

### **Chiang Chen Studio Theatre - Hiring Policy and Booking Arrangement**

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.
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 Solsticeand any other days as decided by the Management with or without notice
  - b) from 9:00a.m. - 12:30p.m.
    - 2:00p.m. - 5:30p.m.
    - 6:30p.m. - 10:00p.m.
3. Applications should be 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. 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.
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. The Management shall then notify the applicant either that the booking has been provisionally accepted, subject to payment of the appropriate fees and such other conditions as the Management may specify, or that the application has been refused.
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.

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.
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.
9. Block bookings for specific time slots will be considered on merits of individual cases by the Management.
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.