

Part 3 Approval of Booking

The above booking is accepted / rejected.

Recommended by

Approved by

Facilities Management Division

Comptroller

Remarks: _____

Venue Details:

Venue	Capacity	Standard Rate	Available Booking Period
Conference Centre	60	\$1800 / 3 hrs	10:00 – 13:00, 14:00 – 17:00
Lecture Room	60	\$500 / hr	08:30 – 22:30
	20-40	\$300 / hr	
Lecture Theatre	392	\$2000 / hr	
	235	\$1500 / hr	
	98-149	\$1000 / hr	
	70	\$500 / hr	
Student Function Hall	300	\$2000 / hr	08:30 – 22:30
SEK Function Hall	110	\$1000 / hr	
Gymnasium	150	\$1000 / hr	<u>Term Time Schedule:</u> Mondays to Fridays 10:30 – 22:30 Saturdays 10:30 – 19:30 Sundays 14:30 – 19:30
			<u>Summer Schedule:</u> Mondays to Fridays 12:30 – 21:30 Saturdays 12:30 – 19:30 Sundays 14:30 – 19:30
Soccer Pitch	40	\$800 / hr	April – October 08:30 – 18:30 November – March 08:30 – 17:30

Conditions and Regulations:

- All applications shall be submitted to Lingnan University (LU) for approval no less than 7 working days before the date of the event.
- Applications are accepted and processed on a semester basis:

Booking applications are accepted after	For dates in
1 August	September to December of the same year
1 December	January to August of the following year

- The booking rates may be altered by LU at any time and without prior notice.
- 30% of the hiring charges as a non-refundable deposit shall be paid within 7 days after the acceptance of the booking and the remaining 70% shall be paid 30 days before the first date of the booking period.
- The hirer shall bring along the official receipt on the date of use, in case identification is required.
- Failure to pay the charges as specified under item 4 above may result in the cancellation of the booking without prior notice.
- Apart from hire charges, the hirer will also be responsible for all other associated charges, such as overtime for ancillary staff, electricity consumption, etc. to be determined by the Office of the Comptroller.
- When the hire charges have been paid in full by the hirer, cancellation of booking will only be accepted in writing and must reach the Office of the Comptroller at least 14 days before the first date of the booking period. 50% of the hire charges will be refunded.
- The period of hire cannot be transferred to another dates(s) or venues(s) and the booking cannot be transferred to other organizer or for other events. The Office of the Comptroller reserves the right to approve special cases.
- LU reserves the right to reject or cancel any application.

11. A confirmed booking may be cancelled by LU without any refund of fees to the hirer under any of the following circumstances:
 - a) The hirer changes the uses, contents and nature of the function other than that originally stated in the approved application;
 - b) The hirer allows any person, association or organization, other than those accepted by the Office of the Comptroller, to participate in the proposed function without its prior permission
12. The Office of the Comptroller may at its discretion cancel a confirmed booking should the hired venues and facilities be urgently required by LU for its activities or for other over-riding compelling reasons.
13. LU reserves the right to demand the hirer to discontinue a function any time during the period of hire if these Conditions and Regulations of Hire are deemed to be violated, or if the function disturbs the normal operation of LU or the works of its students and staff.
14. The hirer shall not sublet any part of LU premises.
15. LU shall not be liable for any fatality, injury, loss or damage of properties brought into LU venues by the users.
16. LU and its employees/agents shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or any act of God, which may cause the booking interrupted or cancelled.
17. The hirer shall ensure the observance of the Conditions and Regulation of Hire stated herein by himself and/or his agents, including staff, contractors, etc., and shall ensure that LU is indemnified against any loss or damage arising from any breach of these conditions.
18. Smoking is prohibited in all venues, both indoor and outdoor.
19. No filming, sound or video recording, telecasting or broadcasting are allowed in LU without prior permission.
20. Eating & drinking are not allowed in the lecture theatre/room & auditorium.
21. No goods or articles shall be sold by the hirer and no commercial transactions shall be allowed to take place unless prior approval has been obtained from the Office of the Comptroller.
22. The hirer must ensure all facilities and equipments are used in a careful and proper manner and are liable for whatever damage and loss they cause in LU venues.
23. The hirer is responsible for his staff and participants to maintain good conduct and to dress in reasonable attire in the function.
24. All facilities come with basic fixtures, furniture and equipment will be provided, if available, at extra cost.
25. The stated capacity of the venues should not be exceeded.
26. Users should not remove/ rearrange any furniture/equipment without prior permission.
27. Users shall, at expiration of booking, leave the venue in a clean and orderly state and reinstate all facilities to their original conditions.
28. Users shall keep all gangways in and means of exit of the venue clear at all times.
29. The venues hired for the function must be properly cordoned off for crowd control.
30. The hirer shall pay to LU on demand the cost of reinstating, cleaning, or replacing any part of any property or facility of LU, which has been damaged, destroyed, stolen, removed or made dirty during the period of hire.
31. Users must ensure the proper conduct and behavior of their guests and participants in the venue.
32. Users should not affix any glue, scotch-tape, nails, spikes or any other things to the wall, floor and any other equipment in our venue without prior permission.
33. The hirer shall first seek and obtain the approval from the Office of the Comptroller for the display of any advertisements, notices, posters and business logos in LU premises.
34. The publicity of the function should never bear the name and/or logo of LU without our prior written permission.
35. The hirer is requested to comply with the current statutory requirement to employ registered electrical workers to carry out any fixed electrical wiring installation and only those electrical appliances including the power plugs that are in full compliance with the latest relevant regulations are allowed to be used.
36. LU will be closed when the Rainstorm Black Warning or Typhoon Signal No. 8 or above is in force. In such case, please contact the Office of the Comptroller for alternative arrangement. However, the re-arranged date and time will depend on the availability of the venues. Users will be advised to leave LU when the Pre-No. 8 Special Announcement is issued.
37. The Swimming Pool, the soccer pitch and the running tracks will be closed during the period when Thunderstorm Warning or Black Rainstorm Signal is issued.
38. For the booking of sports facilities, all users should be dressed in appropriate sportswear and observe the regulations governing the use of each sport facility. In case of misconduct or of any action inconsistent with the regulations, the sports facilities management staff shall have the authority to reject or debar the offender from the sports venues.

39. The Hirer shall if requested in writing by LU take out and maintain as appropriate a policy or policies of insurance in such terms as required by LU with companies approved by LU against liability for death, injury, loss or damage from whatever cause arising from the Hirer's use of the hired venues.
40. Application should be made by a company or an organization registered in Hong Kong.
41. If the actual use exceeds the original hiring time, consent from LU should be sought and an overrun fee will be charged on a half-hour basis. Incomplete half hour will be counted as half hour.
42. The decision of the University shall be final.
43. The activity shall comply with the policies of the University.
44. The activity should not cause negative impact to the University's reputation.
45. The activity shall comply with laws in Hong Kong.