

THE UNIVERSITY OF HONG KONG  
CHONG YUET MING CULTURAL CENTRE

General Office: Room 401, Chong Yuet Ming Cultural Centre

Tel: 3917 1281

# **STUDIO 303**

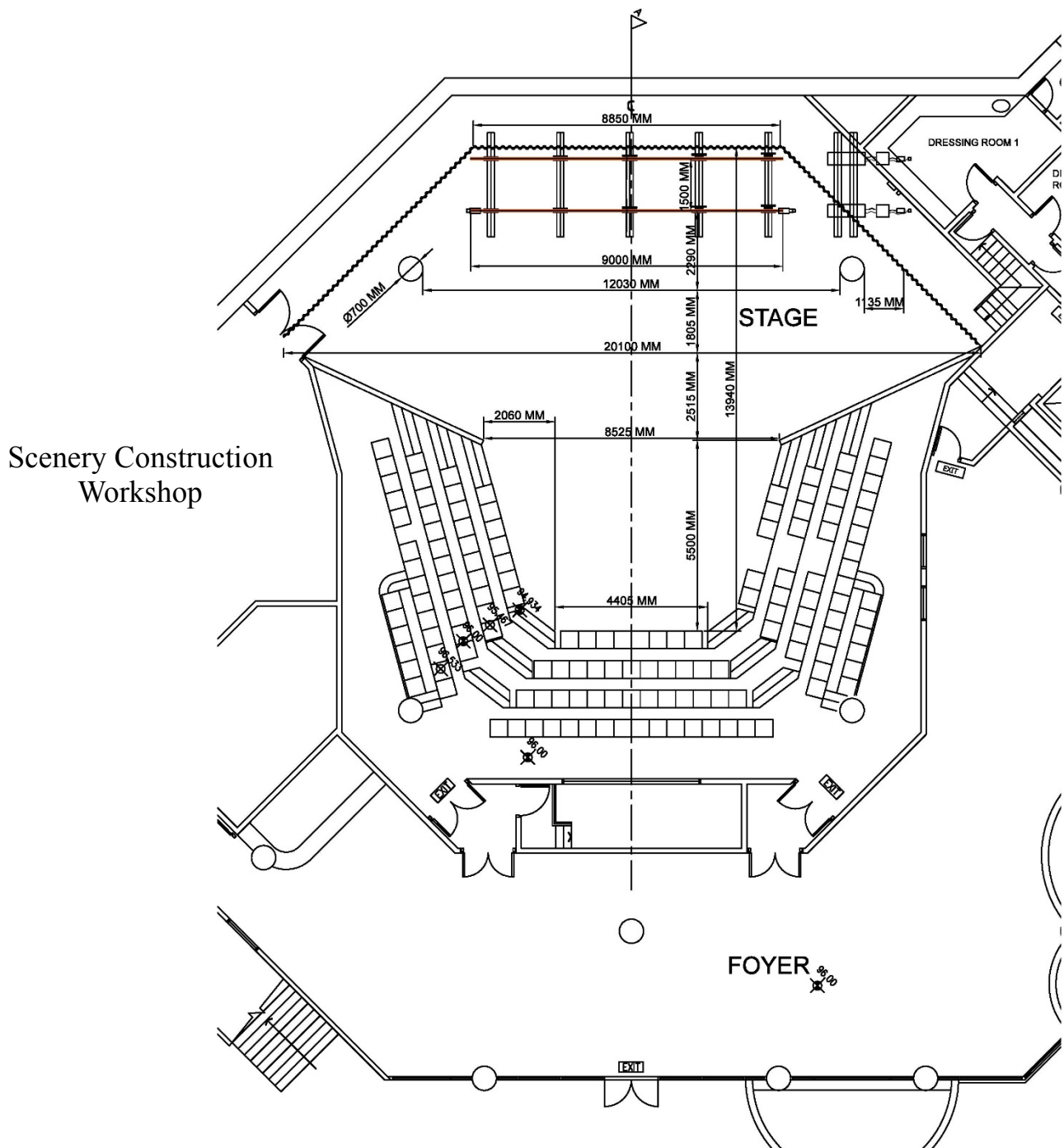
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## **Information Guide for Users**

## Introduction

*Studio 303 is located in the Chong Yuet Ming Cultural Centre, 3<sup>rd</sup> floor. It is primarily for performance-based activities, and is aimed for students' arts and cultural development. It is equipped with basic furnishings including an auditorium for 148 people, a scenery construction workshop and dressing rooms which may cater for performances; such as drama, musical performance, video screening and many more other arts activities.*

## Studio 303 Layout



# Booking Guidelines

## 1. Booking Priorities

Studio 303 is primarily for performance-based activities. Applicants must demonstrate that their scheduled functions are of such a nature which suits for the use of the Studio. Application from individual will not be considered.

