

Guidelines on the Use of Gown Booking for Non-student Users

1. Bookings are on a first-come-first-served basis; priority will be given to student societies.
2. Applications should be submitted no earlier than 2 months prior to the function date and no later than 7 calendar days before the function date. A maximum duration of loan period is 7 calendar days.
3. The duration of booking should include preparatory and aftermath work.
4. Applicants or their representatives are required to bring or present the confirmed booking form at the Centre General Office to collect the gowns.
5. Applicants or their representatives are required to collect or return the gowns on the specified date, during opening hours of the Centre General Office.
6. Applicants or their representatives are advised to check the quantity and condition of the gowns at the time of collection.
7. Transfer of booking is prohibited.
8. Fees paid for bookings are generally non-refundable and non-transferable. The Rates of Charges may be altered by the University from time to time with or without prior notice.
9. Fines will be imposed if applicant fails to return the gowns to Centre General Office by the due date and time specified on the application form.
10. The Person-in-charge is responsible for the well-being of the gowns for the duration of loan period and is liable for the cost of replacement of the damaged or lost items. (HKD150/pc for Green Gown / HKD200/pc for Black Gown).
11. All users are requested to abide by the regulations for the use of facilities in the Centre. Breach of regulations may lead to cancellation of bookings or suspension of future bookings of any facilities under the administration of the Centre of Development and Resources for Students (CEDARS) or payment of fines.
12. Bookings will be automatically cancelled if a Typhoon Signal No. 8 or "Extreme Conditions" after Super Typhoons or a Black Rainstorm Warning Signal is hoisted. Bookings that have already been collected will be automatically postponed or continued in the event of the above situations until the Centre General Office resumes its opening hours.
13. The Centre management reserves the right to cancel the booking when such need arises.