1. **Opening Hours**
   a) The daily opening hours of the auditorium on weekdays are from 9 a.m. to 11 p.m.
   
   b) For live performance bookings, two meal breaks, 1-2 p.m. and 6-7 p.m., are to be observed.
   
   c) The Hall is usually closed on Sundays and public holidays.
   
   d) The daily opening hours of the box office from Monday through Friday are 10 a.m.-5:30 p.m., and 10 a.m. to 12:30 p.m. on Saturdays. The box office is also open 30 minutes before the start of an evening function.

2. **General technical information of the Auditorium** (Please see Appendix I)

3. **Application for Hire**
   a) Please fill in a form that is available on the Hall’s Website: [www.cuhk.edu.hk/srrsh](http://www.cuhk.edu.hk/srrsh) or at the General Office and send it to the Manager.
   
   b) Please adhere to be different application periods:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>University/academic functions and Non-entertainment programmes in the Auditorium</td>
<td>3 weeks prior to the function</td>
</tr>
<tr>
<td>Performances and Film Shows in the Auditorium</td>
<td>8 weeks prior to the function</td>
</tr>
<tr>
<td>Exhibitions in the foyer</td>
<td>8 weeks prior to the function</td>
</tr>
<tr>
<td>Bookings in the Foyer/Rehearsal Room and misc. bookings</td>
<td>3 weeks prior to the function</td>
</tr>
</tbody>
</table>

   c) If applications are submitted later than the deadlines specified in (b) above, a **late application fee** will be charged.
   
   d) The applicant may be required to furnish further information concerning the booking.
   
   e) The applicant will be formally replied.

4. **Payment of Charges**
   a) All payment dates **MUST** strictly be observed. A confirmed booking will be cancelled if payment of the hire charges is late.
   
   b) The payment of the balance of the hire charges, if any, and all surcharges and miscellaneous charges **MUST** be settled at the conclusion of the function.
   
   c) All fees paid are not refundable.
5. **External co-organisers**
   a) To protect the interests of the University, for applications of any kind involving an external party, the actual organization and funding source of the function must be declared and endorsed by the relevant department chairman or unit head before the Manager decides whether the preferential internal charges OR the external rates, with possible reductions, will be applied.
   
   b) The decision of the Manager of Sir Run Run Shaw Hall in 5a will be final.

6. **Reduction Scheme**
   Application for reduction **CAN** be submitted within 10 days after the application for hire is approved. For full details of the Reduction Scheme, please see separate document.

7. **Use of the Foyer**
   a) Any booking of the auditorium usually includes the use of the foyer as an audience thoroughfare. If a related reception is held there, it will be subject to additional charges. (Please refer to the Scales of Hire charges).
   
   b) The recommended capacity for a seated function is 80 with a standing room of 20. For non-seated functions, the standing room is for about 100 people.

8. **Complimentary tickets**
   The number of complimentary tickets allowed is 70 in the Auditorium or 6 in a studio-type performance. Prior approval by the Manager should be sought if more complimentary tickets are required. If the number of complimentary ticket stubs is found to exceed the approved quota, a surcharge according to the top ticket price of the booking will be levied on each exceeding complimentary ticket.

9. **Ticketing in Performances**
   a) Admission to all performances will be by tickets only.
   
   b) Free seating will only be allowed in studio-type bookings.
   
   c) In each performance or film show booking, the Hall reserves 20 management seats in row N and row GA in the Auditorium and the Gallery respectively or two management seats in a studio-type performance.

10. **House Rules**
    Hirers and their patrons are expected to observe the following house rules.

    1. Admission by ticket only, one ticket per person.
    2. Children under six not allowed.
    3. Proper attire is required for admission.
       (e.g. Under-shirts, sandals or slippers are not considered as proper attire)
    4. No smoking.
    5. Food and drinks are not allowed.
    6. Big parcels and wet umbrellas are not allowed in the Auditorium.
    7. Photography, audio or video recording must be authorized.
    8. Please turn off alarm watches, pagers and mobile telephones.
    9. Late-comers will not be allowed until a suitable break.
    10. The Management reserves the right to refuse admission.
11. **Copyright**

   a) The Hirer shall not use the Hall for the performance in public of any dramatic or musical work or for the delivery in public of any lecture or address in respect of any matter in which copyright subsists without the consent of the owner of the copyright.

   b) Rental videos for home entertainment cannot be shown in the Hall.

   c) The Hirer shall not in any other manner infringe any copyright.

   d) The Hirer shall indemnify the University against all claims, actions, demands and costs by reason of any infringement of copyright whatsoever occurring during the period in which the Hall is hired.

12. **Film and Video Censorship**

   a) By law, all films including documentaries must be submitted to the Television & Entertainment Licensing Authority for censor.

   b) For feature films, film categories should be printed on all publicity materials and the admission ticket:

      - Suitable for All Ages
      - Not Suitable for Children
      - Not Suitable for Young Persons and Children
      - Persons Aged 18 and Above Only

   c) Videos shown for non-academic purposes must be censored.

   d) A legible photocopy of the Certificate of Approval or the Certificate of Exemption MUST be obtained from the owner of the film or video and submitted to the Manager prior to the function for display at the door. Failing this, the function cannot take place.

