Audio file)	165	
2	a) Foyer P.A. system per day	310	
	b) House music / video	90	
3	Sound feed for video recording with hirer's own equipment	155	
4	Video recording per day (recording media excluded) (DVD/Video file)	435	
5	Notebook computer per day	450	
6	Sound editing per session (i)	465	
7	Video Projection System A per day	800	
8	Video Projection System B per day	650	
9	Portable video projector per set per day (For foyer / auditorium use only)	330	
10	Visual Presenter per set per day	265	
11	Professional wireless microphone per set per day	380	
12	Professional microphone per piece per day ( outside SRRSH )	390	
13	PPT presenter per piece per day	95	
14	Smoke machine per day	380	
15	Mirror ball per day	65	
16	Follow spot per set per day	385	
17	Professional stage carpet per programme (Set-up/move-out time and charges of moving team are excluded) ( iii )	465	
18	Professional dance mat per programme (Set-up/move-out time and charges of moving team are excluded) ( iii )	375	
19	Acoustic shell	a) Small ( iii )	380
		b) Big ( iii )	385 plus moving team charges
20	Location filming with hirer's equipment ( iii )	a) without stage lighting & sound facilities	500/hr. or part thereof
		b) with stage lighting, sound equipment	770/hr. or part thereof
21	Piano	a) baby grand per day (Tuning excluded) – Boston	655
		b) upright per (Tuning excluded) - Pleyel	365
22	Infrared simultaneous interpretation system per day (200 receivers)	550/50pcs	
23	Multi-purpose platform ( iii )	560/10 pcs	
24	Sales counter	125	

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**D. Other Charges**

Item	Unit/Dept	Charge
1) Student helpers		Current rates as set by the university
2) Auditorium seat dismantling/fixing	EMO	
3) Moving team	EMO	
4) Shuttle buses		
5) Travel/Crowd control	Security Unit	

## Remarks :

\* Free of charge for academic activities except performance and film screenings which organized by the university and academic units.

- (i) Daily sessions: 09:00-13:00 hrs., 14:00-18:00 hrs., 19:00-23:00 hrs.
- (ii) Audience size will be calculated as equivalent to the number of ticket stubs collected at door.  
N.B. Complimentary tickets  
The quota of complimentary tickets is 70 in the Auditorium or 6 in a studio-type performance.  
Prior approval by the Management should be sought if more complimentary tickets are required. If the number of complimentary ticket stubs is found exceeding the approved quota, a surcharge according to the top ticket price of the booking will be levied on each exceeding complimentary ticket.
- (iii) For additional staff cost, please refer to B2 and D for details.
- (iv) Please refer to “Guide for Internal Bookings”.
- (v) Staff deployment will depend on the requirements of the booking.
- (vi) Set up and move out time inclusive.