



Facility Booking Form for External Hirer

IMPORTANT NOTES

- a. Hirers are advised to read the regulations as stated on this form and the CSE's https://www.cse.hku.hk/document/policy_external_group_bookings.pdf
- b. Bookings can normally be made within 3 weeks of the event date. Hirers who wish to make bookings beyond 3 weeks of the event date is subject to Facility Management team's approval and may subject to at least 10% surcharge to the hiring fee.
- c. Booking application submitted with less than 7 days of the event date will be subject to at least 10% surcharge to the hiring fee. Application submitted on weekend will only be handled on the following working day. Booking made at the last 3 days before the event day will be rejected.
- d. Equipment request per each confirmation of booking if made with less than 7 days of the event date, surcharge with at least 10% to the equipment charge will be applied. If additional equipment request is made on the event day, 10 % surcharge will be applied.
- e. An overtime booking charge equals to the normal hourly rate of the facility concerned and a Staff Overtime Charge of \$800/ hour / venue will be charged for every hour, or part thereof, if the facility is used beyond the end of the formal booking.
- f. Additional surcharges will apply to booking with special request in venue setup, catering service, scale of event, use of special equipment, number of participants and spectators, etc. Any waivers would be in the Facility Management team's discretion.
- g. By completing and signing this booking form, hirers acknowledge their understanding of and compliance with the CSE's booking regulations.
- h. **A handling fee will be levied for any changes of booking arrangement after the booking confirmation letter is issued: 1st Request: \$200; 2nd Request: \$300; 3rd Request: \$500; 4th & Further Request: \$1000**
- i. **Enquiries: 28174944/csebooking.officer@hku.hk (Booking Officer)**

Please fill in the form in **BLOCK LETTER**

Name of Organization: _____

Type of Organization: (Please ✓ one)

Educational Institution () Sports Organization () Charity Organization ()

Commercial Corporation () Other () Please specify: _____

* *Business/Society Registration documents of the organization must be attached for first-time applicant.*

Name of Applicant: Mr Ms Miss _____ Position: _____

Telephone No.: _____ Fax. No.: _____ E-mail address: _____

Correspondence address: _____

Person in-charge on the booking day: Mr Ms Miss _____ Position: _____

Mobile Phone No.: _____ E-mail Address: _____

Please complete the above application form and return to the Booking Officer via email at csebooking.officer@hku.hk

For Office's Use:

New Applicant Venue & timeslot available Business/Society registration document

Checked by: _____ Date: _____

Booking Officer

Scale of charges: Normal Rate Concessionary Rate Charges waived Special: _____

Comment: _____

Approved by: _____ Date: _____

Operations and Business Development Manager, CSE

*Payment method: Credit card (reception counter) Company Cheque Direct Deposit Octopus

Total fee: \$ _____ Received by: _____ Payment Date: _____

111-113 Pokfulam Road, Pokfulam	Opening hours
Flora Ho Sports Centre (FHSC)	0730-2230
10 Sha Wan Drive, Sandy Bay	Opening hours
Stanley Ho Sports Centre (SHSC)	0630-2230 (Pitch: 0700-2230)
Henry Fok Swimming Pool (HFSP)	Apr-Oct: Weekdays: 0630-2100; Weekend: 0700-2100 Nov-Mar: Weekdays: 0630-1900; Weekend: 0700-1900

Scale of charge can be found at

- Venue Charges https://cse.hku.hk/document/Charges_Venue.pdf
- Location Filming Charges https://cse.hku.hk/document/Charges_Location_Filming.pdf

Sports facilities availability : https://bs.cse.hku.hk/ihpbooking/servlet/IHP_Booking/showActivityList1

Date of booking (dd/mm/yyyy)				
Day (Mon-Sun)				
Time of booking (include setup & pack-up time; 24-hours clock)				
Location (please indicate location: FHSC/SHSC/HFSP)				
No. of courts / pitches/ lanes				
Type of activity				
Nature of activity (Competition/Training/Recreational/ Others with specification)				
No. of participants				
No. of spectators				
Food & Beverages (Yes/No) *surcharge applies				

I. Use of the Unmanned Aircraft System (Drone):

Will there be any use of Unmanned Aircraft System (Drone)? Yes No

If yes, please read the details of the use of Drone and submit an application to CSE. Your application will be forwarded to the Security and Parking Unit of Estates Office for approval. Please download the form at:

- If your drone is weighing over 7kg (without fuel): <https://www.cse.hku.hk/facilities.asp?pageid=146>
- If your drone is weighing under 7kg (without fuel): <https://www.cse.hku.hk/facilities.asp?pageid=145>

II. Equipment Charges:

Please refer to the Equipment Charges at https://cse.hku.hk/document/Charges_Equipment.pdf

- Athletics Meet equipment package: https://cse.hku.hk/document/Charges_equipment_AM.pdf
- Athletics Training equipment package: https://cse.hku.hk/document/Charges_equipment_AT.pdf
- Aquatic Meet equipment and setup package:
https://cse.hku.hk/document/Charges_equipment_SG.pdf

Equipment Requests

- Requested equipment made in the equipment table will be included in the confirmation letter. The fee paid for equipment is non-transferable and no refund is applicable once being settled;
- If the equipment is unable to be decided when making the booking application, the last day in submitting equipment request is 7 days before the first/only booking date printed in the confirmation letter. If not, 10% surcharge of the corresponding unit rate will be levied on any request for an equipment item.
- A debit note will be sent to the hirer via mail in settling the equipment fee if the equipment request is not made together with the venue hiring application.

Equipment	Quantity

III. Special Requests (Setup and equipment):

IV. Car parking:

Car parking allocation is subject to approval of the Facility Management Team (FMT). Should allocation be approved, hirers must send the car registration number (s) via email at csecarparking@hku.hk to FMT members with at least 3 working days in advance.

The external organization (but not individual driver) has to pay a standard parking fee of \$15 per 1/2 hour of the approved duration for all the cars approved by FMT on or before the hiring day. For parking in Stanley Ho Sports Centre, QR code will be issued to the drivers to gain the access and egress of the car park via the hirer. However, cars having approval to park will not have the spaces reserved as the parking spaces are provided on a first-come-first-served basis. Drivers have to pay additional parking fee via Octopus if the cars park beyond the approved period.

Number of car parking spaces required: _____ (Max : 7)

Duration: _____ (e.g. 1300-1700)

Car registration number(s):

V. Rules and Regulations

1. Application and Payment

- a. Submit an External Booking form at https://www.cse.hku.hk/document/ext_booking_form.pdf
- b. The applicant who submits the application form must be over 18 years of age and shall be deemed to be the hirer.
- c. The event rundown and/or floorplan have to be submitted with more than 7 days before the event date attaching to the external group online application form or to the Booking Officer at csebooking.officer@hku.hk . Surcharge will apply to late submission.
- d. Hiring charges must be settled **on or before** the deadline specified in the confirmation letter by E-cheque, crossed cheque, direct deposit. Official receipt will be issued via mail.
 - i. For E-cheque and crossed cheque payment, please make payable to “The University of Hong Kong”, write down the booking reference number and the name of the hirer on the back of the cheque. E-cheque can be sent to email csebooking.officer@hku.hk and crossed cheque can be sent via mail to the Centre for Sports and Exercise, 111-113 Pokfulam Road, Pokfulam, Hong Kong respectively.
 - ii. By Direct Deposit to The University of Hong Kong, please deposit the amount to the bank account no. 004-002-222834-001 of The Hong Kong and Shanghai Banking Corporation Ltd. Please indicate the booking reference number and the name of the hirer on the Bank-in slip. Original copy of the Bank-in slip must be sent to the Booking Officer on or before the hiring date.

IMPORTANT: The Centre of Sports and Exercise (CSE) does not accept payments via e-banking, phone-banking or any other payment methods (e.g. deposit a cheque in a bank’s drop-in box) by which there is no bank-in slip issued.

