

Application for Use of Wei Hing Theatre

(Capacity : 374 Seats)

Section I Particulars of Applicant

Name of Applicant : _____ Post Held : _____
 Name of Organization/Department : _____ Tel. : _____
 Address : _____ Fax : _____
 _____ E-mail : _____

Section II Details of Function

1. Type of Function : Conference Ceremony Film Show Seminar
 Concert Drama Others _____

2. Title of Function _____

3.

	Date	Session	No. of Session
A.		* Morning / Afternoon / Evening	
B.		* Morning / Afternoon / Evening	

Morning Session (8:30a.m.-12:30p.m.) Afternoon Session (1:30p.m.-5:30p.m.) Evening Session (6:30p.m.-10:30p.m.)

4. **For University Department :**
 Charge for activity incurred in Section VI for the above function is to be met by the following account :
 [] [] [] - [] [] [] - [] [] [] [] - [] [] [] [] - [] [] [] []

 Authorized Signature

Application for exemption from venue/equipment charges
 Waiver Justification : _____
 (e.g. Institutional Event) _____

 Signature (P / PRVT / VP() / Line Manager *) _____
 Date
(Please note that this waiver is only applicable for Venue / Equipment Charges and not applicable for fee of technical support outside normal office hours.)

For Non-University Applicant :
 Please send me an invoice for onward settlement of the booking fee.

Section III Declaration/Undertaking

I hereby apply for the use of Wei Hing Theatre and agree to observe and comply with the conditions and regulations as set out at Page 3 for the use of the Theatre. I also authorize the Director of Finance of the University to recover any cost or damages due from me under the Conditions and Regulations for the use of the Theatre from any payment due to me.

 Signature of Applicant & Company Chop SDS Endorsement (For Student Union or Departmental Student Societies of CityU only) _____
 Date

Section IV Confirmation of Booking (to be completed by FMO)

The application is confirmed / not confirmed.

Signature : _____ Date : _____

Section V Charges

A. Basic Charge

	Student Group(HK\$)	University Department, Non-University Applicant (HK\$)
Basic charge (per session)	280	2,000
Additional charge for technical support outside normal office hours (per session)	220	500
<i>(i.e. Saturday p.m., Sundays, Public Holidays, Weekdays after 17:30 hours.)</i>		

B. Equipment Charges

AV Equipment & Furniture		Available Quantity	Cost per Session (HK\$)		Requested	Charges (HK\$)
			CityU Student Group	CityU Dept, Non-University Applicant		
1.	Lectern Mic	1				
2.	Cable cone mic on floor-stand or table stand	4				
3.	Overhead Projector	1				
4.	Laser Pointer	1				
5.	Motor-Driven Center Screen	1				
6.	Portable Screen	1				
7.	Slide Projector	1				
8.	CD Player	1				
9.	Audio Cassette Player	1				
10.	Lectern	1				
11.	Whiteboard	1				
12.	Folding Tables	6				
13.	PVC Chairs	10				
14.	DVD/VCD/VHS Player with Video Projector	1	110	220		
15.	Data Projector for computer including one trial test.(Please bring your own computer)	1	110	440		
16.	Piano	1	170	280		
17.	Choir Stand	1	-	500		
18.	Wireless mic (maximum 3)	3	15	25		
19.	Special Lighting System	1 set	110	220		
20.	Additional Folding Tables	each	20	55		
21.	Additional PVC Chairs	each	-	10		
22.	Video Recording		100 / hour			
23.	Audio Recording		50 / hour			

Total : _____

Section VI Settlement of Charges (to be completed by FMO and copy to FO)

To : _____ Department (Attn : _____)

Charges for Activities (HK\$)

	1	2	3
Date & Session of Booking			
Basic Charge			
Technical support outside normal office hour			
Additional Facilities			
Others			
Total :			

Applicant has applied for exemption from venue / equipment charge

To: Finance Office

Please debit HK\$ _____ from the account listed in Section II and credit to the following account(s):
 HK\$ _____ to WHT Income A/C (1102-0000000-490003-00000-000-1)
 HK\$ _____ to FMO Overtime A/C (1101-0000000-502002-81501-010-1)

