THE UNIVERSITY OF HONG KONG

Fong Shu Chuen Amenities Centre Tel: 2548 0074

Rm 1A06, Pokfulam Road, Hong Kong

Email: fscac@hku.hk

Application for Green Gown / Black Gown by Non-Student Users

Name of Department:						
Name of Applicant:				Tel. No.:		
Position in Department:				Email.:		
Person in-charge of the Function:				Tel. No.:		
Name of Function:						
To be used in Room/Area:						
Loan Period:	From	Date /	/ Time	to	/ te / Time	
Green Gown / Black Gown required		Qty	Charges per day (\$20 per piece) HK\$	Total No. of Da	Amount HK\$	
(Maximum 7 days, from 9am - 6pm)			I .	Total amount: HK\$		
The amount to be settled official receipt no.:	d in cash,			НК	<u> </u>	
Cash received by Centre Staff:				Date:		
To: Director of Finance Please debit the said as my departmental ac	mount to:				HK\$	
☐ my departmental account no.: ☐ my staff account no.: ☐ Staff no.:						
The total charges to be settled by cheque and addressed to "The University of Hong Kong" Cheque no.: Name of Bank: HK\$						
& credit to Fong Shu Ch	uen Amenities (Name of Bank Centre sundry	income account no.	30005.000200000.	.000000.52200.100.01.	
Department Authorized Signature with Chop (if applicable) ***********************************				Date		
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Loan out date/ time:			Sta	Staff on duty:		
Return date/time:			Sta	Staff on duty:		

<u>Remarks for Green Gown / Black Gown Application</u> 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 days before the function date. A maximum duration of loan period is 7 days, from 9 a.m. to 6 p.m..
- 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. The fee is non-refundable. 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.