- e. If hiring charges are settled **on** the hiring date by crossed cheque. Official receipt will be issued by the Booking Officer later. If pay by Octopus or credit card, the receipt without booking details will be issued by the receptionist.
- f. 10% surcharge will be levied to payment not being settled on the deadline.
- g. The person-in-charge as stated on the application form should present his/her identity card when they check-in at the reception counter of the Sports Centres. In case, the person-in-charge cannot show up on the booking day(s), the applicant of the booking has to inform CSE before the hiring date.
- h. Hirers please note that the time required for venue set-up and pack-up will be subsumed in the booking timeslot.
- i. Hirers when submit a request of a provisional day in the online booking application form, the hirers are subject to a deposit fee of 10% of the provision hiring fee. The deposit fee has to pay **within 10 days** upon receive of the provisional booking confirmation email. If there is any change to the provisional date/venue/time before the settlement of the deposit fee, an extra handling fee is applicable. This deposit fee will be deducted from the total hiring fee stated in the booking confirmation letter. If the event is finally cancelled by the hirer, the deposit is deemed to be non-refundable.
- k. Confirmation letter of outstanding costs will be sent to hirers after the booking date for any additional hiring sessions or other relevant charges.
- l. In the event of any loss of or damage to the property/equipment, the hirers shall be liable for the replacement or repairing costs.
- m. The CSE reserves the right to turn down any booking application for the use of sports facilities or to cancel an approved application.

2. Cancellation

- a. To avoid damage to the grass pitches, the fields will be closed when pitches are flooded or the pitch surface is waterlogged.
- b. The Facility Manager or his/her representative has the right to close any sports facility without prior notice in the event of adverse weather, or when a black rainstorm warning or typhoon No. 8 signal or higher is issued.
- c. Hirers can contact the reception counter concerned [Stanley Ho Sports Centre (Tel: 28195450); Flora Ho Sports Centre (Tel: 28174046)] to check the facility situation when there are adverse weather conditions.
- d. In the event of adverse weather, school hirers are permitted to cancel their bookings if there is such a need in accordance with the guidelines on schools’ outdoor activities stipulated by the Education Bureau (Q14 on p.91 of https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-activities/sch-activities-guidelines/Outdoor_EN.pdf), and schools should send their cancellation request to the Facility Manager as early as possible. In case there is class suspension due to adverse weather as decided by the Education Bureau, the related booking will be cancelled automatically. Rescheduling of the cancelled bookings will be arranged within 3 months as appropriate and as mutually agreed by the hirer and the CSE. If rescheduling is not possible, refund will be arranged.

- e. The CSE reserves the right to cancel a booking at any time without prior notice in the event of adverse weather or other emergencies. Should a booking be cancelled due to aforesaid conditions, a make-up booking will be arranged for the hirers within 3 months as appropriate and as mutually agreed by the hirer and the CSE. If rescheduling is not possible, refund will be arranged.
- f. In the event of cancellation by hirers after receiving the booking confirmation letter from the CSE, any fees paid is non-refundable. Nevertheless, the hirer is allowed to reschedule its event within 3 months to another date(s) with handling fee applicable. If a rescheduled booking costs more than the previously cancelled one, the hirer has to settle the balance, if any. However, in case the rescheduled booking costs less, any excess fee paid will not be refunded.
- g. In case hirers fail to notify the CSE of booking cancellations 7 days in advance and have not settled any hiring fee after the issuance of the confirmation letter by the CSE, they are required to pay a cancellation fee equivalent to the total cost of the original booking charge. Hirers who fail to pay the cancellation charge will not be permitted to make any future bookings at the CSE until such charge is paid in full.

3. Insurance and Legal Liability

- a. Users have to take good care of their own personal safety when participating in any activities at the Sports Centres. The CSE and/or the University will not be responsible for any liability in the event of personal injury or death which is caused by the users' own negligence or dangerous act.
- b. The University of Hong Kong shall be indemnified against
 - i. any liability which, notwithstanding the provisions of this clause, the University may incur in respect to any death or personal injury (otherwise caused by the negligence of the University or its employees) or any damage to, loss or theft of any properties belonging to the hirers or any other persons;
 - ii. all claims and liability caused or incurred by the University of Hong Kong arising out of any non-observance or non-performance of the terms of these conditions of hire by the hirers or their agents;
 - iii. all claims, actions, proceedings, liabilities, losses, damages, demands, charges, costs and expenses of whatsoever nature arising out of or resulting from the use of the said facilities.
- c. The hirer shall maintain an adequate policy of insurance to cover any liability which they may incur to the University of Hong Kong under the terms of this clause and shall produce written evidence of that policy of insurance to the University if requested to do so.
- d. Qualified first-aiders shall be on duty at the Sports Centre, an Automated External Defibrillator (AED) and first-aid kits are also available. Hirer can call the following numbers for assistance: Stanley Ho Sports Centre - Tel: 28195450; Flora Ho Sports Centre - Tel: 28174046.
- e. Hirers should take good care of their personal belongings and properties. The CSE and The University of Hong Kong shall not be responsible for any loss of or damage to their personal belongings and properties. **VALUABLES SHOULD NEVER BE LEFT UNATTENDED ANYWHERE AT THE SPORTS CENTRES.**

4. Users, Identification and the Right of Entry

- a. Hirers should ensure that all participants are their bona-fide guests. The hirers shall be held responsible for their participants' behavior and conduct.
- b. The hirers should ensure that their participants do not use any facilities at any times other than those specified in their booking application.

