

Cheung Chuk Shan College
Terms and Conditions for Hiring Venues for External Users
(Except Alumni Applying for Non-commercial / Non-profit Purpose)

A. External Users Eligible for Making Applications

1. Organizers planning to hold a non-commercial / non-profit activity
e.g. Government departments or public organizations, charitable or non-profit organizations, organizations holding inter-school activities, educational institutions and organizations affiliated to the School
2. Organizers whose nature of business and proposed activity plans deemed appropriate by the School
3. School personnel intending to organize an education-related activity yielding a personal profit

B. Opening Hours of Campus Venues

The venues can generally be hired within the following periods (the time for hiring may be negotiable under special circumstances) on condition that the use will not impede the operation and normal activities of the School:

1. School days: from 9:00 a.m. to 5:30 p.m.
2. School holidays or Saturdays: from 9:30 a.m. to 4:30 p.m.

C. Procedures to follow

1. Applications should be made at least 2 weeks in advance and will be processed on a first-come-first-served basis (Please refer to the appendix for the charges). The booking form should be submitted to the School in person, by fax (Fax no.: 2512 0429) or by mail / email (public@live.ccsc.edu.hk).
2. The School will give a formal reply within 1 week upon receiving an application, informing the applicant of the fee to be paid if the application is accepted.
3. The fee should be paid in cash (during the opening hours of the School Office) or by cheque (in favour of “The Incorporated Management Committee of Cheung Chuk Shan College” and post-dated cheques will not be accepted) at least 3 days before the activity is held. Failure to settle the payment as required will render the reservation automatically null and void. A formal receipt will be given to the organizer on the date of the activity.
4. The staff of the organizer should notify the School Office when they arrive and when they leave the school if their use is within the opening hours of the School Office.

D. Rights of School

1. It is wholly the School's discretion to determine whether an application will be accepted.
2. The School may request an organizer to submit documents to prove the nature of its business.
3. The school personnel can enter the venue(s) rented out to check if the organizer keeps the nature and content of the activity as those stated in the application form or complies with the terms and conditions for hiring. If any violation is noticed and cannot be rectified, the School may stop the activity and the organizer will not be entitled to any refund of the fee paid or compensation for the loss arising from the termination of the activity.
4. In the case of any behavior considered inappropriate, the School has the authority to expel any staff member of the hirer or participant from its premises.

E. Cancellation of Booking or Activity

1. Refund of the fee paid will be made only if the hirer makes the booking cancellation at least 3 days before the commencement date of the event.
2. The School can cancel a confirmed booking if:
 - a. the Typhoon Signal No. 8 or above or Black Rainstorm Warning Signal is in force or either of the above is expected to be issued within 4 hours before the commencement of the booking;
 - b. if it is found that the venue(s) would be used for a purpose other than that stated in the approved application; or
 - c. there are other special circumstances that warrant cancellation.

The hirer is only entitled to a full refund of the fee paid but cannot claim any loss arising from the cancellation.

3. If the failure to hold the activity as scheduled should be attributed to the negligence of the organizer, the fee paid will be forfeited and the organizer has to make a new payment if it hopes to hold the activity on another date.
4. If an activity is to be suspended due to circumstances that may affect the safety of its staff members or participants, the hirer can request to reschedule it for another date with no change in other booking details free of charge.

F. Responsibilities of Hirer

1. Nature of activity

The hirer has to ensure that the activity to be carried out at the venue(s) is neither illegal or dangerous and does not clash with the interests or policies of the School.

2. Transfer of booking
 - a. A confirmed booking cannot be transferred to another date or time unless otherwise approved by the School.
 - b. Except with the prior permission of the School, the transfer of the right to use the whole or part of a venue to a third party is forbidden.

3. Preparation and clean-up work
 - a. Since holding of public performances in school halls is subject to the licensing regulations currently in force, the hirer should seek prior approval from the relevant government departments administering the licensing regulations. The hirer should also seek advice from the Commissioner of Inland Revenue whether or not entertainment tax is chargeable in respect of any concert or performance for which an admission fee is proposed.
 - b. Besides seeking prior approval for delivering materials, objects and equipment to the School, the hirer is not permitted to send inflammable or dangerous items to the School.
 - c. The hirer should get the consent of the School for decorating the venue(s) concerned. Also, the hirer is not allowed to make any alterations to the school facilities.
 - d. Besides being responsible for setting up the furniture arrangement, the hirer should immediately after the activity restore furniture items used to their original positions, tidy up the venue(s) used and properly dispose of garbage produced.

