

CUHK Business School Town Centre Unit B, 1/F, Bank of America Tower, 12 Harcourt Road, Central, Hong Kong Tel: (852) 2722 5808
 Opening Hours: Mon - Fri 10 a.m. - 10 p.m. (Closed on Sat, Sun & Public Holiday)

CUHK Business School Town Centre Venue Booking Form

- Please read the Venue Booking Terms and Conditions accompanying this form.
- Please complete and return this form by email: towncentre@cuhk.edu.hk.

A. Applicant Information

Name of Company /Organization:			
Address:			
Contact Person:	(Mr / Ms)		
Email Address:			
Tel:		Fax:	
Member of CUHK Alumni? <input type="checkbox"/> Yes (Program & Mode _____ Year of Graduation _____) <input type="checkbox"/> No			

B. Event Information

Event Name/Topic:			
Event Speakers/Guests:			
Event Date:	Day / Month / Year	[Mon / Tue / Wed / Thu / Fri / Sat/ Sun]	
Event Time:		No. of Participant:	
Venue Booking Time: (Event set-up and clear-up time included)	<input type="checkbox"/> Booking Time (min. 2 hours) From _____ to _____ # Please include event set-up and clear-up time in the booking time. <input type="checkbox"/> Full-day session** (9:30am - 5:30 p.m.) <input type="checkbox"/> AM session** (9:30am - 1 p.m.) <input type="checkbox"/> PM session** (2 p.m. – 5:30 p.m.)		
Venue:	<input type="checkbox"/> Lecture Theatre #(50 seats / 70-80 seats / 90 seats) # please circle as appropriate <input type="checkbox"/> Conference Room (12 seats) <input type="checkbox"/> Discussion Room (4 - 6 seats) <input type="checkbox"/> Reception Lounge		
Event Nature:	<input type="checkbox"/> Conference / Meeting <input type="checkbox"/> Seminar <input type="checkbox"/> Training / Lecture <input type="checkbox"/> Interview <input type="checkbox"/> Others (Please specify: _____) Is there any admission fee chargeable to participants? <input type="checkbox"/> Yes HK\$ _____ <input type="checkbox"/> No Is there any catering service for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the event co-organized with another party? <input type="checkbox"/> Yes (Please specify: _____) <input type="checkbox"/> No		

* Hourly rate booking applies to CUHK Business School Town Centre opening hours only. [Mon - Fri 10 a.m. - 10 p.m. (Closed on Sat, Sun & Public Holiday)]

** Session booking available from Mon to Fri only, except Public Holiday

C. Declaration

I/We, _____, hereby confirm that the above information is true, and I/We read, agree and undertake to observe the Venue Booking Terms and Conditions accompanying this form.	
Authorized Signature with Company Stamp _____	Date _____

For Office Use Only		Date Rec'd _____ Booking Ref. No. EX _____ / 20 _____
Room Allocation:		
Payment:		
Booking Confirmation:	<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/> Pending	Approval
Remarks:		

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Venue Booking Terms and Conditions

1. **Booking:** Advance booking up to 3 months is welcome yet subject to venue availability. Priority will be given to activities of the CUHK Business School Town Centre ("BATC").
2. **Event and Participants/Attendees:** Hirer must inform BATC in full the event nature, topic, speakers/guests and target participants at the time of booking. Hirer must ensure that venue capacity limits specified by BATC are not exceeded. BATC reserves the right to request a copy of the guest / participant list. Member(s) from the hirer's organization should be present during the entire time of event to identify guests and participants, manage registration and event related-matters. BATC must be notified in advance if member of the press/media or event photographer will be present for or in attendance at the event. BATC must also be informed in advance of any press announcement being made which is in relation to the event being held at the BATC's venue.
3. **Confirmation:** Applicant will be notified by email regarding to the booking application within 3 working days upon receiving the booking form, and that notification is treated as tentative confirmation only. The booking will be officially confirmed upon deposit of 50% of the total rental fee received within 1 week after booking notification. However, should the situation arise when another party is ready to confirm a venue that has been tentatively blocked, the first party who reserved the space will be notified of the situation and given 3 working days to confirm the booking.
4. **Cancellation:**
 For cancellation of booking 30 days ahead of event date, an administration fee of HKD500 will be charged.
 For cancellation of booking less than 30 days, but at least 10 calendar days before your event date, 25% of the booking amount will be charged.
 For cancellation of booking less than 10 calendar days before your event day, 100% of the booking amount will be charged.
5. **Payment:** A deposit of 50% of the total rental fee is required within 1 week after booking notification. The balance shall be made on or before the date of event. Official receipt can be provided upon request. Payment of overtime charge and any additional charge shall be settled immediately after the event. Available payment methods are as follow:
 - a) *by Cheque* - please return the completed booking form with cheque payable to "The Chinese University of Hong Kong" to BATC
 - b) *by Bank Pay-in* - please visit "Hang Seng Bank" counter and pay into the bank account no. **293-005005-001** in the name of 'The Chinese University of Hong Kong' and return a copy of your deposit advice with the completed booking form to BATC.
6. **Rented Venue and Time:** The hirer should include event set-up and clear-up time in the booking time stated in the booking form. The Hirer must adhere to venue, event purposes and booking time agreed at confirmation. Access to rented venue will only be available from start of booked session and must be vacated by end of booked session. Hirer will be charged if the duration of use of our venues and facilities exceed the booked session. Without prior confirmation with BATC, no venue and facilities can be rented, borrowed or re-arranged for use. Subletting the venue and facilities by the hirer is not allowed.