5. Car Parking Policy

- a. There are car parking facilities at the Stanley Ho Sports Centre (81), Flora Ho Sports Centre (22).
- b. Due to limited number of car parking spaces available at the above-mentioned Sports Centres, please provide the required number of car-parking spaces together with the car registration numbers, if any, on the application form. If being approved, the parking fee will be included in the booking application. If car registration number(s) cannot be provided when filling in the application form, the submission has to be made at csecarparking@hku.hk with at least 3 working days before the booking date.
- c. Car parking spaces will only be provided to the pre-registered cars and the provision will be on a first-come-first-served basis, and is subject to car parking fees.

For details about Car Parking Policy, please refer to:

https://www.cse.hku.hk/document/policy_car_parking.pdf

6. Public Address System

- a. The P.A. System is available only with prior approval for the Facility Manager.
- b. Hirers must not use their own P.A. System.
- c. The P.A. System shall ONLY be used for formal announcements which form part of a ceremony or event. No music shall be played through the P.A. System. Formal announcements normally refer to opening /closing speech or those in relation to logistical arrangement or rundown of an event. Commentary, cheering for an event and the like are not regarded as formal announcements and they should not be made through the P.A. System. CSE staffs reserve the right to stop the P.A. System service should hirers not comply with this. In the event of a dispute over the interpretation of formal announcements, the final decision lies with the CSE.
- d. The volume of the P.A. system will only be controlled by the CSE staff. Outfield speakers will be switched off unless they are needed for formal announcements related to athletics field events or relays. Only under exceptional circumstances, (e.g., grandstand full of spectators and windy conditions) and with the approval of the Facility Manager or his/her representative can the volume of the outfield speakers be turned up.
- e. Hirers are responsible for controlling the noise level below 70 decibels during their whole event or else the CSE staff will stop the event immediately. Hirers are strongly advised to draw the attention of all of their audiences, participants, Master of Ceremonies and any other parties concerned to this.
- f. All users are not allowed to generate loud/disturbing noises (e.g., banging, hammering, drilling, etc.) during venue setup/removal before 08:30 and after 19:00 (weekdays and Saturday); and at no time on Sunday or public holidays. Only minor set-up/removal construction-type activities that generate minimal noise can be undertaken during these prohibited times, and with the permission of the Facility Manager.
- g. For outdoor facilities, neither the PA system nor megaphones can be used before 08:30 or after 21:00 on weekdays or Saturdays. On Sundays and Public Holidays, they may not be used before 10:00 or after 20:00 without special permission of the Facility Manager.

For details about Noise Control Policy of the CSE all locations, please refer to:

https://www.cse.hku.hk/document/policy_Noise_Control.pdf

7. Use of Unmanned Aircraft System (Drone)

Drone, with or without camera, is not allowed to be used at any of the sports facilities unless with prior approval from the Security and Parking Unit of Estates Office. You can send the application form to CSE for processing. For details about the use of Drone, please refer to:

- If your drone is weighing over 7kg (without fuel): <https://www.cse.hku.hk/facilities.asp?pageid=146>
- If your drone is weighing under 7kg (without fuel): <https://www.cse.hku.hk/facilities.asp?pageid=145>