## 2. Application for Hire of Studio 303

2.1 Studio 303 is normally open for use from 09:00 to 13:00, 14:00 to 18:00 and 19:00 to 23:00 daily except on the following days:

- The day before Lunar New Year's Day
- The Lunar New Year's Day
- The second day of Lunar New Year
- The third day of Lunar New Year

Dark Day for Studio 303 is generally on Mondays and the maintenance period is subject to annual schedule. No prior notice on block period.

2.2 Applications should normally be made in advance of the date of function.

<b>Type of Venue Booking</b>	<b>Ordinary Booking</b>	<b>Late Booking</b>
	<p>For applications submitted 3 to 12 months in advance.</p> <p>Bookings of over 12 months in advance are not normally accepted but will be considered case by case. Such application should be made directly to the Cultural Centre Manager and include justifications, detailed programme plan and activity information. CYMCC reserves the right to decide whether to accept any booking in advance of 12 months.</p>	<p>For applications submitted less than 3 months in advance.</p> <p>CYMCC will consider any late booking case by case according to circumstances. CYMCC reserves the right to decide whether to accept any late booking.</p>
<b>Submission of Application</b>	<p>Applicant must submit the completed application form together with programme details, summary of the artwork/activity plan, production schedule, etc, to <a href="mailto:cymcc@hku.hk">cymcc@hku.hk</a>. Enquiries should be directed to Chong Yuet Ming Cultural Centre, by calling 3917 1281 or by email at <a href="mailto:cymcc@hku.hk">cymcc@hku.hk</a>.</p>	

<p><b>Application Processing, Notification and Reminders</b></p>	<ol style="list-style-type: none"> <li>1. CYMCC will issue an acknowledgement receipt via email within 7 working days after receiving an application.</li> <li>2. The University's name must not be used in conjunction with the function without the University's formal consent.</li> <li>3. Booking for regular functions will not be considered under normal circumstances.</li> <li>4. For Ordinary Booking which the application form has been properly completed with all supporting documents submitted, CYMCC will normally confirm application result within 30 working days.</li> <li>5. The provision of data as requested in the application form is voluntary, but applicants should note that insufficient or inaccurate information will likely delay the processing of the application or result in the application being rejected. Data provided by the applicant will be used primarily for activities related to the assessment of the application, actual arrangements of the function concerned, and other necessary follow-up actions related to the booking or function, as appropriate.</li> <li>6. CYMCC may request the applicant to provide additional information to assess the event's programme content, venue use and the background/nature of the applicant and co-organizer(s).</li> <li>7. Venue reservation service is not available and any party interested to hire a CYMCC venue must submit a completed application. CYMCC will start processing the booking only upon receiving the full set of application documents (including the completed form and all required supporting documents).</li> <li>8. Factors that CYMCC may take into consideration when processing and assessing the application will include but are not limited to the following: <ul style="list-style-type: none"> <li>◆ Conditions stipulated in the Venue Rental Charges Table for Approved Events</li> <li>◆ Venue availability</li> <li>◆ Content and Nature of the event</li> <li>◆ Background/nature, ability and track record of the hirer/ presenter(s)</li> </ul> </li> <li>9. Potential applicants will be further invited to conduct a site visit and have a technical meeting when required.</li> <li>10. CYMCC reserves the right to terminate any booking which may cause damage to any part of the University premises, affect the University's normal activities, or violate any of the regulations stated herein. The charges paid by the Hirer may be forfeited.</li> <li>11. Without written approval by CYMCC, the applicant should treat the status of the application as not approved and refrain from promoting the event.</li> <li>12. Rental can be paid in cash, by cheque or by internal account transfer. CYMCC reserves the right to cancel approved bookings for those who fail to comply with this payment requirement.</li> </ol>
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<p><b>Application Processing, Notification and Reminders</b></p>	<p>13. Normal venue rental includes the use of in-house fixture provision. Requests for additional AV equipment and stand-by technician services are subject to separate charges.</p> <p>14. Special requests concerning physical layout, seating, air-conditioning, furniture arrangements, etc. should be directed to Chong Yuet Ming Cultural Centre or Estates Office of the University of Hong Kong.</p> <p>15. Applicants should ensure the safety of the activities or exhibits or displays in the hired venue and engage appropriate insurance services if necessary.</p> <p>16. CYMCC will not be responsible for any accident, damage, loss or compensation for the activities or exhibits or displays in the hired venue. Hirer should determine any risk of the activity or exhibits/displays and take appropriate measures to protect them.</p> <p>17. The Hirer must remove all material and clear all rubbish, packing and waste materials from the venue upon expiry of the hiring period. Otherwise anything remaining will be treated as unwanted and will be disposed without further notice by CYMCC at a cost charged to the hirer.</p> <p>18. If such property is not removed and all removal and storage charges are not paid by a date specified by the Management, the Management may at its discretion dispose of or sell such property and in such event, the proceeds of sale will go to Cultural Centre. The Management shall not be liable for any loss or damage to such property.</p> <p>19. The Hirer shall indemnify the University for all losses, costs, claims, and expenses which the University may incur or suffer, and against all actions, claims or demands made by any person, arising from the act or negligence of the Hirer, his or her guests or any other third party.</p> <p>20. CYMCC respects the freedom of artistic expression, but must also consider the impact, nature and timing of the hirer's event on the operation of CYMCC and its tenants, in order to balance the needs of different stakeholders. Hence, if and when necessary during the event, the Centre reserves the right to make reasonable and feasible requests to the hirer and venue users for actions of immediate cooperation and compliance. Failure to comply fully with the Centre's requests will be deemed as breach of hiring conditions, for which the Centre reserves the right to terminate the event without making any refund or compensation to the hirer.</p> <p>21. CYMCC reserves the right to amend this Guideline and the Venue Rental Charges Table as and when necessary.</p> <p>22. CYMCC reserves the right to retain time slots for maintenance and other purposes during which Auditorium may not be available for hire.</p>
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# Venue Rental Charges for Approved Events

