



## First Schedule

### Terms and Conditions of Hire for Jockey Club Auditorium

#### 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. Hirers who belong to The Hong Kong Polytechnic University student organisations and departments will be categorised as Internal Hirers. All Internal Hirers will be given priority in bookings (Priority Bookings).

3. Priority Booking applications are accepted not less than 2 months but not more than 12 months in advance of the month of hire (Priority booking period) and to be processed in one lot. (e.g. application for use in July 1999 – May 2000 may be made in May 1999)

4. Hirers who do not belong to any of the University student organisations or departments will be categorised as External Hirers. All External Hirers' bookings will be treated as ordinary bookings and will be charged at the standard venue hire charge.

5. Ordinary Booking applications, which are considered as entertainment by the Manager are accepted not less than 3 months but not more than 9 months in advance of the month of hire (Ordinary booking period) and processed in one lot. (e.g. application for use in August 1999 – January 2000 may be made in May 1999.)

6. Ordinary Booking applications, which are considered as non-entertainment by the Manager, are accepted not less than 1 month but not more than 4 months prior to the day of use.

7. Completed application forms should reach the Manager during normal office hours on or before the last working day of each month to enable the processing in one lot. A formal reply will usually be given on the 15<sup>th</sup> day of the following month.

8. When more than one applicant wish to book the same slot, applications will be considered in accordance with the nature and duration of the proposed function and the organising ability of the applicant.

9. Applications received after the Ordinary Booking period are considered as Late bookings and will only be considered on a very exceptional basis.

10. All bookings should be made through the submission of application forms to the Manager. The application shall constitute an offer to hire the venue from the Manager. A booking is only valid upon the Manager's written confirmation.

11. Confirmation of bookings rest solely on the discretion of the Manager.