

INFORMATION TECHNOLOGY SERVICES THE UNIVERSITY OF HONG KONG

For requesting Audio Visual Support Services [Form CF-44(EX)]

Information Technology Services (ITS) provides audio visual support services to departments. The current charging rate is tabulated below, and charges will be rounded up to the nearest hour/ four hours. These rates are subject to change without prior notice.

Please allow at least 10 working days for weekday service and at least 20 working days for support service on Saturday, Sunday, University and public holidays.

Services Charge

Per Technician requested for the purpose of, including but not limited to, Setup/Rehearsal/Standby/Equipment pack up/Equipment Testing

Hourly rate [HKD]	
Monday to Friday	
Office Hour (09:00-18:00) [GMT +8]	610/hour
Non-office Hour [^] (18:00-09:00,+1) [GMT +8]	915/hour
Saturday, Sunday, University Holidays & Public Holidays [^]	3660/4-hour ^{^^}

[^]All AV Support request placed between 18:00 – 06:00,+1 will incur charges from 18:00 regardless to the actual start time of the request.

^{^^}Charges of AV Support Services requested on Saturday, Sunday, University Holidays & Public Holidays will be in blocks of four hours basis.

Section 1: Personal Particulars

Name: _____

Company: _____

Address: _____

Phone Number: _____

Email Address: _____

Section 2: Details of Request

Name of Event: _____

Venue: _____

Starting Date/Time: _____

Ending Date/Time: _____

Request for onsite technical support service: Yes / No

Loan of AV Equipment: Yes / No

If you have any specific AV support requirement for this request, please state below:

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Yu et Ming Auditorium

No.	Items	Price [HKD]	Quantity	Remarks
1	UHF Wireless Belt Pack with Lavalier Microphone	530		Maximum of 2 provided.
2	UHF Wireless Hand-Held Microphone	530		Maximum of 8 provided.
3	Wired Handheld Microphone*	140		
4	Gooseneck Microphone	270		
5	Instrument Condenser Microphone*	400		
6	D.I. Box	140		
7	Blu-ray Player	660		
8	CD Player	400		
9	Audio Distribution Amplifier 8-Channel*	660		
10	Audio Distribution Amplifier 16-Channel*	1320		
11	Sound Feed	380/channel		
12	Stage Monitor	400		Maximum of 2 provided.
13	External Audio Input for first 2-ch; to FOH Left-Right	1020		Every single channel from third channel onward, 450HKD per channel per day.
14	Video Source Switching Services	1190		
15	In-house PTZ HD Camera	780		
16	Cinema Projection System <ul style="list-style-type: none"> • Screen Size: 8.4m[W] X 4.72m[H] • Screen Native Aspect Ratio: 1.78:1 [16:9] • Projector Brightness: 20000 lumens • Projector Native Resolution: 1920 x 1080 	3910		Usually display Specification, <ul style="list-style-type: none"> • Resolution :1920 x1080 • Refresh Rate: 60Hz Progressive • Aspect Ratio: 16:9
17	AV Live Feed Services to offshore Classroom	1320/room		4 offshore classrooms only
18	HD Digital Video Recorder*	1050		Recording time is subject to recording quality.
19	1080p HD Camera with Tripod*	1960		
20	Stage Confidence Video Monitor*	1050		Maximum of 2 provided.
21	Follow Spot	2620		Maximum of 2 provided.
22	Portable PA System, at pre-function area only*	2620		Including following, <ul style="list-style-type: none"> • 1 x Audio Mixer • 2 x Wireless Hand-held Microphone • 2 x Speakers with Tripod
23	Additional Speaker for Portable PA System	400		
24	Show Relay to Dressing Room	660		
25	Show Relay to Foyer Pre-Function Area	660		

*This item is shared among several venues and the availability of this item is subject to the usage at the time requested.