

Hong Kong Baptist University

Office of Student Affairs

Undergraduate Halls

**Venues / Equipment Booking Form
For HKBU Department / Office Only**

Guidelines on Reservation:

1. HKBU departments may book venues below for activities organized for students or staff within three to thirty days before the intended activity. All charges listed below is subject to review by the University.
2. A minimum rental of two hours. Venue booking fee will be charged. Excessive use of the venue for 15 minutes will be counted as an additional hour.
3. A minimum rental of three hours. Equipment usage fee will be charged. Excessive use of the venue for 15 minutes will be counted as an additional session of three hours.
4. No overnight booking (11pm - 9am) will be accepted.
5. A detailed list of any outside electrical appliance / sound equipment with power outputs should be submitted together with this form for approval.
6. The booking Department / Office will be responsible for any loss or damage of equipment borrowed or any make good cost for cleaning incurred due to misuse of venue or equipment.
7. The PA system, after tuning by staff of G4 Service Counter before the reserved activity, will be locked up throughout the reservation. This is to prevent damage of the PA system due to mishandling and therefore fatal disruptions to subsequent bookings and activities.

A. Particulars of Applicant and Bookings:

Name of Department/Office: _____ Name of Applicant: _____

Contact No.: _____ Email: _____@hkbu.edu.hk

Any outside electrical appliance / sound equipment? (Note 5) _____ Yes / No _____

Name of Activity: _____ No. of participants: _____

Activity Period: (Date) _____

(Time) _____ to _____

Any media / press will be invited? _____ Yes / No _____.

B. Venue Options and Setup Charges:

| Name of Venue | Charges per Hour (Note 2) | Venue Setup Charge (Tables and Chairs) | Request | Setup required ? |
|-------------------------------------|---------------------------|--|--------------------------|------------------|
| Rev. James Mau Memorial Chapel (G9) | \$275 | \$100 | <input type="checkbox"/> | Yes / No |
| Jockey Club Courtyard | \$200 | \$200 | <input type="checkbox"/> | Yes / No |

C. Equipment Options:

| Items | Charges per Session (3 Hours) (Note 3) | Request |
|--|--|---------------|
| LCD projector and motorized hanging screen (96" x 96") (G9 only) | \$150 | Yes / No |
| Portable projector and screen (80" x 80") | \$75 | Yes / No |
| PA System (with 1 hand-held microphone) | \$150 | Yes / No |
| Each additional microphone | \$25 | Yes / No |
| Table | Free | Number: _____ |
| Chair | Free | Number: _____ |

Renting Charge for Venue: \$ _____ x _____ hours = \$ _____

Renting Charge for Equipment: \$ _____ x _____ sessions = \$ _____

Service Charge for Setup: \$ _____

Total Charge: \$ _____

Applicant's Signature: _____ Date: _____

Office use only:

1) Venue OK / input by: _____ Date: _____ 2) Charges: Total: \$ _____ / Issue date: _____

3) SHO Approve / Not approve Sign: _____ Date: _____ ASHM: Approve / Not approve Sign: _____ Date: _____

4) Confirmation issued by: _____ Date: _____