 For weekend sessions, or further extension of the above rental hours, prior approval by the Town Centre is required.
 All of these arrangement details shall be stated on the rental agreement before the event. Air conditioning & management fee will be charged at an additional amount of HKD1000 for an additional hour.
7. **Clearing-up of Venue:** The hirer must ensure that the venue is maintained at all times in a clean, tidy and safe condition. The hirer shall ensure that all clearing-up is properly carried out immediately after the event, and venues are left in a tidy condition to the satisfaction of BATC. BATC reserves the right to charge the hirer if additional cleaning is necessary.
8. **Responsibility of Hirer:** The hirer shall be responsible for the conduct and registration of its participants in the venues. The hirer shall also be responsible for any damage, accident, injury or loss which may occur during the rented period of the rented venues and facilities. All costs in relation to repair or replacement of rented venue and equipment will be borne totally by the hirer.
9. **Indemnity / Liability:** The hirer is liable for and shall indemnify BATC against all actions, claims and demands by any person who suffers or sustains any loss, damage or injury arising as a result of the event and use of venue. BATC shall not be liable for any loss of or damage to the personal property of the hirer and its event participants, or that of any person for whom the hirer is responsible. BATC shall not be liable for any loss due to any breakdown of machinery, failure of electricity supply, water leakage, fire, government restriction or act of God which may cause the premises to be temporarily closed or the event to be interrupted or cancelled.
10. **Right of BATC:** 1) BATC reserves the right to decline any booking in any circumstances and for whatever reasons. 2) BATC reserves the right to release any venue, without notice, that has been tentatively blocked but has not yet confirmed. 3) BATC reserves the right to arbitrate the final decision in case of any disputes.
11. **Typhoon / Black Rainstorm:** BATC will be closed when typhoon signal no.8 or above / Black Rainstorm Warning is in force and/or is issued before the booked session. If the Typhoon Signal no. 8 or above / Black Rainstorm Warning is issued during an event held in BATC, the event should be suspended immediately. If the Typhoon Signal No. 8 or above / Black Rainstorm Warning is lowered at the following hours, venues will be opened as appended below:

Typhoon Signal	Rainstorm Signal	Signal is lowered	Arrangement
No. 8 or above	Black	Before 7 a.m.	All venues for morning session (9:30 a.m. – 1 p.m.) will be opened as scheduled
		Before 12 noon	All venues for afternoon session (2 p.m. – 5.30 p.m.) will be opened as scheduled
		Before 5 p.m.	All venues for evening (after 7 p.m.) will be opened as scheduled

Hirer can be re-schedule the event within 4 months without additional charges. For cancellation, an administration fee of HKD500 will be charged.

12. **Smoking:** Smoking is strictly prohibited in BATC.
13. **Food / Drinks:** Food and drinks are allowed in the reception lounge only at a separate rental fee. Only light and convenient meal options such as sandwiches and wraps are allowed in lecture theatres and carpeted area with a cleaning fee at HKD500 for conference room and HKD1500 for all other lecture theatres. BATC must also be informed in advance of any meals or catering services.