Checked & Recommended by : _____ Date : _____

Regulations on Use of Wei Hing Theatre

1. The "Basic Charge" covers the use of stage, auditorium, foyer and changing room, with the associated public address, stage and house lighting, and air-conditioning systems. Additional charges are required for other non-standard facilities. Under special circumstances, early opening can be arranged at afternoon and evening sessions only whilst late departure is allowed at morning and afternoon sessions at hourly rate of HK\$1,000 subject to prior approval of FMO.
2. It is a condition of hiring that a representative of the organization must be present at all times when the facilities are in use to provide supervision, assist in the use of facilities and equipment, and ensure that the regulations governing the use of the Theatre are adhered to. Any use of the Theatre which requires the attendance of University staff, e.g. labour for the movement of furniture, will incur additional charges, which will be agreed when the booking is made.
3. All bookings must be made in writing. Full advance payment is required and shall be made upon receipt of invoice. Request will not be accepted for booking less than 10 working days prior to the event.
4. Cancellation of booking will only be accepted in writing, and must reach our office at least 7 working days before the commencement date of the event.
5. This Theatre is not intended to be used as a place of public entertainment as interpreted in the Places of Public Entertainment Ordinance, Chapter 172. (i.e. the theatre cannot be used by the general public unless invited by the applicant).
6. Your decoration should not disturb the existing finishes in the Theatre and on the stage. Charges may be levied for any repair and/or reinstatement works.
7. The audience should be refrained from recording, filming, taking photographs during the performance. No smoking, eating or drinking are allowed in the Theatre and in the ticketing foyer. Audience should ensure their alarm watches, mobile phones and pagers are switched off during the event.
8. Applicant is required to get prior approval of FMO if they wish to take video for public broadcasting for their event in the Theatre.
9. The applicant shall be liable for any loss of or damage to the rented equipment arising from its negligence, unintentional act or unauthorized maintenance or any other cause within the reasonable control of the applicant, its representatives, employees, agents or invitees. In the event of any loss of or damage to the equipment for which the applicant is liable, the applicant shall reimburse CityU the total cost of making good the damage, or effecting replacement.
10. The applicant is responsible for obtaining any licences for their function, if required by laws.
11. No change of use as stated in Title of Performance in the application is allowed without prior written consent of FMO.
12. No subletting by applicant is allowed.
13. Refreshment and drinks are not allowed inside the Theatre.
14. Adverse Weather's arrangement
When Typhoon Signal No. 8 and/or above is hoisted or when Rainstorm Black Warning is issued, the Campus including Wei Hing Theatre will be closed. Refund of booking can be entertained for sessions falling in these signals period. The applicant has to take appropriate measures such as putting corresponding note in its invitation and making announcement of cancellation of functions through appropriate channels.
15. Do not disseminate or display information or materials of commercial nature. FMO reserves the right to remove the materials or stop the activity which violates the regulation.

FORM OF INDEMNITY

(to be filled in by Non-University applicant only)

To : City University of Hong Kong
83 Tat Chee Avenue
Kowloon Tong
Kowloon
Hong Kong

Dear Sirs

Re : Use of Wei Hing Theatre

In connection with the hire and use of the Wei Hing Theatre (the Theatre) for the _____
_____ (name of the function), the Applicant hereby accepts and agrees to the
following terms and conditions :-

- (a) The Applicant acknowledges that all activities in connection with the aforesaid function are done entirely at his own risk. City University of Hong Kong (the University) and its employees and agents or any other person delegated by the University shall not be held responsible for any damage or loss resulting from any cause whatsoever during the hiring while at the Theatre or any other areas of the University. The Applicant shall indemnify and keep indemnified the University and its employees and agents from and against all claims, demands, actions and proceedings in respect of such damage or loss.
- (b) The University, its employees and agents shall not be liable for any loss due to any break-down of equipment, failure of supply of electricity, leakage of water, fire, typhoon, rain storm or government restrictions which may cause the Theatre to be temporarily closed or the hiring to be interrupted or cancelled.
- (c) The Applicant shall indemnify and keep indemnified the University and its employees and agents from and against all claims, expenses, actions or proceedings in respect of personal injury or death of any person, arising from any accident or occurrence in the Theatre during the time used by the Applicant or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.
- (d) The Applicant shall undertake to repay the University the cost of any damages caused to the Theatre and any other areas of the University caused directly or indirectly by the said function.
- (e) Full payment is required in advance and shall be made upon receipt of invoice.
- (f) The Applicant shall, upon request by the University, take out and maintain as appropriate a policy or policies of insurance in such terms as required by the University with companies approved by the University against liability for death, injury, loss or damage from whatever cause arising from the Applicant's use of the Theatre.

Name of Applicant

Signature of Applicant
With Organization Chop

Date