



THE UNIVERSITY OF HONG KONG
Booking Request of Loke Yew Hall (for Student Societies)

Prior to the completion of this booking request form, applicant must read the “Loke Yew Hall: Booking Procedures and Conditions” (available at <http://www.exam.hku.hk> or obtainable from the Examinations Office) carefully. The completed form must be returned to the Examinations Office, Room 1026, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong at least **1 month** before the beginning of the requested booking period in person or by fax to 2547 0058.

I. Particulars of Applicant

- (1) Name of Student Society: _____
- (2) Name of Signatory: _____
- (3) Position Held by Signatory: _____
- (4) Telephone No.: _____
- (5) Fax No.: _____
- (6) Email: _____

II. Particulars of Event

- (1) Name of Event: _____
- (2) Description of Event: _____
- (3) Type of Event (*please tick as appropriate*):
- | | | | |
|--|-------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Conference | <input type="checkbox"/> Seminar | <input type="checkbox"/> Talk | <input type="checkbox"/> Ceremony |
| <input type="checkbox"/> Concert | <input type="checkbox"/> High Table | <input type="checkbox"/> Variety Show | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Other (please specify: _____) | | | |
- (4) Name of Organizers (including co-organizer): _____
- (5) Source of Participants: _____
- (6) Anticipated No. of Participants: _____
- (7) Admission Criteria (*please tick as appropriate*):
- (a) Is the function open to persons who are not members of the University? Yes No
- (b) Is admission to the function subject to payment of fees or charges
- | | |
|--|--|
| i. for members of the University? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ii. for non-members of the University? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

III. Booking Period

The booking time should include adequate setup, preparation, rehearsal, cleaning, restoration and strike out time needed for event.

- (1) Date/Time of Event:
- Date: from _____ to _____
- Start Time: _____ End Time: _____

(Note: Please contact the Learning Environment Services at 22415122 (Main Campus) or 39178888 (Centennial Campus) for any special AV requirements, and the Estates Office at 39178283 for the physical settings and attendant services of the hall.)

IV. Finance (please attach a budget plan)

(1) Estimated expenditure: _____

(2) Estimated income:

a) By sale of tickets: @\$ _____ x _____ =\$ _____
(unit charge) (no. of persons)

b) Others e.g. grants, donations, sponsorships etc.(please specify sources):

V. Declaration

I undertake to comply with the regulations as stipulated in the document “Loke Yew Hall: Booking Procedures and Conditions” (“the Conditions”), “Regulations on Posting of Publicity Materials on Campus” (“the Regulations”) and “Rules for Hirers and Caterers on Use of Loke Yew Hall for Catering Activities” (“the Rules”) (if applicable).

I understand that any breach of the Conditions and/or failure to observe the Regulations and the Rules may result in the rejection of any further application for the use of facilities, and/or relinquishment of any financial awards/subsidies made to my organization in connection with the organization of activities, including the one under application.

_____ Signature of Applicant	_____ Society Chop
_____ Name of Applicant	_____ Date

For official use only

The above application is approved / rejected.

Remarks: _____

Signature of Approving Officer
(Name: _____
Post: _____, Examinations Office)

Date