

A. Venue Hire Charges (Note 1)

Booking Sessions:
Monday-Saturday (Except public holidays) (Note 2)
0900-1300/1400-1800/1900-2300

Venue		Purpose	Charges		Services Included
Auditorium (Note 3-5)	1	Performance			
	a	Programme Per session within 4 hours (or part thereof) Per additional half hour (or part thereof)	25,135 2,510		A
	b	Rehearsal/Set-up/Move-out Per session within 4 hours (or part thereof) Per additional half hour (or part thereof)	12,410 1,285		B
	c	Occupancy Per session within 4 hours (or part thereof)	2,685		C
	2	Conference, Seminar, Ceremony, Assembly (Note 6)			
	a	Programme Per session within 4 hours (or part thereof) Per additional half hour (or part thereof)	9,605 985		A
	b	Rehearsal/Set-up/Move-out Per session within 4 hours (or part thereof)	4,810		B
	c	Occupancy Per session within 4 hours	985		C
	3	Film Show (Note 7) Per screening within 3 hours (or part thereof) Per additional half hour (or part thereof)	15,280 2,730		D
	4	Location Filming and Photography	Non-profit Organisations (Note 8)	Other Organisations	
Foyer	a	Full Stage, Lighting and Sound Service Per hour	8,255	17,380	B
	b	Skeleton Stage Service Per hour	4,130	8,670	E
Foyer	5	Exhibition Per day (0900-1300/1400-1800 on Weekday) Per day (0900-1300 on Saturday)	3,405 1,745		F
	6	Other functions Per hour (0900-2300)	1,490		G
Rehearsal Room	7	Rehearsal/Practices Per hour (0900-2300)	500		G
Terrace	8	Activity Per hour (0900-2300)	290		H

Services Schedules	
A	Air-conditioning, electricity (for Hall fixtures and equipment only), water, the use of furniture as provided, stage and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale B), basic ushering service, service from electrical technicians and sound controllers as necessary, the use of dressing rooms, function rooms and VIP lounge, and the use of foyer as entrance.
B	Air-conditioning, electricity (for Hall fixtures and equipment only), water, the use of furniture as provided, stage and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale B), service from electrical technicians and sound controllers as necessary, the use of dressing rooms and function rooms.
C	The session does not include any service. Occupancy is intended for the hirers to retain the stage setting. Entering of the space is generally not allowed during the period.
D	Air-conditioning, the use of the film projection equipment and service from projectionists (except those equipment and services as listed in Miscellaneous Charges at Scale B), basic ushering service, the use of function rooms and VIP lounge, and the use of foyer as entrance.
E	Air-conditioning and working light for stage, the use of furniture as provided (except those equipment and services as listed in Miscellaneous Charges at Scale B), and the use of dressing rooms.
F	Air-conditioning, electricity (for Hall fixtures and equipment only), equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale B), set- up and move-out service from technicians as necessary, use of furniture as provided.
G	Air-conditioning, electricity (for Hall fixtures and equipment only), equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale B), use of furniture as provided.
H	The use of furniture as provided.

B. Miscellaneous Charges

Musical Instruments		Charges
1	Boston baby grand piano	1,315/day
2	Pleyel upright piano	760/day
3	Piano tuning	At market price levied by the venue contractor + 15% handling fee

Technical Services		Charges
4	Acoustic shell	1,135/day
5	Audio/video equipment for Rehearsal Room	290/day
6	Laptop computer	795/set/day
7	Multi-purpose platform	740/10 sets
8	Projection equipment <ul style="list-style-type: none"> a. Multimedia projector for the Auditorium <ul style="list-style-type: none"> 1. System A 4,025/day 2. System B 3,350/day b. Multimedia projector for the Foyer 1,330/day 	
9	Public address system for the Foyer	600/day
10	Recording services for archival purpose <ul style="list-style-type: none"> a. Audio recording (provide in file only) 350/programme b. Video recording with fixed position camera (provide in file only) 635/programme 	
11	Right fee for recording other than archival / educational purpose with hirer's own equipment and technician <ul style="list-style-type: none"> a. Broadcasting/ audio recording 1,470/programme b. Telecasting/ location filming (including commercial photography) and video recording 4,725/programme 	
12	Simultaneous interpretation system (not exceeding 150 sets)	1,350/50 sets/4-hour session 265/50 sets/additional hour
13	Smoke machine	805/day
14	Sound feed for self-video/audio recording with hirer's own equipment and technician	345/set/day
15	Stage carpet	7,155
16	Wireless microphone	695/set/day
17	Wireless presentation remote	115/set/day

Others		Charges
18	Designated sales point	355/programme
19	Deposit of Cleaning fees (Note 9-10)	1,690

Remarks:

1. Application for the booking of 1 July 2025 or afterward will be subject to venue hire charges and miscellaneous charges revision.

C. Other Services by CUHK Departments

Services	Unit	Charges
Security and crowd control service	Security Office	Prevailing rate as set by the University

Notes:

1. Set-up and move-out time must be included in all booking sessions.
2. An 10% surcharge will be applied on top of the venue hire charges during Sunday and Public Holiday.
3. If the average admission fee per seat reaches or exceeds HK\$450, a ticketing surcharge with 100% of basic hire charge will be levied.
4. For booking of one session, the Hirers should ensure ample time for the preparation of stage equipment/installations and the admission of audience, one hour technical and front-of-house preparations should be given before the event commencement. In the events that more advanced technical requirements are needed, the Manager reserves right to require the Hirers to delay the commencement of functions or advance the time of hiring as may be required by the circumstances of the advance technical requirements.
5. For booking on excess of one session, the hirer may continue to use the dressing room and function rooms during the meal-break of one hour (lunch: 13:00-14:00, dinner: 18:00-19:00), and shall ensure that at least one backstage manager is available at the backstage of the Hall during the meal-break to prevent unauthorized persons being present at the backstage area.
6. For conference, seminar, ceremony, assembly, or class with performance or film show item, the event will be considered as entertainment and the rate for performance or film show will be charged accordingly.
7. Hirer shall reserve one session for the setting up and test screening before the commencement of the event.
8. The Hirers should be a non-profit-making organisation:
 - i. registered under the Societies Ordinance; or
 - ii. incorporated under the Companies Ordinance;
 - iii. formed by Statute, or
 - iv. registered on the list of approved charitable institutions or trusts of a public character
 and have acquired a non-profit making status with application. The memorandum (if any) and articles of association or the constitution of the applicant must include a clause specifying that members do not take any share of the profits or any share of the assets upon dissolution.
 An Hirer who co-presents the function with any organisation which does not meet the criteria as an eligible Hirer under Item (i to iv) above is not eligible for the concessionary rates.
9. Hirers are required to clean up the venue with their own designated garbage bags.
10. No confetti, glow sticks, pon-pon stick, eating and drinking are allowed in the Hall. The Hall will charge additional cleaning fees to the hirer for any violation.