THE UNIVERSITY OF HONG KONG

Application for the Use of University Lecture Theatres and Classrooms for External Organizations

I. Booking Guidelines, Procedures, and Regulations

Prior to the completion of this application form, applicant must read the Booking Guidelines, Procedures, and Regulations (document available for consultation at http://www.exam.hku.hk, and obtainable from the Examinations Office, University of Hong Kong) carefully as all bookings approved by the University are made under the terms and conditions as detailed in this document. The completed application must be returned to the Examinations Office, Room 239B, Main Building, The University of Hong Kong, Pokfulam Road, Hong Kong at least 4 weeks before the function (Email: roombook@hku.hk). Booking enquiries should be directed to (852) 3917-2445 during office hours.

Bookings will be accepted no more than 3 months in advance and the venue will not be held for more than two weeks without payment of the rental in full.

Applicant must also submit together with this application a copy of the Certificate of Registration or other relevant documents to certify the legal status of the applying organization and a rundown of event.

II. Application Details

(A) Particulars of Applicant

1. Name of applicant ___________________________________________ (English) ___________________________________________ (Chinese)
2. Name of organization ___________________________________________ (English) ___________________________________________ (Chinese)
3. Address of organization ___________________________________________ ___________________________________________ ___________________________________________
4. Position held by the applicant ___________________________________________
5. Contact details Phone (Office & Mobile) ___________________________________________
Fax ___________________________________________ Email ___________________________________________

(B) Particulars of Event

1. Title of event ___________________________________________ (English) ___________________________________________ (Chinese)
2. Nature and general description of event________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
3. Booking period (booking of university facilities for regular functions will not be accepted under normal circumstances):

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<th>Date</th>
<th>Time From</th>
<th>To</th>
<th>Number of rooms required</th>
<th>Number of Participants</th>
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(Notes:
  a. Use separate sheets if necessary.
  b. The booking time should include setup, preparation, rehearsal, cleaning, restoration and any other time needed for the event. The venue will be made available to the applicant/hirer strictly according to the time indicated above.

4. Special rate

   Please tick (√) this check box only if the applicant wishes to apply for a special rental applicable to charitable/non-profit-making organizations. Documentary evidence must be submitted together with the application to certify the non-profit-making status of the organization.

5. Please indicate whether the following are required in relation to your booking:
   a. installation of temporary structure(s) within the booked venue
      □ No  □ Yes (please attach details in writing)
   b. use of chemical (flammable solvents, etc.), any other substance (smoke bomb, dry ice etc.) or special equipment (laser etc.) within the booked venue
      □ No  □ Yes (please attach details in writing)

6. Any other information or special requirements

III. Declaration

I understand and accept the conditions of booking as detailed in the Booking Guidelines, Procedures, and Regulations.

I also agree that
(a) once confirmation is received from the University, payment of rental will be made in full within two weeks;
(b) failure to provide details required under section II(B)(5) above at the time of submitting this application will result in the cancellation of booking by the University without any refund of the rental; and
(c) I shall, at my own expenses, take out a Public Liability Insurance policy as stipulated in the Booking Guidelines, Procedures, and Regulations, and provide a copy of the policy to the University for verification before using of the hired venue.

Date     Signature of applicant     Organization chop

July 2023