



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學



## Information Guide

G/F Chung Sze Yuen Building, The Hong Kong Polytechnic University  
Hung Hom, Kowloon, Hong Kong.  
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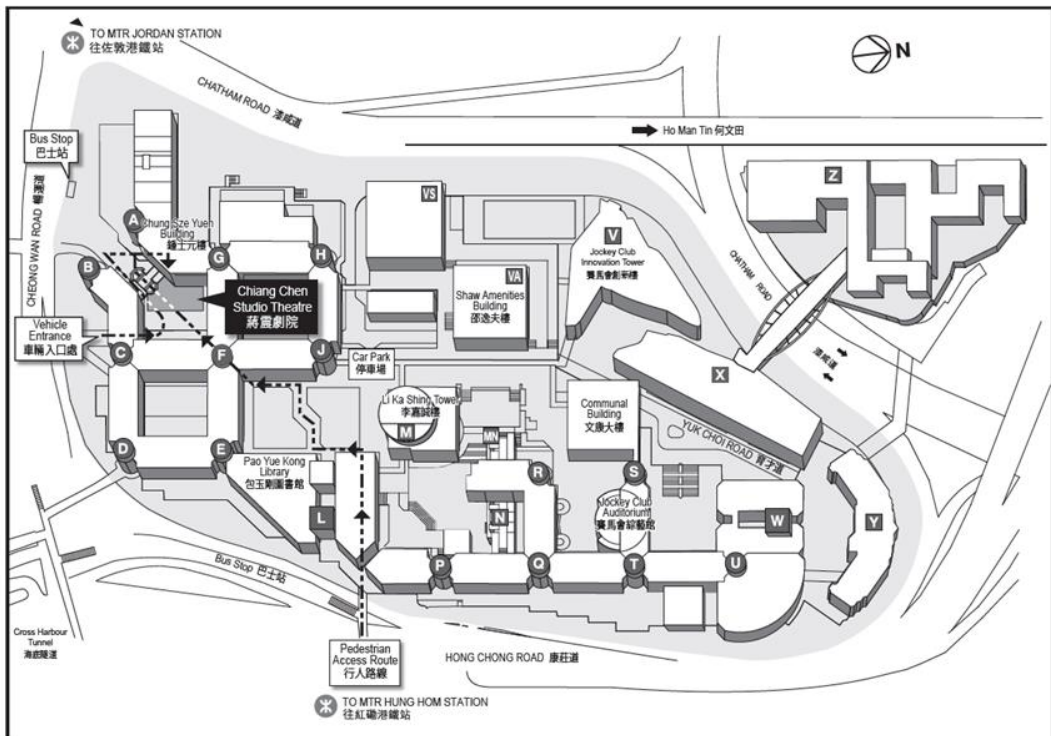
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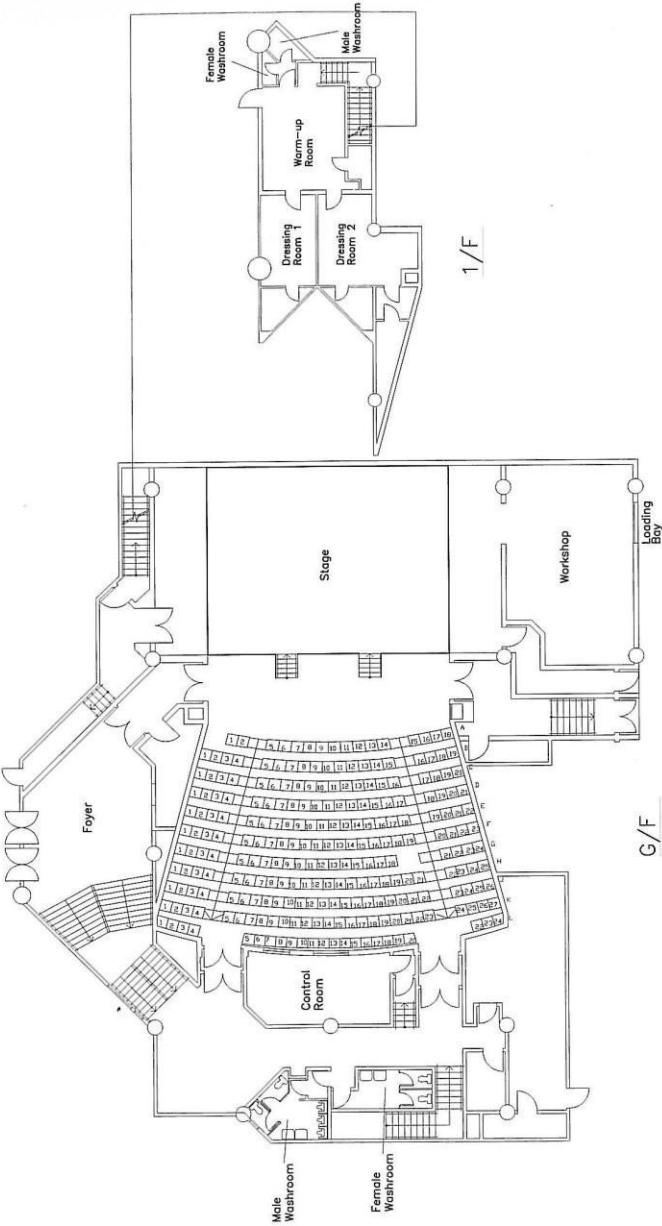
## **I Introduction**

