



Chiang Chen Studio Theatre - Payment Policy

1. The Hirer should pay fees for hire of the Theatre in accordance with the prevailing Rates of Charges. The Rates of Charges may be altered by the PolyU from time to time with or without notice.
2. Non-profit making functions organized by PolyU Departments and Staff Organizations and non profit making organizations associated with the PolyU are normally charged the reduced fees.
3. Hire fees for use of the Theatre should be payable in full in advance on or before the date specified by the Management.
4. The hire fees applicable to any booking will be determined by the Management, who shall notify the Hirer of the hire fees and the date by which the hire fees should be paid. The Management may cancel a booking without notice to the Hirer if such payment is not made by the due date.
5. In case of over-run beyond the specified period of hire, the Hirer shall be required to pay for additional fees. Under such circumstances, the rates of charges will be on an half-hourly and double basis and such hiring will be subjected to the availability of manpower, accommodation and the necessary equipment.