(effective 1 October 2016)

## 1. Rental Venue charges and Venue Deposit

Available time slots	Student Society/ Group	Department/ Faculty
0900 – 1300		
1400 – 1800		
1900 – 2300		
<b>For Occupancy/ Rehearsal / Performance</b>		
4-hour session	HKD 500	HKD 2000
Each additional 1 hour	HKD 200	HKD 800

- Meal break time 13:00 – 14:00 and 18:00 – 19:00. The meal break time can be shifted subject to the schedule.
- For lecture-based activities such as seminars, symposium, screening etc, the booking can be made based on 1 session with maximum 2 additional hours. The additional hourly rates for different parties are shown above. The earliest booking time for the venue is 08:00.
- For any equipment / props / sets staying overnight in the venue, the booking needs to be made till 23:00 and venue rental charges will be incurred accordingly.
- For any pre-loading / post-loading / Ad-hoc requirement, charges will be imposed accordingly.
- The Hirer should pay fees for hire of Studio 303 in accordance with the prevailing Venue Rental Charges. The Rates of Charges may be altered by the University from time to time with or without prior notice.
- Hire fees for the use of Studio 303 should be payable in full in advance for the venue confirmation.
- The total number of seats in Studio 303 is 148.

## **2. Cancellation of Confirmed Booking**

- A confirmed booking may be cancelled without prior notice to the Hirer and without any refund of any fees paid if the Hirer uses Studio 303 for the purpose other than that stated in the application form, or the Hirer changes the nature of the function, or the Hirer is in breach of any condition which the Management has specified when accepting the application for the booking.
- The venue cancellation policy applies to all reservations and all contracted events.
- Should there be any cancellation of the booking, Hirer should inform CYMCC at least 6 weeks prior to the commencement of the event via email: [cymcc@hku.hk](mailto:cymcc@hku.hk). Notice of cancellation given in writing more than 6 weeks prior to the hire date will incur no penalty and the booking charges will be reimbursed in full.
- Cancellation within 6 weeks prior to the event will incur the cancellation fee equal to 50% of rental charges.
- Cancellation within 72 hours prior to the event will incur the cancellation fee equal to 100% of rental charges.

# Conditions of Hire

## 1. Interpretation

In these Conditions: -

“**University**” means The University of Hong Kong.

“**Studio 303**” means Studio 303 includes the audiences area, scenery construction workshop, the dressing room as well as foyer area of Studio 303 of Chong Yuet Ming Cultural Centre, the University of Hong Kong.

Studio 303 is managed by Centre of Development and Resources for Students (CEDARS) through Chong Yuet Ming Cultural Centre. “**Management**” means staff members of Chong Yuet Ming Cultural Centre and/or any persons authorized by the Dean of Student Affairs to perform functions and duties in relation to the management of Studio 303.

