



# STUDENT HALLS OF RESIDENCE

For Office Use Only:

S/N. : \_\_\_\_\_

## Student Affairs Office

### Function Room Booking Form

Please complete and fax this Form to 3162 3000

#### Part A: Particulars of the organiser

Name of Applicant: \_\_\_\_\_ Contact Tel. No. : \_\_\_\_\_

Mobile No. \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

PolyU Dept. / Name of the Organization: \_\_\_\_\_

Name of the Function: \_\_\_\_\_

Purpose of the Function: \_\_\_\_\_

#### Part B: Details of the booking

√	Function Room	Area (m <sup>2</sup> )	Date	Day	Time (from – to)	No. of Hours	Total Charge	Ref. No. of payment
	1/F Function Room 101	80						
	1/F Function Room 102	30						
	1/F Function Room 103	20						
	1/F Function Room 104	80						
	A two adjoining Function (Room 101 & 102)*	110						
	A two adjoining Function (Room 103 & 104)*	100						
	4 adjoining Function Rooms on 1/F *	210						
	Banquet Hall*	430						
	Activity Room 205 <sup>#</sup>	110						
	Activity Room 206 <sup>#</sup>	110						
	3 adjoining rooms of Exhibition Hall on 2/F <sup>#</sup>	300						

\* The hourly charges include air-conditioning, the first-time room setting, the use of built-in room facilities and equipment (including screen, video projector, wireless LANs, DVD and VHS player, PA system with 2 wireless microphones). Others on-loan facilities and equipment are available and subject to a separate quotation upon request.

# Only available for HH residential guests

#### Part C: Equipment charge

Function (e.g. Registration)	Equipment Required	No. required	Given no. as initial setting	Quantity on loan	Full/Half day rate	Unit rate	Day	Price
<b>Total:</b>								

Payment means:  By Cash;  By Credit Card;  By Cheque (payable to 'The Hong Kong Polytechnic University')

Be transferred from Department Account \_\_\_\_\_ Endorsed by \_\_\_\_\_  
Signature of Head of Department

The information collected in this Form will be used by SAO and will be released to relevant party(ies) as deemed necessary for activities relating to hall education/operation/activities.

**Part D: Condition of booking**

1. All bookings should be made one month in advance and confirmed upon settlement of a **non-refundable deposit**, calculated at **10% of the total charges**, which will be forfeited for no-show within the timeslot booked.
2. The charge of Venue and Equipment Booking should be settled upon check-in for the venue and collection of on-loan equipment.
3. The deposit is refundable subject to satisfactory inventory checking upon check-out.
4. The venue user(s) shall be responsible for any loss of or damage to the properties in the venue.
5. The Hall maintains the right to cancel a booking (deposit will be refunded) if deemed necessary.

I understand and agree to the aforementioned Conditions:

Signature of Applicant: \_\_\_\_\_ Date : \_\_\_\_\_

**Part E: Venue Charge Table****I. Booking of a Function Room**

(Function Rm 101, 102, 103, 104; Activity Rm 205, 206 )

Hour	Standard Rate	Total	25% discount for PolyU Dept	50% discount for SAO and residential guests
1	\$400	\$400	\$300	\$200
2		\$800	\$600	\$400
3		\$1,200	\$900	\$600
4		\$1,600	\$1,200	\$800
5	\$300	\$1,900	\$1,425	\$950
6		\$2,200	\$1,650	\$1,100
7		\$2,500	\$1,875	\$1,250
8		\$2,800	\$2,100	\$1,400
9	\$200	\$3,000	\$2,250	\$1,500
10		\$3,200	\$2,400	\$1,600
11		\$3,400	\$2,550	\$1,700
12		\$3,600	\$2,700	\$1,800
13		\$3,800	\$2,850	\$1,900
14		\$4,000	\$3,000	\$2,000
15	\$4,200	\$3,150	\$2,100	

**II. Booking a two adjoining Function Rooms on 1/F**

Hour	Standard Rate	Total	25% discount for PolyU Dept	50% discount for SAO and residential guests
1	\$600	\$600	\$450	\$300
2		\$1,200	\$900	\$600
3		\$1,800	\$1,350	\$900
4		\$2,400	\$1,800	\$1,200
5	\$450	\$2,850	\$2,138	\$1,425
6		\$3,300	\$2,475	\$1,650
7		\$3,750	\$2,813	\$1,875
8		\$4,200	\$3,150	\$2,100
9	\$300	\$4,500	\$3,375	\$2,250
10		\$4,800	\$3,600	\$2,400
11		\$5,100	\$3,825	\$2,550
12		\$5,400	\$4,050	\$2,700
13		\$5,700	\$4,275	\$2,850
14		\$6,000	\$4,500	\$3,000
15	\$6,300	\$4,725	\$3,150	

**III. Booking of Banquet Hall\*, 4 adjoining Function Rooms on 1/F or 3 adjoining rooms of Exhibition Hall**

Hour	Standard Rate	Total	25% discount for PolyU Dept	50% discount for SAO and residential guests
1	\$1,200	\$1,200	\$900	\$600
2		\$2,400	\$1,800	\$1,200
3		\$3,600	\$2,700	\$1,800
4		\$4,800	\$3,600	\$2,400
5	\$900	\$5,700	\$4,275	\$2,850
6		\$6,600	\$4,950	\$3,300
7		\$7,500	\$5,625	\$3,750
8		\$8,400	\$6,300	\$4,200
9	\$600	\$9,000	\$6,750	\$4,500
10		\$9,600	\$7,200	\$4,800
11		\$10,200	\$7,650	\$5,100
12		\$10,800	\$8,100	\$5,400
13		\$11,400	\$8,550	\$5,700
14		\$12,000	\$9,000	\$6,000
15		\$12,600	\$9,450	\$6,300

**Part F) Equipment Charge Table**

On-loan Equipment	Unit	Half day rate	Full day rate
<b>Projector &amp; Screen</b>			
Overhead projector with screen	1 set	100	200
Portable LCD projector (with screen)	1 set	100	200
Slide projector with screen	1 set	100	200
Video projector with screen	1 set	100	200
<b>Visual Equipment</b>			
Visualizer	1 no.	200	400
29"TV (with VHS/DVD player)	1 set	100	200
<b>Audio Equipment</b>			
Portable PA system with - 2 wireless mic and - 4 speakers	1 set	300	600
Portable speaker with - 1 receiver - 2 wireless mic (handheld)	1 set	100	200
Floor Mic Stand	1 no.	50	100
Spot Light	1 no.	100	100
<b>Whiteboard &amp; Flipchart</b>			
Flipchart with papers	1 no.	100	200
Electronic white board (with printer)	1 no.	200	400
Whiteboard with markers*	1 no.	100	200
<b>Others</b>			
Laser Pointer	1 no.	50	100
Digital voice recorder	1 no.	100	200
Notice Board	1 no.	50	100
Stage	1 no.	100	100