



Executive Education Suite Booking Form

Please check the venue availability by calling 3943 4386 / 3943 4413. Return the completed form by emailing to: graceleunglm@cuhk.edu.hk.

A. Applicant Information

| | | | |
|-----------------|--|------|--|
| Name of Unit: | | | |
| Address: | | | |
| Contact Person: | | | |
| Email: | | | |
| Tel: | | Fax: | |

B. Booking Information *(Users can submit bookings up to 6 months in advance, e.g. in September 2024, users can submit bookings for February 2025.)*

| | | | |
|------------------------------|--|--|--|
| Name of Event: | | | |
| Event Nature: | <input type="checkbox"/> Conference / Meeting <input type="checkbox"/> Training / Lecture <input type="checkbox"/> Course Code: _____ <input type="checkbox"/> Seminar <input type="checkbox"/> Others (Please specify: _____) | | |
| | Do you have Coffee Break? <input type="checkbox"/> Yes, EES Coffee Machine is needed. (Coffee capsules purchased through APIB) <input type="checkbox"/> Yes, EES Coffee Machine is NOT needed. <input type="checkbox"/> No | | |
| Booking Date(s) and Time(s): | 1. 2. 3. 4. 5. | | |
| | (The venue shall only be open for use 15 minutes before the booked period.) | | |
| No. of Attendance: | | | |
| Venue: | <input type="checkbox"/> Lecture Theatre 2 & Executive Lounge & one of the Discussion Rooms <input type="checkbox"/> Lecture Theatre 3 & Executive Lounge & one of the Discussion Rooms <input type="checkbox"/> Full Suite (LT2 & 3, Executive Lounge & all Discussion Rooms) | | |
| Equipment: | <input type="checkbox"/> Flipchart HK\$100 / day <input type="checkbox"/> Others (Please specify: _____) | | |

C. Declaration

| | |
|--|-------|
| I/ We hereby confirm that the above information is true and I/ We agree to abide by the terms and conditions stated. | |
| _____ | _____ |
| Authorized Signature with Department Chop | Date |
| Name in Print: _____ | |

Executive Education Suite Booking Terms & Conditions

1. **Booking:** Booking can be made during office hours (i.e. 09:00-17:30 on weekdays) or non-office hours (including weekends and Public Holidays) with dedicated rental rates. A minimum of 2 consecutive hours is required. Booking less than 1 hour will be treated as 1 hour. For booking in non-office hours, please consult well in advance.

* Users can submit bookings up to 6 months in advance, e.g. in September 2024, users can book for February 2025.

2. **Confirmation:** Booking Unit will be notified by email within 3 working days upon receiving the completed booking form, and that notification is a tentative confirmation only. A Booking Agreement will then be issued to the Booking Unit. Booking will be officially confirmed after the Booking Unit signs and returns the Booking Agreement within 7 working days. If no Agreement is returned within 7 days, the venue will be released.

3. **Cancellation:** A HK\$500 administration fee is charged for any cancellation of a confirmed booking. For cancellations less than 7 working days in advance, the full rental fee will be charged.

4. **Payment:** Full rental fee shall be settled within 7 working days upon completion of the event through the "Interdepartmental Billing & Transfer (IBT)" of the CUSAP system.

5. **Overtime/Additional Charge:** Booking Unit is subject to additional charges including overtime, non-office hour booking and damage of equipment/facilities caused by improper use.

6. **Use of Venue and Equipment:** The booking unit is responsible for any damage, accident, injury or loss during the rented period. All costs for repair or replacement of the rented venue and equipment will be borne by the booking unit.

7. **Subletting:** Subletting of venue and equipment by booking unit is not allowed.

8. **Right of APIB:** 1) to decline any booking, 2) to release any venue, without notice, that has been tentatively blocked but has not yet been confirmed. 3) to arbitrate the final decision in case of any disputes.

9. **Typhoon / Black Rainstorm:** If Typhoon Signal No. 8 or above or Black Rainstorm Warning is in force and/or is to be issued 2 hours before the session booked, the Executive Education Suite will be closed.

If Typhoon Signal No. 8 or above or Black Rainstorm Warning is issued during the event at the Suite, the event will be suspended immediately and the Booking Unit is responsible for arranging all attendees to take shelter at a safe place until the weather and transport conditions have improved.

If Typhoon Signal No. 8 or above or Black Rainstorm Warning is lowered, the Suite will be open according to the schedule below:

| Situation | Signal is lowered | Arrangement |
|---|-------------------|---|
| Typhoon Signal No. 8 or above / Black Rainstorm | Before 7 a.m. | All venues for the morning session (9 a.m. – 1 p.m.) will be opened as scheduled |
| | Before 12 noon | All venues for the afternoon session (2 p.m. – 5.30 p.m.) will be opened as scheduled |

10. **Smoking:** CUHK is a smoke-free campus; smoking is strictly prohibited in the Executive Education Suite.

11. **Food / Drinks:** Food and Drinks are ONLY allowed in the Executive Education Lounge. NO food or drink (except water) is allowed inside the lecture theatres. The Booking Unit will be responsible for the cost of necessary cleaning caused by any violation.

12. **Technical Support:** Technical support service for audio-visual equipment is only available on a case-by-case basis. Like other on-campus venues, it is recommended that the Booking Unit consult directly the Audio Visual Services Unit (AVSU) well in advance. Contact information of AVSU is available [\[here\]](#).