The Chiang Chen Studio Theatre is located on the Ground Floor of the Chung Sze Yuen Building, by the side of the stairway at the main entrance to the PolyU campus. The Theatre provides a prestigious good quality facility for the cultural development of the students and staff. The Theatre has an auditorium for 244 persons, a stage of about 144 sq.m., a workshop, a warm-up room and changing rooms. Complete with audio equipment, projection system and stage lighting, the Theatre is suitable for holding performances, film shows, conferences, general assemblies and various kinds of functions.

## II Location Map



III Studio Theatre Floor Plan



## **IV Booking Information and Conditions of Hire**

### **1. Interpretation**

In this Information Guide: -

"PolyU means The Hong Kong Polytechnic University;

"Theatre" means the Chiang Chen Studio Theatre located on the ground floor of the Chung Sze Yuen Building, The Hong Kong Polytechnic University;

"Management" means staff members of the Culture Promotion and Events Office and any persons authorized by the Head of Culture Promotion and Events Office to perform functions and duties in relation to the management of the Theatre;

"Hirer" means a person who hires the Theatre on behalf of a PolyU department, a PolyU student society or an external organization;

"Function" means the performance, presentation, assembly, film show, seminar or any activity held or to be held in the Theatre.

Any words importing the masculine gender shall include the feminine.

### **2. Covenant by Hire**

The Hirer shall ensure the observance and performance by himself or his colleagues/fellow students admitted to the Theatre of these Conditions of Hire and shall indemnify the PolyU against all loss or damage arising from any breach of these Conditions.

### **3. General Covenant**

The Hirer shall ensure the compliance and observance by himself, his servants, agents, sponsors, co-presenters, and contractors and all other persons admitted to the Theatre while it is hired to him of :-

- (a) The Basic Law and The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region;
- (b) All applicable laws and regulations including but not limited to the National Flag and National Emblem Ordinance (Instrument A401), the Regional Flag and Regional Emblem Ordinance (Instrument A602) and the National Anthem Ordinance (Instrument A405) for any event involving the display or use or raising of the national flag, national emblem, the regional flag or regional emblem, the national flag-raising ceremony, or the playing or singing of the national anthem;
- (c) Prevention of Bribery Ordinance (Cap. 201).