13. **Technical and House Services**

   a) The Hall is anxious that all performances and functions organised by its hirers should run smoothly and be successful, and will be glad to arrange appointments and production meetings before the function for consultation on technical and house matters preferably 3 weeks before the function.

   b) Hirers are requested to note that it is incumbent upon them to provide their own competent stage manager, lighting director and stage crew for all rehearsals and performances. A strictly limited number of technicians will be available to assist in this work mainly to ensure that the equipment is not mishandled, but it is the clear responsibility of the Hirer to organise the proper presentation of his/her show.
14. **Outside Sponsors**
   a) Student organisers should first seek the approval of the Office of Student Affairs or corresponding Dean of Students’ Office in inviting outside business sponsors.
   
b) For the display of business logos or sales of merchandise by outside sponsors in the Hall, prior approval must be sought from the Manager.

15. **Outside Technical Services**
   If the Hirer proposes to contract outside technical services, it is strongly advised that the contractor should liaise with the Hall technician as early as possible and the contractor MUST follow safety regulations in the Hall.

16. **Identification Card**
   Every employee and agent of the Hirer MUST wear a clear identification card, a specimen of which shall be deposited by the Hirer with the Manager before the hiring. (Ref. Clause 20)

17. **Film Delivery**
   a) All films MUST be delivered to the Hall not later than 11:00am on the day of the show.
   
b) For films longer than 2 hours, the film MUST be delivered on the day prior to the day of function for checking.
   
c) Late deliveries will affect the starting time and the Hirer will be responsible for making an announcement.

18. **Shuttle Buses**
   If a large attendance is expected to come from off campus, the Hirer should book shuttle buses to run between the University Station and the Hall. The Management and the Security Office should also be duly informed.

19. **House Team**
   The Hirer is required to provide 5 persons to assist in front-of-house and box office operations 30 minutes prior to the start of the function. They should report to the front-of-house manager of the Hall on arrival.

20. **Backstage Security**
   a) Number locks are installed at dressing rooms’ doors. Personal lockers are also available. It is the responsibility of the Hirer to post a Back-stage Manager at the Stage Door and no entrance to the backstage area should be allowed without proper identification.
   
b) Security services in the auditorium may be necessary depending on the type of programme e.g. popular concert. This will be chargeable to the Hirer.
21. **Vacating Premises and Removal of Property after Hiring**
   a) Immediately after the termination of a booking the Hirer shall vacate the Hall and remove all property brought by him into the Hall and shall leave the same in a clean and tidy condition.

   b) The time used by the Hirer in vacating premises and removing properties and the time left for technicians to re-setting the stage are included in the booking time of the hiring. The Hirer should take this into consideration in the planning lest over-run charges will be levied.

   c) If after any booking any property of the Hirer or of any other person is found in the Hall, the Manager may remove and store the same in such manner as he may consider necessary and, on demand, the Hirer or other person shall repay to the Manager the cost of such removal and storage. The Hall shall not be liable for any loss of or damage to such property.

22. **Cost of Repair**
   a) The Hirer shall pay to the Manager on demand the cost of reinstating or replacing any part of or any property in the Hall hired by him, which are damaged, destroyed, stolen or removed during the period of hire.

   b) The Hirer shall leave all apparatus, utensils, fixtures, machines or equipment in the Hall and used by him or on his behalf in a thoroughly clean, wholesome and properly working condition to the satisfaction of the Manager.

   c) The Hirer shall not permit any electrical apparatus or fitting of any kind to be attached to or used in conjunction with existing electrical fittings in the Hall without the prior permission of the Manager.

   d) The Hirer shall not affix any glue, scotch-tape, gum-paper, nails, tacks or any other thing into any partition wall or floor or furniture in the Hall, without the prior approval of the Manager.

23. **Decorations and Notices**
   a) No decoration and notices are allowed in or outside the Hall without the prior consent of the Manager.

   b) The Hirer shall not permit floral decorations to be placed in any part of a gangway.

   c) The Hirer shall immediately remove all decorations and notices placed by him in the Hall after a booking.

24. **Removal of Dangerous Property**
   The Hirer may be ordered to remove from the Hall anything brought by the Hirer or his agents which in the opinion of the Manager is dangerous or liable to cause nuisance or obstruction.

25. **Sale of Goods**
   No goods or articles of any kind may be sold by the Hirer in the Hall without the previous permission of the Manager.

26. **Amendment**
   A fee (please refer to “Scales of Hire Charges”) will be levied on each amendment.

27. **Cancellation**
   A fee (please refer to “Scales of Hire Charges”) will be levied on each cancellation if no hire charges have been paid. Paid hire charges are not refundable.

September 2011