



The Hong Kong Polytechnic University Student Halls of Residence (Homantin)

Equipment Rental Form

Please submit the completed form 1 month before the function to Homantin.halls@polyu.edu.hk.

Part A: Application Details

*delete where inappropriate

Name of Organizer/ Applicant*:		Student / Staff* ID No.:	
Name of PolyU Dept. /Individual Hall/ Organization:		Title:	
Name of Program:			
Rental Period:	From:	To:	Contact / Mobile No.:

Part B: Rental Conditions

1. Rental items are examined for damage before issue and users are responsible for ensuring that the items are handled with care and safely stored.
2. All items should be returned immediately after use or before the due date, whichever earlier.
3. If the items are damaged, the applicant shall pay for the repair cost. If the items are lost or cannot be repaired up to the previous standard, the applicant shall compensate according to the compensation cost as specified on this form.
4. Applicants are responsible for the collection and return of the rental items.
5. 25% discount will be offered to PolyU departments/units and 50% discount to SAO.
6. This application should be submitted one month in advance of the expected collection date and the booking will only be confirmed upon payment of the relevant charges.
7. The payment of Equipment Rental should be settled no less than 7 days in advance of the collection date.

Part C: A/V system & Venue Setting

Items	Rental Charge	Compensation on Total Loss (\$)
<input type="checkbox"/> (Applicable to Dining Hall only) Sophisticated A/V Setting with onsite technicians' support (Including a digital mixer of 32 channels, notebook, stage, projectors & screens, wireless mic and speakers)	\$2,000 per session (at most 3 hours)	Subject to actual replacement cost
<input type="checkbox"/> Notebook	\$800	\$8,000
<input type="checkbox"/> Manpower for venue setting	\$150 per person per hour (The cost of manpower will be quoted upon receipt of floor plan and venue setting requirements.)	NA

Part D: Musical Instrument

Items	Quantity available	Rental Charge per unit (\$)	Compensation on Total Loss (\$)	Quantity Requested
Keyboard: 61 Keys Synthesizer (Roland Juno/DI)	1	500	5,040	
Keyboard: 88 Keys Digital Piano (Yamaha P95B/A)	1	600	6,000	
Keyboard Amplifier (Roland KC350)	1	380	3,825	
Electric Acoustic Guitar (Yamaha APX500II)	1	230	2,300	
Acoustic Combo (Guitar) Amplifier (Laney LA35C)	1	100	1,000	
Electric Guitar (Yamaha PAC012)	2	120	1,200	
Electric Guitar Amplifier (Roland CUBE80XL)	2	300	3,060	
Electric Bass Guitar (Yamaha RBX170)	1	140	1,400	
Bass Amplifier (Hartke A100)	1	250	2,500	
Drum Kit (5 pcs) (Tama IS52KH6)	1	400	4,050	
Cymbals Set (063USET)	1	140	1,400	
For Office Use:				
Total Rental Charge: \$	Discount: \$		Net Rental Charge: \$	

Part E : Payment Means:

[] By Cash (at FO cashier counter VA205.)

[] Be Transferred from Dept. Account: _____ Endorsed by: _____
Signature of Head of Department

Part F: Declaration

1. I hereby confirm that I am duly authorized by the PolyU Department/Office or the organization specified in Application details, to make this booking.
2. I confirm that the above information is true and correct and I agree to abide by the above Rental Conditions.
3. I understand that the acceptance of this booking application shall be at the discretion of the Hall Administration.
4. The booking department shall be responsible for any outstanding fees or charges for damages to hall properties or facilities caused by participants in this function or event.

Signature of Organizer/Applicant: _____ Date: _____

PolyU Department/Organization Chop: _____

For Office's Use Only			
The application is (Approved / Not Approved*)		Date Received:	
Processed by:		Signature:	
Remarks:			
Return of Rental Items			
Item Returned on:		Signature of Applicant:	
Collected and Checked by:		Signature of Hall Administration Staff:	
Damage on return (if any):			
Compensation Amount:		(To be Transferred from Dept. Account)	
Remarks:			

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