#### **4. Application for Hire of the Studio Theatre**

##### **4.1 Preamble**

- a) Booking applications from External Hirer will only be considered if the Event satisfies all of the following conditions: -
  - (1) It will not cause disruption to the normal activities of the University.
  - (2) It is beneficial to the University.
  - (3) It is in the academic/educational/cultural/entertainment field or it provides social service to the community.
- b) Functions of political nature are generally not allowed.

##### **4.2 The Theatre is normally open for use**

- a) from Monday to Sunday, excluding the following days:-
  - The first week-day in January
  - 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
  - Ching Ming Festival
  - Tuen Ng Festival
  - The Chinese Mid-Autumn Festival
  - Chung Yeung Festival
  - The Winter Solstice and any other days as decided by the Management with or without notice
- b) from 9am - 12:30pm  
2pm - 5:30pm  
6:30pm - 10pm

4.3 Applications should normally be made at least three weeks in advance of the date of function; and bookings will be accepted and confirmed as far up to 120 days (for PolyU users) or 90 days (for outsiders) prior to the date of function.

4.4 The Applicant should complete an application form and send it to the Management. The application form is obtainable from Culture Promotion and Events Office, Jockey Club Auditorium, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

4.5 Upon receipt of the application, the Management may require the applicant to furnish further information concerning the booking as the Management may deem appropriate.



- 4.6 Upon payment of the Hiring Fees and the compliance with specified conditions (if any), the Management shall notify the Applicant that he has a Confirmed Booking. A Confirmed Booking cannot normally be transferred to another date or time.
- 4.7 Bookings will normally not be confirmed if submitted more than 120 days (for PolyU users) or 90 days (for outsiders) prior to the date of the function. However, under special circumstances, bookings may be accepted if the Management is convinced that an extended period of prior reservation is needed, e.g. for functions involving overseas participants or functions which require a longer time for planning.

- 4.8 The minimum duration for hire is normally two hours and half-hour booking thereafter is accepted, the maximum of any single booking normally is seven consecutive days.
- 4.9 Block bookings for specific time slots will be considered on merits of individual cases by the Management.
- 4.10 The Management reserves the right to retain time slots for maintenance and other purposes during which the Theatre may not be available for hire.

## **5. Eligible Users**

Bookings from the following categories of users will be accepted, in order of priority: -

- PolyU student societies
- PolyU departments
- PolyU staff organizations
- Academic, professional and other non-profit making organizations associated with the PolyU
- Outside organizations (restricted for holding meetings, seminars, conferences & ceremonies only)

## **6. Cancellation of Confirmed Booking**

6.1 A Confirmed Booking may be cancelled without notice to the Hirer and without any refund of the fees paid in any of the following events:

- a) if the Hirer uses the Theatre for the purpose other than that stated in the Application Form;
- b) if the Hirer changes the nature of the function;
- c) if the Hirer obtains a sponsor without the prior permission of the Management;
- d) if the Hirer changes the artist(s) or performer(s) from the one(s) named in the Application Form without the prior permission of the Management;
- e) if the Hirer allows any organization, group, company or artist, other than those accepted by the Management, to participate in the proposed function without prior permission of the Management;
- f) if the Hirer is in breach of any condition which the Management has specified when accepting the application for the Booking.

6.2 The Management may at any time and in its absolute discretion cancel a Confirmed Booking and on such cancellation any monies paid by the Hirer will be returned without interest or compensation to the Hirer.

## **7. Hire Fees**

- 7.1 The Hirer should pay fees for hire of the Theatre in accordance with the prevailing Rates of Charges. The Rates of Charges may be altered by the PolyU from time to time with or without notice.
- 7.2 Non-profit making functions organized by PolyU Departments and Staff Organizations and non-profit making organizations associated with the PolyU are normally charged the reduced fees.
- 7.3 Hire fees for use of the Theatre should be payable in full in advance on or before the date specified by the Management.
- 7.4 The hire fees applicable to any booking will be determined by the Management, who shall notify the Hirer of the hire fees and the date by which the hire fees should be paid. The Management may cancel a booking without notice to the Hirer if such payment is not made by the due date.
- 7.5 In case of ad hoc additional booking beyond the specified period of hire, the Hirer shall be required to pay for additional fees. Under such circumstances, the rates of charges will be on an half-hourly and double basis and such hiring will be subjected to the availability of manpower, accommodation and the necessary equipment.