4. Conduct of activity
 - a. The activity organized should not cause disturbance to members of the School, other school activities or residents in the neighbourhood.
 - b. The hirer and the participants of the activity are not allowed to use any venue other than that / those rented out to them.
 - c. The hirer must ensure the number of participants in the activity does not exceed the maximum capacity of the venue(s) concerned.

5. Behavioural codes of staff members of the hirer and participants
 - a. There should be no smoking or consumption of alcoholic beverages.
 - b. Gambling is prohibited.
 - c. With the exception of guide dogs for the blind, no dogs or other pets are allowed in the school premises without the School's approval.

- d. Apart from having decent attire, they should keep in mind personal safety and refrain from any dangerous acts.
 - e. The instructions given by the school personnel to ensure personal safety, protect school property and enforce school policies should be followed.
6. Protection of property and lives
- a. The hirer should take out an adequate insurance policy for the activity against any loss or damage of property and any injury or death of persons while preparing for the activity in the School and during the activity. The School should not be held responsible for any of the aforementioned problems.
 - b. The hirer should arrange for such members of security and first aid personnel, or emergency services to be present during the activity at its own expense having regard to the nature of the event as required by:-
 - i. the Commissioner for Television and Entertainment Licensing;
 - ii. the Commissioner of Police; and
 - iii. any other relevant authorities.
7. Publicity of activity
- Unless given the approval of the School, the promotion materials of the activity should not bear the name / logo / photographs of the School.
8. Additional payment
- a. The hirer has to pay immediately after the activity the total cost incurred if it overruns for more than 15 minutes.
 - b. The hirer should pay to the School on demand the cost of reinstating, cleaning or replacing any part of any property or facility of the School, which has been damaged, destroyed, removed or made dirty during the period of use.
9. Accuracy of information supplied
- The hirer should ensure the information to be supplied as requested by the School for applying for using a venue is complete and accurate.

G. Contact person

Any queries can be directed to Administrative Officer I Mr. Hung at 25706665.

Cheung Chuk Shan College
Application Form for Hiring Venues
 (Updated on 15 Apr 2020)

<u>For office use only</u>
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No
Rental fee: \$
Date:

<i>I. Information of Applicant</i>		
Name of Company / Organization		
Name of Contact Person	Post	
Contact Phone	Email Address	
Correspondence Address		
<i>II. Details of Booking (Please tick where applicable)</i>		
Date (dd/mm/yyyy)		Time (including set up and clearing time) From _____ to _____
Title and purpose of activity		Estimated no. of participants
Person-in-charge during activity & contact phone		
Venue	<input type="checkbox"/> Hall <input type="checkbox"/> Wireless microphones x _____ (maximum: 4) <input type="checkbox"/> Notebook computer <input type="checkbox"/> LED Wall <input type="checkbox"/> TV sets x ____ (2 or 4) <input type="checkbox"/> Tables (size: 30" x 70", maximum: 5) x _____ <input type="checkbox"/> Chairs x _____ (maximum: 200) <input type="checkbox"/> Desks x _____ (maximum: 30) <input type="checkbox"/> _____ classroom(s) <input type="checkbox"/> TV set <input type="checkbox"/> LCD Projector <input type="checkbox"/> Others (please specify): _____	
Fees for participants	Does the function involve fees chargeable to the participants? <input type="checkbox"/> Yes (\$_____ per person / \$ _____ for each _____) <input type="checkbox"/> No	
Remarks		
<i>III. Declaration / Undertaking</i>		
I confirm the above information is true and agree to abide by <i>Terms and Conditions for Hiring Venues for External Users (Except Alumni Applying for Non-commercial / Non-profit Purpose)</i> .		
Date _____ Applicant's Signature & Company/Organization Chop _____		

Completed form should be emailed to public@live.ccsc.edu.hk, faxed to 2512 0429 or sent to "11 Cloud View Road, North Point, HK" at least 2 weeks before the booking date.

Personal information collected by this form will only be used for processing the application concerned.