8. General Conduct

- a. Hirers are responsible to read all the rules and regulations governing the use of Sports Facilities and brief their participants before the hiring day. Hirers have to take note of the responsibility of crowd control during the timeslots they have booked.
- b. No photo-taking, video or audio recording is allowed without prior approval from Facility Manager.
- c. Marching bands, brass band, live music, musical instrument, cheering stick, bells, sirens, clappers and other instruments which produce high levels of noise etc. are prohibited in the Sports Centres without prior permission of the Facility Manager.
- d. Willful destruction of University's, public and/or private property will not be tolerated. Any persons who commit vandalism shall be held responsible for all legal liabilities and damages.
- e. Any behaviors that affect the safety of Sports Centre users will not be tolerated. CSE staff are authorized to ask any hirers/users to leave the Sports Centres if they are found causing danger to others.
- f. Hirers are responsible to make sure that their participants using the sports facilities are properly dressed and wear suitable footwear. The Facility Manager or his/her representative reserves the right of final decision on such matters.
- g. Only non-marking sports shoes are allowed in the Sports Centres. Jumping / running shoes with spikes longer than 7mm are not allowed on the athletics tracks.
- h. No casual bicycle riding is allowed for users inside the Sports Centre except for CSE ground staffs and individuals who use as a means of transport. Bicycles should be parked at the rack provided in the Sports Centre.
- i. No kite flying inside Sports Centre.
- j. No roller-skating, skateboarding or scooting is allowed inside the Sports Centre.
- k. Except guide dogs for the blind, no dogs or other pets are allowed in the Sports Centres without the prior permission of the Facility Manager.

- l. Hirers are responsible for clearing all litter from the facilities / areas they have ever used before leaving.
- m. No smoking is permitted within the Sports Centres.

9. Food and Drinks

- a. Water or sports drinks are allowed within the Sports Centres but users have to use plastic bottles which can be properly capped. Glass bottles or containers are strictly prohibited in the Sports Centres.
- b. Food is not allowed to be consumed in the playing field. Any type of cooking inside the Sports Facilities is strictly prohibited.
- c. Distribution or selling of refreshments or any commodities without prior approval of the CSE Director is prohibited.
- d. A kiosk / food or drink-vending machines are available in the Sports Centres.

10. Miscellaneous

- a. Unless it is with the prior permission of the Facility Manager, no decorations, advertisements, posters, flags emblems or other interior decorations can be displayed within or at Sports Centres. Any such decorations duly authorized shall be made of inflammable material and hirers shall be subject to additional charge for putting up the decoration.
- b. Unless it is with the prior approval of the CSE Director, collection of admission fees or solicitation of donation from participants of the function is strictly prohibited within the Sports Centres.
- c. The hirer shall not assign or sub-let the benefit of the hiring; otherwise the booking will be cancelled and all the fees paid will be forfeited.

For details about governing the use of sports facilities, please refer to:

<https://www.cse.hku.hk/facilities.asp?pageid=110>

Hirers are subject to penalty charges if they are found to violate any of the above regulations.

CSE reserves the right to update or modify the above terms and conditions at any time without prior notice.

Further information or clarification of the above, please contact CSE Booking Officer, Email: csebooking.officer@hku.hk or Tel: 28174944.

VI. Declaration:

I agree that I shall be wholly responsible for all persons under my guidance and control during the booking period when using the CSE's facilities as well as ensuring adequate insurance cover for my staff and programme participants.

I agree that I shall settle the hiring / equipment fees as per the regulations stipulated by the Centre for Sports and Exercise.

I represent the organization stated on this form (the booker) and attach herewith documentary proof of the business nature of the organization (for first-time hirer only).

I agree that I accept the rules and regulations laid down above in governing the use of CSE facilities during the hiring period.

Supplementary Information (Hirers please tick as appropriate for all items on the checklist below):

In relation to the booking, I, on behalf of the organization, agree that:

- | | Agree | Disagree |
|---|-------|----------|
| • The organization will not use their own P.A. system/megaphone/portable amplifier/music player | () | () |
| • The organization will not use/test a P.A. system/megaphone/portable amplifier before 08:30 and after 21:00 (weekdays and Saturdays); before 10:00 and after 20:00 (Sunday and public holidays). | () | () |
| • The organization will not generate loud/disturbing noises (e.g., banging, hammering, drilling, etc.) during venue setup/removal before 08:30 and after 19:00 (weekdays and Saturday); / at no time on Sunday or public holidays. Only minor set-up/removal construction-type activities that generate minimal noise can be undertaken during these prohibited times, and with the permission of the Facility Manager. | () | () |
| • The organization will not use a marching band or brass band as part of my event. | () | () |
| • The organization will not allow live music or singing, with the exception of one rendition of your school/organization anthem. | () | () |
| • No catering services or selling of food & beverages without getting prior approval from the Facility Manager | () | () |

Answering "disagree" to any of the above may result in this application being rejected if prior approval has not been sought from CSE facility management.

Signature of applicant: _____ Company's chop: _____

Date: _____