## **8. Refund of Fees**

Where the hire fees for the Theatre have been paid in full by the Hirer and the Confirmed Booking of the Theatre is cancelled by the Hirer:

- a) if the Hirer shall give 60 or more days' written notice of cancellation, 50% of the fees paid will be refunded to the Hirer;
- b) if the Hirer shall give less than 60 days' written notice of cancellation, the fees paid will be forfeited to the PolyU.

## **9. Catering Service**

Catering service will be provided upon request in the Theatre Lounge adjacent to the Theatre. 30 working days advance notice is normally required for booking of the Theatre Lounge.

## **V. Rules and Regulations Governing the Use of the Theatre**

### **1. Responsibility for Injury and Damage within Period of Hire**

- 1.1 The Hirer shall accept responsibility for all damages to the Theatre and to any property in the Theatre.
- 1.2 The Hirer shall pay to the Management on demand the cost of reinstating or replacing any part of or any property in the Theatre hired by him which has been damaged, destroyed, stolen or removed.
- 1.3 The Hirer is advised to take appropriate insurance to cover the PolyU, participants and his possessions etc.
- 1.4 The Management may at its discretion require the Hirer to pay an appropriate amount of deposit for the purpose of reinstating or replacing any property should it be damaged, destroyed or lost during the period of hire. Such deposit will be refunded to the Hirer without any interest, if the Management is satisfied that no property has been damaged, destroyed, or lost.
- 1.5 The Hirer shall leave all apparatus, utensils, fixtures machines or equipment in the Theatre after used by him in a thoroughly clean, wholesome and properly working condition to the satisfaction of the Management.
- 1.6 The Hong Kong Polytechnic University, and/or the Management shall not be responsible for any loss of or damage to any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the premises either by the Hirer or his representative for his use.
- 1.7 The Hong Kong Polytechnic University, and/or the Management shall not accept any liability of death, injury, loss or damage which may result from the use of this Theatre.
- 1.8 The Hong Kong Polytechnic University, and/or the Management 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, government restriction or act of God. The Hirer shall indemnify The Hong Kong Polytechnic University against all claims, actions, proceedings, demands, costs and expenses arising there from or in connection therewith.

## **2. Sub-letting**

The Hirer shall not sublet the Theatre hired by him or any part thereof.

## **3. Admission Tickets**

- 3.1 Admission tickets must be used for all functions held in the Studio Theatre. The total number of admission tickets distributed shall not exceed the maximum capacity permitted of 247 for the function.
- 3.2 Admission tickets for functions for which an admission fee is charged shall have the following particulars printed clearly either in English or in Chinese, or both, on each ticket:-
- a) name of the organizer of the function;
  - b) place of the function, i.e. the Chiang Chen Studio Theatre;
  - c) date and time of the function;
  - d) the amount of admission fee per ticket and/or the word "Complimentary" where appropriate;
  - e) admission by ticket only, one person per ticket;
  - f) children under six years not allowed OR not suitable for children OR persons age 18 or over only;
  - g) proper attire required for admission;
  - h) no smoking, no ignition of fire, no food or drinks allowed in the Theatre;
  - i) big parcel/bag or wet umbrella not allowed in the auditorium;
  - j) no photography, audio or video recording in the Theatre, unless authorized by the Theatre Management; and
  - k) the Theatre Management reserves the right to refuse admission.

## **4. Copyright**

The Hirer shall not use the Theatre 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 PolyU against all claims, actions, demands and costs by reason of any infringement of copyright occurring during the period of hire.

