Guidelines for Performance-based Events
at the Grand Hall

INTRODUCTION

Basic Information
• A performance-based event is a presentation or performance of music, drama, dance, opera, film, and other functions considered as arts and entertainment, and may require the use of more complicated facilities such as advanced AV equipment, stage lighting systems, acoustic banners, staging facilities or musical furniture/instruments.

• The Grand Hall is first and foremost a teaching facility. It is used mainly for centrally time-tabled lectures during teaching weeks. It is also used for University official functions such as the Information Day and faculty congregations. With its unique positioning and its limited availability, the Grand Hall is not to be considered a normal rental facility. The Hall only accepts bookings that will further the University’s mission as a leading institution of higher learning. (For example, bookings for amateur variety shows/competitions/showcases, and events that may disrupt examinations or normal activities of the University will not be considered.)

• HKU’s Cultural Management Office was established in early 2013 to programme and present cultural events in the Grand Hall. The mission of the Office is to inspire a life-long passion for the arts through innovative programmes that will enrich the imaginative atmosphere on campus and establish HKU as a leading centre of cultural activities.

• For more details, please refer to Appendix C: General Requirements and Policies for the Use of the Grand Hall in the Terms and Conditions for Hire and Use of University Classrooms, Lecture Theatres and Lecture Halls, available through the HKU Examinations Office.

Enquiries
HKU Cultural Management Office
LG. 45, Lee Shau Kee Lecture Centre, Centennial Campus,
The University of Hong Kong, Pokfulam Road, Hong Kong
Tel: +852 3917 8165, Email: museinfo@hku.hk, Website: www.muse.hku.hk

PRODUCTION INFORMATION

Resident Crew
• Backstage support is not included in the venue charges and is to be charged separately. For a performance-based event, a basic Resident Crew (i.e. a resident stage manager, a lighting operator and a sound operator and stagehands) must be engaged through the University to ensure the proper use of the sound and light equipment. Depending on the nature of the function, crew needs will be assessed and determined on a per-event basis. The cost for the Resident Crew will be borne by the Event Producer.

• The Event Producer will at his/her own cost:
  ➢ Provide a stage manager responsible for cueing the show and ensuring the smooth flow of the event.

• The Resident Crew will:
  ➢ Coordinate with the Event Producer to ensure that the load-in, rehearsal and performance align with the agreed schedule;
  ➢ Act as consultant to the Event Producer with regard to the facilities in the Hall;
  ➢ Operate the sound and/or lighting systems as cued by the Event Producer’s stage manager;
  ➢ Provide access to music stands, chairs, tables and other facility owned equipment;
  ➢ At the end of the event, determine final strike out time and inspect damages and cleanliness of the facilities.

• Additional stagehands can also be engaged to assist with basic set changes and move the Grand Hall piano as needed.
House Management

• For all performance-based events that are open to the public, the Event Producer must bring in a Front of House team on their own. The Front of House team shall consist of 1-2 House Manager(s) and ushers for a minimum of 4 hours, including one hour before showtime, and 30 minutes after the end of the show. The engagement cost will be borne by the Event Producer.
• The House Manager will assist the Event Producer to resolve ticketing issues and patron complaints, determine intermission length, and establish late seating procedure. Latecomers will be seated at the discretion of the House Manager.

Technical Requirements

• Please submit the Technical Requirements Form not later than 2 months prior to the first day of booking. Fulfillment of the requirements might be limited due to late submission.
• Crew needs, optional items (such as microphones, CD players, and a grand piano), and service charges will be assessed and calculated according to the information provided in the form.
• Should there be any changes, please contact the Cultural Management Office at least 2 weeks prior to the event. Changes might not be accommodated due to late submission.
• One site visit or technical meeting before the first day of booking can be arranged. To schedule more visits or meetings, additional fees may apply.
• Please note that orchestra risers and water dispensers are not available in the Grand Hall. The Event Producer is welcome to bring them in as needed.

ADVERTISING

Use of University Name and Logo

• In publicity materials, the venue should be listed as “Grand Hall, Lee Shau Kee Lecture Centre, The University of Hong Kong”.

Event Advertising

• Advertising and ticket selling are not allowed until the booking application is executed and the deposit/payment is settled.
• The Event Producer must obtain prior written approval from the Cultural Management Office before advertising the event or putting tickets on sale. A copy of poster, leaflet, house programme and other promotional materials should be submitted for approval 1 week before printing.
• To display advertising materials on campus, the Event Producer must obtain prior approval in writing.
• The University reserves the right to display or distribute its own publicity materials in the Hall.

COPYRIGHT

Intellectual Property Rights and Licences

• To perform in the Grand Hall, the Event Producer is responsible for making arrangements with the relevant bodies regarding the use of copyrighted works (e.g. films and original musical works) and applying for (royalty fees may apply) a one-off Musical Event Permit from “CASH”- Composers and Authors Society of Hong Kong Ltd.
• To show films or videos in the Grand Hall (including the Lobby and Foyer area), the Event Producer is responsible for obtaining the necessary licence(s) before the booking.
  Enquiries: http://www.ofnaa.gov.hk/eng/form/#3 (Film Submission Form)

RECORDING AND BROADCASTING

Recording and Broadcasting

• Audio/video recording, broadcasting or press taping will not be allowed without prior approval. Additional fees apply.

Live Broadcast to Classrooms

• Live broadcast to nearby classrooms could be arranged if necessary. Separate service and room booking applications are required and additional fees apply.
OTHER FACILITY INFORMATION

Support Spaces

• If available, the Event Producer may book nearby lecture rooms in the Lee Shau Kee Lecture Centre as support spaces (i.e. to be used as reception venue, green room, extra storage space etc.) in connection with the Grand Hall booking. Bookings can be arranged through the Examinations Office. A separate application is needed and additional charges may apply.
• There are several issues to note when considering using these rooms for receptions: lack of kitchen facilities, capacity limitations, access issues, among others. It may be necessary to hire additional security and cleaning personnel at the Event Producer’s own expenses.
• The auditorium or the stage of the Grand Hall is not available for receptions.

VISITOR SERVICES

Information

Useful visitor information can be found at www.muse.hku.hk/visitor.html. In addition, the Event Producer is encouraged to provide visitors with the following information:

Public Transportation

First Bus: 3A, 4, 4X, 23, 30X, 91, 94, 970, 970X
Citybus: 7, 37A, 40, 40M, 71, 90B, 103, 973
Mini Buses: 8, 8X, 10, 10S, 22, 22S, 28, 31, 55
MTR: HKU Station (Exit C1)

Driver’s Route and Drop Off

Please visit www.maps.hku.hk and type in “Lee Shau Kee Lecture Centre” for a campus map. Suggested drop off points are at Centennial Campus Car Park or at the back of the Jockey Club Tower.

Parking

The Event Producer will be offered 2 parking coupons for each booking per day. Additional cars or trucks parking in the University premises will be subject to normal car parking charges. It is not possible to provide valet parking or to reserve parking space.

Nearby Eateries

Several restaurants and coffee shops are in the walking distance of the Grand Hall.
Please visit www.cedars.hku.hk/sections/campuslife/Catering/CateringOutlets.php (Centennial Campus)

The University of Hong Kong reserves the right of final interpretation.
Information in this guideline is subject to review and change without notice.
All documents related to the booking of venues are available at the Examinations Office’s website at www.exam.hku.hk.