

香港中文大學新亞書院
「許氏文化館」場地申請方法 2020/21
New Asia College, The Chinese University of Hong Kong
Hui Gallery: Venue Booking Procedures 2020/21

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，申請者必須於二〇二〇年六月十九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 19 June 2020 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.