## **5. Logos Display**

For the display of business logos inside or outside the Theatre, the Hirer shall first seek approval from the Management.

## **6. Permits and Licences**

The Hirer shall obtain all permits and licences which by any enactment are required in connection with any function in the Theatre during the period of hire.

## **7. Legal Procedures for Entertainment Programme**

### **7.1 Public Entertainment:**

The Hirer shall apply for

- a) a licence at least 28 working days prior to the function from the Licensing Authority of Food and Environmental Hygiene Department (Tel: 2302 1301); and
- b) a certificate at least 18 working days prior to the function from the Office for Film, Newspaper and Article Administration (Tel: 2594 5766)

### **7.2 Film Show:**

- a) Entertainment Tax is applicable to film show only. For matters concerning the payment or application for its exemption, the Hirer shall contact the Entertainment Tax Section, Inland Revenue Department.
- b) If it is not a Category I film, appropriate warning should be printed on all publicity materials and the admission ticket.
  - e.g. Category IIA: Not Suitable for Children
  - Category IIB: Not Suitable for Young Persons and Children
  - Category III: Approved for Exhibition Only to Persons Who have Attained the Age of 18 years
- c) A legible photo copy of the certificate of approval (censor card) or the certificate of exemption should be obtained from the owner and/or distributing agent of the film and submitted to the Management for display at the Theatre at least 1 working day prior to the film show.

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

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

## **9. Solicitation of Donation**

No solicitation of donation in cash or in kind be made by the hirer in or at the entrance of the Theatre without prior permission of the Management.

## **10. Catering Service**

Catering service if required should only be provided under normal circumstances by the operator of the Theatre Lounge adjacent to the Theatre.

## **11. Vacating Premises and Removal of Property after Period of Hire**

- 11.1 Immediately after the termination of a hiring the Hirer shall vacate the Theatre and remove all property brought by him into the Theatre. Any property found after a hiring will be removed or stored in such manner as the Management considers necessary and, on demand, the Hirer shall pay to the PolyU the cost of such removal or storage.
- 11.2 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 out such property and in such event, the proceeds of sale will be paid into the revenues of the Theatre Account. The Management shall not be liable for any loss of or damage to such property.
- 11.3 All rubbish, packing and waste materials must be cleared and removed by the Hirer from the Theatre immediately after a hiring. If such rubbish is not removed, the Hirer shall pay to the PolyU the cost for such removal.

## **12. Closure**

- 12.1 The Management may at any time and at its absolute discretion close the Theatre and on such closure the hire fees paid by the Hirer will be refunded without interest or compensation to the Hirer.
- 12.2 When Typhoon Signal No. 8
  - a) is hoisted before the commencement of a booking, the Theatre will be closed and the booking cancelled without notice to the Hirer. The hire fees paid by the Hirer will be refunded without interest or compensation to the Hirer.
  - b) is hoisted during function in progress inside the Theatre, the Management on duty shall inform the hirer/organizer of such and request that the function be suspended.
  - c) is likely to be hoisted within the next two hours as announced by the Hong Kong Observatory, at any time between:
    - 6:30am and 12noon, the Theatre will be closed for the morning session (9am – 12:30pm) and the booking cancelled without notice to the Hirer;

- 12noon and 4:30pm, the Theatre will be closed for both the afternoon session (2pm – 5:30pm) and the evening session (6:30pm – 10pm) and the booking cancelled without notice to the Hirer.

The hire fees paid by the Hirer will be refunded without interest or compensation to the Hirer.

d) is lowered or cancelled :

- between 8:30am to 12noon, the Theatre will be closed for the morning session (9am – 12:30pm) and the booking cancelled without notice to the Hirer;
- after 12noon, the Theatre will be closed for both the afternoon session (2pm – 5:30pm) and evening session (6:30pm – 10:00pm) and the booking cancelled without notice to the Hirer.

The hire fees paid by the Hirer will be refunded without interest or compensation to the Hirer.