“**Hirer**” means any person who hires Studio 303 for use on behalf of a student society, a department/unit of the University or an external bodies.

“**Function**” means all kinds of performance activities held in Studio 303.

## 2. Covenant by Hirer

The Hirer shall ensure the observance and performance by himself/herself or his/her fellow students/colleagues of the University or external bodies and his or her agents, servants, employees or any independent contractors engaged by him or her admitted to Studio 303 of these ‘Conditions of Hire’ and shall indemnify the University against all loss or damage arising from any breach of these Conditions.

## 3. Parking Facility

The Hirer and his or her guests bringing cars into University premises will be subject to normal car parking charges. The Management shall not provide parking or to reserve parking space for the Hirer and their guests.

## 4. Responsibility for Injury and Damage

- 4.1 The Hirer accepts responsibility for all damages to Studio 303 and to any property in Studio 303 during the period of hire.
- 4.2 The Hirer shall pay to the Management on demand the cost of reinstating or replacing any part of or any property in Studio 303 hired by him/her which has been damaged, destroyed, stolen or removed during the period of hire.
- 4.3 The Hirer shall, after a hiring, leave all apparatus, utensils, fixtures or equipment in Studio 303 in a thoroughly clean, wholesome and proper working condition to the satisfaction of the Management.



- 4.4 The University shall not be responsible for any loss of or damage to any property, goods, articles or things whatsoever placed, deposited, brought into or left in the premises either by the Hirer or his/her representative for his/her use during the period of hire.
- 4.5 The University shall not accept liability for any loss, damage or injury arising out of the use of Studio 303 during the period of hire.
- 4.6 The University shall not be responsible for any loss or damage arising from the interruption or cancellation of the hiring caused by whatsoever reasons including breakdown of machinery, failure of supply of electricity, leakage of water, accident, fire, typhoon, rainstorm, government restriction or act of God. The Hirer shall indemnify the University against all claims, actions, proceedings, demands, costs and expenses, arising there from or in connection therewith.

## **5. Sub-letting**

The Hirer shall not sublet Studio 303 hired by him/her or any part thereof.

## **6. Admission Tickets**

- 6.1 Admission tickets for audience of University students and staff under “educational purpose” only.
- 6.2 Where admission tickets are used for functions held in Studio 303, the total number of admission tickets distributed shall not exceed the maximum capacity permitted for the function.
- 6.3 Admission tickets for functions for which an admission fee is charged shall have the name of the organizer and particulars of the function printed clearly either in English or in Chinese, or both.

## **7. Public Liability Insurance**

The Hirer of the external bodies, shall at his own expenses, take out and keep in full force a Public Liability Insurance covering personal injury and/or property damage to any person (include the participants, employees of the Hirer or the Hirer’s agents) arising out of the performance of any work or activity by the Hirer at liability limit of no less than HKD10,000,000 any one accident and unlimited during the period of insurance. The Hirer shall provide a copy of the policy to the University for verification before using of the Studio 303.

## **8. Copyright**

- 8.1 The Hirer shall not use Studio 303 for functions in which copyright subsists without the consent of the owner of the copyright and shall not in any other manner infringe any copyright and the Hirer shall indemnify the University against all claims, actions, demands and costs by reason of any infringement of copyright occurring during the period of hire.
- 8.2 The Hirer is responsible for making arrangements with the relevant bodies regarding the use of copyrighted works (e.g. films and original musical works) during the period of hire. The University shall not be responsible for any claims, actions, demands and costs arising from the Hirer's omission or negligence.

## **9. Publicity Materials Display**

- 9.1 No publicity material is allowed to be displayed within the University premises, with the exception that, for venues booked by the Hirer; and the Hirer has already got the consent from the Management.
- 9.2 For the display of business logos inside or outside Studio 303, the Hirer shall seek approval from the Management.

## **10. Sales of Goods and Services**

No goods or publications or services may be sold by the Hirer in or at the entrance of Studio 303 without prior permission of the Management.

## **11. Solicitation of Donation**

No solicitation of donation in cash or in any kind may be made by the Hirer in or at the entrance of Studio 303 without prior permission of the Management.

