

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 together with the required documents must be returned to the Examinations Office, Room 239B, Main Building, The University of Hong Kong, Pokfulam Road, Hong Kong either by post or by email to roombook@hku.hk. Late bookings made less than 3 months before the event will not be considered.

Bookings will be accepted no more than 6 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):

Date	Time		Number of Rooms Required	Number of Participants
	From	To		

(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.

DateSignature of ApplicantOrganization Chop