### 12.3 When Rainstorm Black Warning

- a) is issued and is still in effect within 2 hours before the commencement of a booking, the booking will be cancelled and the hire fees paid will be refunded to the Hirer without interest or compensation.
- b) is issued during function in Progress inside the Theatre, the function could still be continued, but the organizer/hirer and the audience should keep staying inside the theatre for their own safety while the warning is still current , even when the function is over.

12.4 The Management shall not be liable to the Hirer for any loss or damage he may sustain arising out of such closure.

## 13. Decoration and Display Materials

13.1 No decoration or display materials are allowed in or outside the Theatre without the prior permission of the Management.

13.2 Publicity materials are only allowed to be put onto designated notice boards or places as authorized by the Management.

## 14. Use of Theatre Musical Instrument

The Hirer shall not, without the prior permission of the Management, permit any person to have access to or play upon any Theatre musical instruments.



## **15. Fixture and Fittings**

- 15.1 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 the Theatre without the prior permission of the Management.
- 15.2 The Hirer shall not affix any glue, scotch-tape, gum paper, nails, spikes, tacks or any other things on or drive the same into any partition wall or floor or any fixture, fittings or furniture in any part of the Theatre, without the prior permission of the Management.

## **16. Additional Furniture or Equipment**

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

## **17. Stage Lighting, Projection and Sound Control Room**

No person, other than the Theatre Technician or person(s) authorized by the Culture Promotion and Events Office of The Hong Kong Polytechnic University, is allowed to handle the stage lighting appliances or operate any equipment in the projection and sound control room.

## **18. Delivery and Loading**

- 18.1 Details about delivery and loading should be submitted to the Management prior to delivery.
- 18.2 The Hirer shall ensure that all PolyU traffic and parking regulations, and delivery and loading requirements are properly followed.

## **19. Admission and Control of Audiences**

- 19.1 The Hirer or his representative shall be responsible for the control of admission of audiences. Unless permitted by the Management, children under six years of age shall not be admitted into the Theatre.
- 19.2 The number of persons admitted shall not exceed the maximum capacity of 247.

## **20. Retention of House seats**

For each function at the Theatre, the Management normally shall be entitled to retain not more than 3 seats, the location and use of which is to be at the discretion of the Management.

**21. Access**

The Management staff shall have the right of access to the Theatre at all times for the purpose of the performance of their duties.

**22. Gangways**

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

**23. Photography, Filming, Audio or Video Recording in the Theatre**

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

**24. Food, Beverage and Smoking**

No food, beverage, smoking or ignition of fire will be permitted in the Theatre.

**25. Crowd Control**

25.1 The Hirer or his representative shall be responsible for the crowd control inside/outside the Theatre.

25.2 The Hirer or his representative shall be responsible for ensuring that proper order and behaviour in the Theatre are maintained during the period of Hire.

**26. Services in the Theatre**

26.1 The Hirer shall give to the Management at least one month before the period of hire details of audio-visual and lighting equipment and services required. Provision of such equipment and services is at the discretion of the Management.

26.2 It is imperative for the Hirer to provide his own competent stage manager and stage crew for all rehearsals and performances.

**27. Suspension of Activity**

The Management shall have the right to suspend the function being staged in the Theatre immediately if the Hirer violates the Conditions of Hire and the Rules and Regulations Governing the Use of the Theatre.

**28. Breach of Rules and Regulations Governing the Use of the Studio Theatre**

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

**29. Amendment and Waiving of Conditions, Rules and Regulations**

The Management reserves the right to amend any of the Conditions of Hire and the Rules and Regulations Governing the Use of the Theatre as and when deemed appropriate. The authority of waiving any of the aforesaid Conditions, Rules and Regulations rests with the PolyU President.

## **VI Theatre Management**

The Chiang Chen Studio Theatre is managed by the Culture Promotion and Events Office, Jockey Club Auditorium, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

General Enquiries: 2766 7100, Fax: 2954 1053