

THE UNIVERSITY OF HONG KONG



Grand Hall, Lee Shau Kee Lecture Centre Booking Guidelines, Procedures, and Request Form (For External Users)

I. Booking Guidelines and Procedures

1. The Grand Hall serves primarily as a teaching venue for centrally-timetable 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. In addition to the booking priorities listed above, bookings from schools / colleges below tertiary level and those from other external organisations who wish to host events for fundraising purposes are not considered. 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 bookings made less than 3 months before the event will not be considered unless in exceptional circumstances.
4. The completed application form 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.
5. Venue rental charges for the use of Grand Hall, as of July 2024, are listed below for reference only (the venue rental charges are subject to changes from time to time):
 - (a) For Lecture-based Events: \$37,131 per 8-hour session / \$18,619 per 4-hour session.
 - (b) For Performance-based Events: \$27,767 per 8-hour session / \$18,619 per 4-hour session.
 - (c) Additional hourly rate: \$2,325, subject to a maximum of 2 hours.
6. Venue Rental Charges 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 first 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. Resident Crew and Event Coordination Charges for Performance-Based Events, as of July 2024 (the resident crew and event coordination charges are subject to changes from time to time):
 - (a) \$26,500 per 9-hour session
 - (b) Additional hourly rate: \$2,730 (based on the duration of the venue booking period)
 - (c) Package includes a resident stage manager, a lighting operator, a sound operator, 2 stagehands, event coordination staff, and a one-hour site visit / technical meeting.
 - (d) This charge is to be settled within 30 days after the event. No discount or waiver can be applied.
 - (e) Please read the '*Guidelines for Performance-based Events at the Grand Hall*' before submitting the application form.
8. Additional costs such as piano, equipment, and technicians might be applied.

II. Particulars of Applicant

1. Name of Department / Unit / Organization: _____
2. Nature of Department / Unit / Organization (please tick as appropriate):
 Commercial Faculty / Department / School
 Government Administrative Unit
 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. Correspondence Address : _____

III. Particulars of Event (Please attach a proposal and rundown of event)

1. Name of Event: _____
2. Description of Event: _____
3. Type of Event (please tick as appropriate):
 - (i) Lecture-based:
 Conference Seminar Lecture Ceremony Film Screening
 Others (please specify: _____)
 - (ii) Performance-based:
 Concert Variety Show Others (Please specify: _____)
4. Event Start Time: _____ Event End Time: _____
5. Setup/Rehearsal Time: _____ Move-out Time: _____
6. Name of Organizer(s) (including Co-organizer (s)): _____
7. Anticipated No. of Artiste(s) / Speaker(s): _____
8. Anticipated No. of Audience: Total No. _____ (including _____ HKU members and _____ non-HKU members)
9. 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
10. For Performance-based Events (please tick as appropriate):
 I have read and agree with the document 'Guidelines for Performance-based Events at the Grand Hall' on the Examinations Office's Website: http://www.exam.hku.hk/bkgenq/pdf/GH_guidelines_pb.pdf
 I have attached the proposal and the required details (Item 4 in the 'Guidelines') along with this application form.

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.

For lecture-based events, please contact the Learning Environment Services at 3917 8714 for any special AV requirements, and the Estates Office at 3917 2882 for the physical settings and attendant services of the lecture hall.

Booking Details	Booking Date	Booking Time	No. of Hours	Additional Hours (if any)	Total No. of Hours
<i>e.g.</i> :	<i>15/05/2024</i>	<i>1200-2200</i>	<i>4 / 8[^]</i>	<i>2</i>	<i>10</i>
1 st Priority#:			4 / 8 [^]		
2 nd Priority#:			4 / 8 [^]		
3 rd Priority#:			4 / 8 [^]		

You can indicate a maximum of 3 preferences.

[^]Delete as appropriate

Signature of Applicant	Department / Unit / Organization Chop
Name of Applicant	Date