**Cheung Chuk Shan College
Charges for Hiring Venues**

Description	Hall Rate (Without air-conditioning) \$	Lighting Panel Rate (Per 4-hour) \$	Grand Piano Rate (Per day) \$	Air-conditioning Rate (Per hour) \$
1. School Hall				
Standard rate	1,890 (Per 4-hour)	685	42	275 (Per hour or part thereof; minimum 2 hours)
Reduced rate				
(a) Government departments	Free	Free	Free	N.A.
(b) For non-profit-making charitable organizations and religious bodies and non-profit-making uniformed organizations (for non-educational activities)	945 (Per 4-hour)	N.A.	N.A.	140 (Per hour or part thereof; minimum 2 hours)
(c) For non-profit-making charitable organizations and religious bodies (for educational, social and cultural activities)	255 (Per hour or part thereof; minimum 2 hours)	N.A.	N.A.	140 (Per hour or part thereof; minimum 2 hours)
(d) For activities organized by Hong Kong Schools Sports Federation (other than inter-school competitions) and sports programmes run by eligible sports organisations under the Opening up School Facilities for Promotion of Sports Development Scheme	255 (Per hour or part thereof; minimum 2 hours)	N.A.	N.A.	140 (Per hour or part thereof; minimum 2 hours)

Description	Rate \$	Remarks
<p>2. Classroom</p> <p>Standard rate</p> <p>Without air-conditioning Additional air-conditioning charge</p> <p>Reduced rate : For non-profit-making charitable organizations and religious bodies and non-profit-making uniformed organizations and eligible sports organisations under the Opening up School Facilities for Promotion of Sports Development Scheme</p> <p>Without air-conditioning Additional air-conditioning charge</p>	<p>165 25</p> <p>82 13</p>	<p>Per hour or part thereof; minimum 2 hours - ditto -</p> <p>- ditto - - ditto -</p>
<p>3. Covered playground, basketball court, gymnasium and sports fields</p> <p>Standard rate</p> <p>Day time : Without lighting Electricity charge (optional)</p> <p>Night time</p> <p>Reduced rate : For non-profit-making charitable organizations and religious bodies and non-profit-making uniformed organizations and eligible sports organisations under the Opening up School Facilities for Promotion of Sports Development Scheme</p> <p>Day time : Without lighting Electricity charge (optional)</p> <p>Night time</p>	<p>610 11 640</p> <p>315 5.5 320</p>	<p>Per 2-hour session, with a grace period of 30 minutes - ditto - - ditto -</p> <p>Per 2-hour session, with a grace period of 30 minutes - ditto - - ditto -</p>

Description	Rate \$	Remarks
4. PE equipment in gymnasium	76	Per 2-hour session
5. Laboratories/special rooms Without air-conditioning Additional air-conditioning charge	210 32	Per hour or part thereof; minimum 2 hours - ditto -
6. Charges for hire of school premises by Hong Kong Examinations and Assessment Authority Free : Applicable to examinations specified in the Schedule of the Hong Kong Examinations and Assessment Authority Ordinance and London Chamber of Commercial and Industry Examination (Text Production, Audio Transcription and PC skills subjects only) All types of accommodation (except air-conditioning charges) Special rates : Applicable to overseas/external examinations School Hall - Day time (without air-conditioning) Additional hourly charge Additional air-conditioning charge School Hall - Evening time (without air-conditioning) Additional hourly charge Additional air-conditioning charge Classroom - Without air-conditioning Additional air-conditioning charge Laboratory - Without air-conditioning Additional air-conditioning charge	Free 945 235 140 510 255 140 82 13 105 16	(For air-conditioning charges, please refer to the appropriate rates as specified below) Per 4-hour session with a grace period of 30 minutes Per additional hour or part thereof Per hour or part thereof Per 2-hour session with a grace period of 30 minutes Per additional hour or part thereof Per hour or part thereof Per hour or part thereof, minimum 2 hours - ditto - - ditto - - ditto -

Description	Rate \$	Remarks
7. Electricity Charges for School Premises used as Polling/Counting Stations in Elections	120	Per day
8. Charges for hire of school premises by Vocational Training Council Special rates : For running classes Classroom/Workshop - Without air-conditioning Additional air-conditioning charge	28 27	Per hour or part thereof - ditto -