

For Staff Only	
AO	O
AM	TO

LOADING CHART

A. INFORMATION OF HIRER

Name of Organisation/ Department: _____

Person in Charge: _____ Tel. No.: _____ Mobile: _____

Stage Manager:
 (Operation & technical arrangement) _____ Tel. No.: _____ Mobile: _____

Hiring Date: _____ Hiring Time: _____

Name of Event: _____

Event Nature: Seminar / Conference Ceremony Inauguration Variety Show
 Film Performance: Music/ Dance/ Drama Others: _____

B. SCHEDULE ⁽¹⁾

Operation rundown and Programme

Move-in/ Set-up Time ⁽²⁾	Rehearsal Time	Venue staff lunch break ⁽³⁾	Venue staff dinner break ⁽³⁾
Audience Admission Time	Event Time	Intermission	Leave Time
	: - :	: - :	

⁽¹⁾ Set-up and dismantle time must be included for all bookings, approximately 1 hour minimum, subject to the complexity of setup requirement.
⁽²⁾ Operation rundown and Programme rundown must be submitted to A.C. Hall **at least two weeks prior** to the day of use.
⁽³⁾ Meal-break (lunch: 13:00-14:00, dinner: 18:00-19:00) should be provided to venue staff for bookings fall within the said period.

Group Photo after Event Photo taking time: _____
 (Please prepare platform if needed. Group photo taking time to be counted as Event Time)

C. AUDIO & VISUAL EQUIPMENT

Provision of service is subject to the actual requirements of the event. Please submit the floor plan, technical requirement and rundown at least two weeks prior to the day of use. No on-site request of use will be entertained due to arrangement of manpower.

To use Venue's Audio System as provided

1. Wireless Microphone (Handheld) _____ no(s) (max. 4 nos.)

2. Microphone stand _____ no(s) (max. 4 nos.)

3. Playback Media

Hirer's computer with HDMI output, or bring an adapter Screen Beam

4. Panasonic Laser Projector (with electric screen 200" diagonal)
 (Hirer's computer with HDMI output, or bring an adapter if necessary.)
 Media: Video
 Slideshow/PowerPoint
 Others (please specify):

To use Outsource Contractor

Name of Contractor: _____

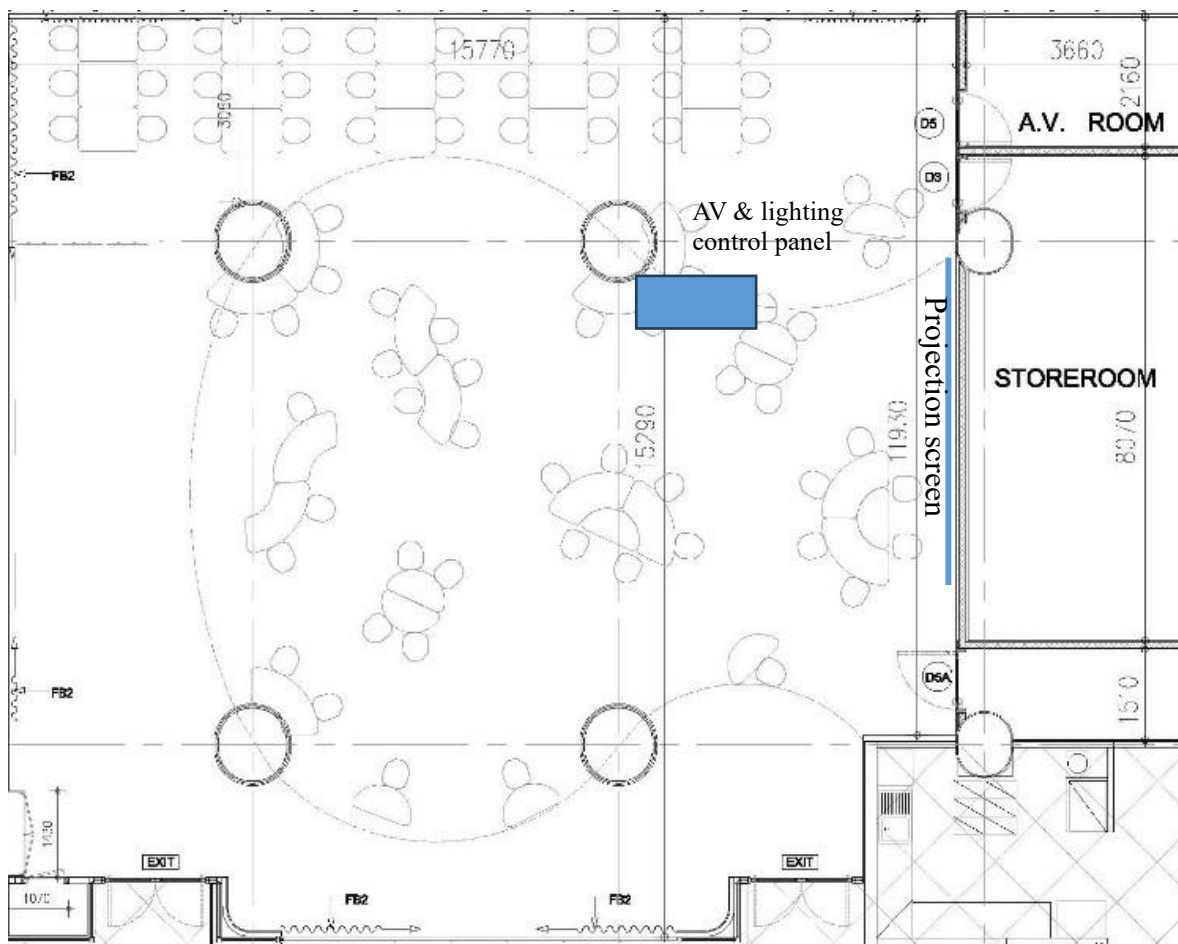
Contact Person: _____ Tel. no.: _____

D. LIGHTING EQUIPMENT

- To use Venue's Lighting System as provided**

DI. FLOOR PLAN

Please indicate the setting in the Floor Plan below. Kindly make extra copies for additional settings.
 For venue setup and moving service of furniture, please send request to EO.



NOTE

This application form should be submitted to sacla@hkbu.edu.hk at least three weeks prior to the activity date. After reviewing the information, the application will be transferred to A.C. Hall for further processing. A.C. Hall reserves the right of final decision on the advanced equipment application.

Updated in March 2024

To be filled by A.C. Hall staff

Reference No.: _____