

## Booking Form

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

### Booking Instructions and Conditions of Use

#### 1. Booking Charges

Mondays to Fridays		Saturdays, Sundays and Public Holidays		Projector & PA System
(Rental for minimum a continuous 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 #

Mondays to Fridays		Saturdays, Sundays and Public Holidays	
(Rental for minimum a continuous 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	
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.

