

Studio 303 Booking Application

Application Instructions:

1. Please read through the “**Studio 303 – Information Guide for Users**” before completing the application form, which can be downloaded from CYMCC’s website- <http://www.cedars.hku.hk/campuslife/cymcc> .
2. The completed application form should be submitted to cymcc@hku.hk.
3. Applications made less than 2 months before the function will not be considered unless under exceptional circumstances.
4. Applicants may submit up to 3 choices, in order of priority, of the booking period for their functions.
5. Applicants will be invited to discuss with the CYM management staff on matters related to their booking requests. For potential applicants, they will be further invited to conduct a site visit and have a technical meeting when required.
6. Applicants will be notified of the booking results at least 2 months prior to the date of function.
7. For enquiries related to the venue, please contact us via 3917 1281 or email to cymcc@hku.hk.

Part I - Application Details

Name of Department / Student Society/ Student Group*: _____

Name of Applicant: _____ Chinese Name: _____

Student No (if applicable): _____ Tel. No: _____

Position in Department/Student Society*: _____

Email: _____ Fax No.: _____

Person in-charge of the Function: _____ Tel. No.: _____

***Please delete as appropriate**

Part II - Booking Period:

The booking period shall include adequate time for setup, rehearsal, performance, cleaning and strike out. The maximum duration of booking period for each single booking may be up to 5 consecutive days.

Dark Day: Mondays

Maintenance period subject to annual schedule. No prior notice on block period

Priority	Dates	09:00 – 13:00#	13:00 – 14:00	14:00 – 18:00#	18:00 – 19:00	19:00 – 23:00#
1st choice		<input type="checkbox"/>	Meal Break	<input type="checkbox"/>	Meal Break	<input type="checkbox"/>
2nd choice		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
3rd choice		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Please indicate the mode of booking in the following table.

O: Short Term Occupancy

R: Rehearsal / Set-up / Move-out

P: Performance / Conference / Seminar

	09:00 – 13:00	13:00 – 14:00	14:00 – 18:00	18:00 – 19:00	19:00 – 23:00
Day 1		Meal Break		Meal Break	
Day 2					
Day 3					
Day 4					
Day 5					

*Please delete as appropriate

where applicable



Part III – Booking Information:

Name of Event: _____

Nature of Event#: Drama Dance Screening
 Musical Performance Others (please specify): _____

Details of Event (e.g. theme, title, programmes and name of artists / speakers, etc.)

- **Please include Production Schedule, Rundown details**

Estimated No. of Performers: _____ Estimated No. of Participants: _____

Admission Fee: \$ _____ / Free*

Any sale of merchandise during the event? Yes / No*

If yes, please specify the merchandise items below:

Name of sponsor(s) (if any)

Name of co-presenter(s) (if any)

DECLARATION

I confirm that I have read and accepted the contents of the “Information Guide for Users” and “Venue Rental Charges of CYMCC Studio 303”, and declare the information filled in this application form and supplementary information attached is correct and true. I acknowledge the Event shall be carried out in accordance with the above details, and will not transfer or sub-let the venue.

If CYMCC accepts our booking, I agree to abide by all the Rules, Regulations, and Conditions of Hire of Studio 303 and the venue hiring charges shall be made in accordance with the “Venue Rental Charges for Approved Events”. I also agree CYMCC may, at its absolute discretion, turn down my application or refuse to the application without the need to give any reasons or explanation.

Chop of Department / Student Society /
Student Group* Represented: _____

Signature : _____

Name of Applicant* : _____

Date : _____

*Please delete as appropriate

where applicable