I. Booking Guidelines and Procedures

1. The Grand Hall serves primarily as a teaching venue for centrally-timetabled lectures of the University, with Friday afternoons, Saturdays and Sundays normally reserved for cultural performance activities organized or endorsed by the University.

2. Booking priorities:
   1st: University teaching and learning activities.
   2nd: Other University activities organized by University departments or units.
   3rd: Activities not relating directly to the University but organized by University departments and units, provided that such activities are not commercial or personal in nature.
   4th: Activities relating to education organized by external non-profit making bodies.
   5th: Activities not relating to education organized by external non-profit making bodies, provided that such activities do not infringe the law.
   6th: Activities organized by profit-making bodies, to be considered on a case-by-case basis, provided that the activities do not infringe the law. Approval is given only in exceptional circumstances.

3. Applications for the use of Grand Hall from both internal and external users are considered on a case-by-case basis and on the principle that University activities shall not be affected by the functions. Bookings are normally accepted up to 6 months in advance. Late booking made less than 2 months before the event will not be considered unless in exceptional circumstances.

4. The completed application form must be returned to the Examinations Office, Room 1026, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong either by post or by email to roombook@hku.hk.

5. Rental Charges for the use of Grand Hall, as at September 2015, are listed below for reference only (the rental charges are subject to changes from time to time):
   (a) For Lecture-Based Events: $32,000 per 8-hour session / $16,000 per 4-hour session.
   (b) For Performance-Based Events: $24,000 per 8-hour session / $16,000 per 4-hour session.
   (c) Additional hourly rate: $2,000, subject to a maximum of 2 hours.
   (d) 50% discount for official functions of the University.

6. Payment Schedule
   (a) 25% of the rental shall be paid as a non-refundable deposit upon confirmation of the booking.
   (b) The balance (75%) of the rental shall be paid on or before the date as indicated in the approval letter, which shall normally be not later than 10 weeks before the 1st day of the booking.
   (c) In the case of a late booking, the rental shall be payable in full, immediately upon confirmation of the booking.

7. Additional costs such as piano, equipment, and technicians might be applied.
II. Particulars of Applicant

1. Name of Department / Unit / Organization: _______________________________________________________

2. Nature of Organization (please tick as appropriate)
   - □ Commercial
   - □ Government
   - □ Charitable / Registered non-profit-making
   - □ Alumni group
   - □ Other (Please specify: _________________________________________________________________)

3. Name of Signatory: _____________________________________________________________

4. Position Held by Signatory: _____________________________________________________________

5. Telephone No.: _____________________________________________________________

6. Fax No.: _____________________________________________________________

7. Mobile Phone No.: _____________________________________________________________

8. Email: _____________________________________________________________

9. Address of Organization:
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

III. Particulars of Events

1. Name of Event: __________________________________________________________________________

2. Description of Event: ______________________________________________________________________

3. Type of Event:
   (i) Lecture-based:
   - □ Conference
   - □ Seminar
   - □ Lecture
   - □ Ceremony
   - □ Filmscreening
   - □ Other (please specify: ________________________________________________________________)
   (i) Performance-based:
   - □ Concert
   - □ Variety Show
   - □ Other (Please specify: ________________________________________________________________)

4. Starting Time of Event: _________________________ Duration: _________________________________

5. Name of organizer(s) (including co-organizer): _________________________________________________

6. Anticipated No. of Artists / Speakers: _________________________________________________________

7. Anticipated No. of Audience: _______________________________________________________________

8. 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? □ Yes □ No
      ii. for non-members of the University? □ Yes □ No
### IV. Booking Period

Booking of the Grand Hall can be made in blocks of 4 hours or 8 hours with the possibility of adding additional consecutive hours. The booking time should include adequate setup, preparation, rehearsal, cleaning, restoration and strike out time needed for event. The venue will only be made available to the applicant strictly according to the date and time indicated below.

<table>
<thead>
<tr>
<th>Booking Details</th>
<th>Booking Date</th>
<th>No. of Hours</th>
<th>Additional Hours (if any)</th>
<th>Total No. of Hours</th>
<th>Booking Time</th>
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<tbody>
<tr>
<td>e.g.</td>
<td>05/05/2014</td>
<td>4 / 8*</td>
<td>2</td>
<td>10</td>
<td>1200-2200</td>
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<tr>
<td>1st Priority:</td>
<td></td>
<td>4 / 8*</td>
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<td></td>
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<tr>
<td>2nd Priority:</td>
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<td>4 / 8*</td>
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<tr>
<td>3rd Priority:</td>
<td></td>
<td>4 / 8*</td>
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(Note: You can indicate a maximum of 3 preferences.)

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<tr>
<th>Signature of Applicant</th>
<th>Department/ Unit/ Organization Chop</th>
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<th>Name of Applicant</th>
<th>Date</th>
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