

CONDITIONS ON USING THE SASOON ROAD ASSEMBLY HALL

A. General Conditions

1. Enquiries about the use and booking of the Assembly Hall at 6 Sassoon Road can be directed to the Manager of Pokfulam Amenities Centre at 3917 7543.
2. The Assembly Hall is primarily for the use of hall official functions and activities organized by student societies. Bookings by summer letting of halls of residence and non-student users in connection with University activities may also be considered.
3. Applicants must demonstrate that attendance at the function will be sufficient to justify the use of the Hall.
4. The maximum booking period of any single booking is five consecutive days.
5. Hirers are required to pay the charges incurred and liaise with PAC on facilities requirements at least one week before the function.
6. Cancellation of a booking must be made to PAC not later than seven days before the function. Otherwise, a cancellation fee of not less than \$100 will be charged to the student society.
7. Installations of additional lighting and sound equipment are not allowed unless prior approval from the Manager of PAC has been obtained.
8. The pantry attached to the Hall may not be used without the permission of the Manager. No cooking is allowed.
9. Smoking is not allowed inside the Hall.
10. Hirers are responsible for any loss of or damage to the furniture, fabrics and equipment inside the Hall.
11. Publicity materials of the function may be post on the notice boards outside the Hall. However, hirers are required to remove all the materials immediately after the function. Affixing of adhesive materials on painted surfaces is strictly forbidden.
12. Hirers are required to clean the place, clear all the rubbish and debris, and arrange all the furniture in proper order immediately after use.
13. Hirers are responsible for the orderly behaviour of participants and adherence to the regulations for the use of the Hall.
14. Bookings will be cancelled when typhoon signal no. 8 or above is hoisted or black rainstorm warning signal is in force.

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(continued)

B. Charges

1. For student societies

within normal operating hours of PAC	free of charge
outside normal operating hours of PAC	\$100 per hour

2. For non-student users

within normal operating hours of PAC	\$520 per hour
outside normal operating hours of PAC	\$1040 per hour
hire of piano	\$100 per hour
hire of P.A. system	\$100 per hour

C. Safety Regulations

1. Maximum capacity: 350
2. For functions involving ticket sales, the organization/society must be able to demonstrate that they have introduced some control over the sale and are aware of the number of tickets sold.
3. All fire exits must be kept clear and be easily accessible at all times. Exit signs should be clearly visible and must not be obscured or covered.
4. In the event of any organization/society disregarding advice from PAC or not fulfilling the requirements as stated in the booking form, PAC reserves the right to reject future applications.

D. Booking Procedures

1. Preference will be given to hall official functions.
2. For Non-Christmas Period:
 - a. Bookings by student societies will be accepted on a first-come, first-served basis and may be made up to six months in advance at the PAC office.
 - b. Notwithstanding, a second booking by a society within one month from the last date of its nearest successful booking will accord a lower priority than another society's first booking. In this connection, a second booking will not be confirmed earlier than 3 weeks before the function.

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3. For Christmas Period:

- a. Bookings by students will be determined by ballot.
- b. All applications for balloting should reach PAC by early October; the exact date will be announced in a special notice.
- c. Only one application for balloting will be accepted from each recognized sub-organization of the Students' Union.
- d. Applicants should list their intended booking periods, in order of priority, in their applications for balloting.
- e. Bookings awarded by balloting are not transferable. If a successful applicant fails to take up a booking, it will be awarded to the next society on the waiting list.