## **12. Adverse Weather Arrangement**

- 12.1 The Management may at any time and at its absolute discretion close Studio 303 and on such closure, the hire fees paid by the Hirer will not be refunded and of any compensation to the Hirer.
- 12.2 When Tropical Storm Warning Signal No.8 (or above) or the Black Rainstorm Warning Signal is hoisted, all bookings will be cancelled automatically.
  - (a) If either of the warnings is hoisted or in force at or after 06:00, all bookings starting before 14:00 will be cancelled automatically.
  - (b) If either of the warnings is hoisted or in force at or after 11:00, all bookings starting at any time from 14:00 and before 18:00 will be cancelled automatically.
  - (c) If either of the warnings is hoisted or in force at or after 15:00, all bookings starting from 18:00 onward will be cancelled automatically.
  - (d) When the Tropical Storm Warning Signal No.8 or above is hoisted in the middle of the booking, it should be terminated immediately, but in the case of Black Rainstorm Warning Signal, the booking will be allowed to continue as scheduled.
- 12.3 Booking starting time refers to the starting time of the actual booking, not the starting time of the function concerned.
- 12.4 The Hirer is responsible for making announcements and informing all participants of any cancellation, and will be required to set up a hotline for enquiries. The University will not be responsible for such announcements.
- 12.5 The Management shall not be liable to the Hirer for any loss or damage he/she may sustain arising out of such closure.

# **Rules and Regulations Governing the Use of Studio 303**

## **1. Decorations and Display Materials**

- 1.1 No decoration or display material is allowed in or outside Studio 303 without the prior permission of the Management. Publicity materials are only allowed to be put onto designated notice boards or places as authorized by the Management.
- 1.2 The Hirer is required to remove all such publicity materials at the end of the period of hire.

## **2. Fixture and Fittings**

- 2.1 The Hirer shall not permit any electrical apparatus or fittings of any kind to be attached to or used in conjunction with existing electrical fittings in Studio 303 without the prior permission of the Management.
- 2.2 Installation of temporary structures and/or additional electrical, lighting and AV equipment are not permitted within the booked venue without prior approval of the Management.
- 2.3 Furniture cannot be moved in or out of the booked venue without prior approval of the Management.
- 2.4 The Hirer shall not affix any adhesive material, glue, scotch-type, gum-paper, nails, spikes, tacks or any other thing on or drive the same into any partition wall or floor or any fixture, fittings or furniture in any part of Studio 303.

## **3. Additional Furniture or Equipment**

The Hirer shall not, without the prior permission of the Management, bring into Studio 303 any additional furniture or equipment.

## **4. Delivery and Loading**

- 4.1 Details about delivery and loading should be submitted to the Management prior to delivery.
- 4.2 The Hirer shall ensure that all University traffic regulations, delivery and loading requirements are properly followed.

## **5. Admission and Control of Audience**

- 5.1 Seating capacity of the booked venue must not be exceeded and the hirer is required, if necessary, to produce plans to control the number of participants in the venue to ensure that the capacity is not exceeded.
- 5.2 Unless permitted by the Management, children under 6 years of age shall not be admitted into Studio 303.

## **6. Photography, Filming, Audio or Video Recording**

The Hirer shall not, without prior permission of the Management, permit photography, filming, audio or video recording within Studio 303.

## **7. Food, Beverage and Smoking**

- 7.1 No food, beverage or smoking will be permitted in Studio 303. The campus of the University is statutory non-smoking area.
- 7.2 Refreshments of any kind are not allowed to be served or consumed in the booked venue without prior approval of the Management.

## **8. Cleanliness**

The Hirer is responsible for the cleanliness of the booked venue and must tidy up the venue at the end of the booking. A service charge may be levied against the Hirer for cleaning any leftovers not removed by the Hirer.

## **9. Retention of House Seats**

For each function at Studio 303, the Management normally shall be entitled to retain a seat, the location and use of which is to be at the discretion of the Management.

## **10. Access**

The Management staff shall have the right of free entry in Studio 303 at all times in the performance of their duties.

## **11. Gangways**

The Hirer shall keep all gangways in and exits from Studio 303 clear and free from obstruction at all times during the period of hire.

## **12. Crowd Control**

- 12.1 The Hirer or his/her representative shall be responsible for crowd control inside/outside Studio 303.
- 12.2 The Hirer or his/her representative shall be responsible to ensure that proper order and behaviour in Studio 303 and booked venue are maintained during the period of hire.

## **13. Breach of Rules and Regulations Governing the Use of Studio 303**

If the Hirer shall fail to observe any of these Rules and Regulations, the Management may, without prior notice, cancel the confirmed booking and terminate the hiring of Studio 303 but such cancellation/termination shall not relieve the Hirer from any of his/her obligations under "Conditions of Hire", not affect any right or remedy which the University may have under the "Conditions of Hire" and the hire charges paid by the Hirer will be forfeited.