

**Hong Kong Baptist University
Tsang Chan Sik Yue Auditorium (AAB201)**

Charges Schedule for 2023-24

Venue hire charge Notes 1 - 3

- (a) Schedule I: HK\$3,000/hour (minimum 2 hours)
- (b) Schedule II: HK\$2,000/hour (minimum 2 hours)

Additional equipment and service charges

Item	Equipment/content	Charges (HK\$)
1. Digital Cinema Projector (Sony)		\$800/ set/ hour \$1,500/ set/ 2 hours \$2,500/ set/ 4 hours
2. Wireless microphone		\$300/ set/ 4 hours \$90/ set/ additional hour
3. Follow spot		\$500/ set/ 4 hours \$150/ set/ additional hour
4. Telecasting / Filming / Video taping (with hirer's equipment)	a. archival	\$200/ hour
	b. non-archival	\$2,000/ hour
5. Radio recording / Broadcasting / Recording (with hirer's equipment)	a. archival	\$100/ hour
	b. non-archival	\$1,000/ hour
6. Sale of merchandise	Commercial	\$300/ designated sales point, or 10% of the gross sales proceeds, whichever is higher
7. Usher		\$250/ person/ 4 hours \$80/ additional hour
8. Tea reception	Foyer / VIP lounge	\$350/ hour (min. 2 hours)

Notes:

1. Set-up and dismantle time must be included for all bookings. Booking time that is less than one hour will be counted as one hour.
2. **Schedule I:** It is applicable to event involves the use of control room equipment and/or require technical support. Duration of the event shall not exceed three hours, excluding setup, rehearsal and dismantle time. Standard service includes provision of stage lighting, audio system, and six wireless microphones.

Schedule II: It is applicable to events only involves the use of podium equipment, where no admission fee is charged. Standard service includes provision of basic lighting, four wireless microphones, one desktop computer, and two LCD projectors. No standby technical support will be provided.

A hirer is required to pay additional amounts, which will be determined by the Director of Finance or his/her delegate, for any special requests other than those listed in this Charges Schedule or services beyond normal provisions.

Notes (Cont'd)

3. For UGC-funded activities of HKBU, an extra charge of HK\$150 per hour will be levied for the use of venues during non-office hours and no discount will be given.

Office hours:	Monday to Friday, 08:30 to 17:30
Non-office hours:	Any time other than office hours and all Public Holidays

4. If the actual use of the venue exceeds the original hiring time, or if the duration of the event for **Schedule I** exceeds three hours (*which is calculated as per the commencing time stated on the ticket or the Loading Chart until the ending time*), the consent of the Manager should be sought and an overrun charge will be levied as below. The overrun time will be charged on a half-hour basis. Incomplete half hour will be counted as half hour. This charge is applicable to both internal and external hirers and no discount will be given.

Price schedule	Overrun charge
Schedule I	HK\$1,500/ 30 minutes
Schedule II	HK\$1,000/ 30 minutes

5. For internal hirers, a late cancellation fee equivalent to 50% of the venue hiring charge will be levied on the hirers if the venue cancellation is made by the hirers in less than 30 calendar days before the event booking day or the first day of event booking in case of a series of bookings.
6. Ticketing surcharge

If the average admission fee per seat is HK\$40 or above, a surcharge will be levied as follows:

Average admission fee per seat (HK\$)	% of basic hire charge
(a) \$40 - \$49.99	40% of basic hire charge
(b) \$50 - \$59.99	50% of basic hire charge
(c) \$60 - \$69.99	60% of basic hire charge
(d) \$70 - \$79.99	70% of basic hire charge
(e) \$80 - \$89.99	80% of basic hire charge
(f) \$90 - \$99.99	90% of basic hire charge
(g) ≥ \$100	100% of basic hire charge

7. Complimentary tickets

The number of complimentary tickets to be issued by the hirer shall not exceed 40 per event, or else the excess number of tickets will be regarded as tickets sold at face value and will be taken into account for calculating the ticketing surcharge.

8. For external hirer

- (a) A non-refundable reservation fee of HK\$1,000 per day of booking is payable upon submission of the Application Form. A garbage removal deposit at HK\$1,000 per day of booking will be levied upon confirmation of venue booking and will be returned to the hirer if no garbage removal service required.
- (b) For fresh applicant, the booking application must be duly supported with a copy of the hirer's Certificate of Business Registration, or Certificate of Incorporation under the Companies Ordinance, or Notification of Establishment of Society, or Certificate of Registration under the Societies Ordinance. Individual hirer will not be accepted.

9. Meal break of one hour should be provided for bookings fall within 13:00-14:00 and/or 18:00-19:00 (only applicable to **Schedule I**).

Notes (Cont'd)

10. Discount on venue hire charge may be given upon written request by the hirer at the time of submitting the booking application.

	<u>Discount</u>
(a) Charitable organisations under Section 88 of the Inland Revenue Ordinance	20%
(b) The Baptist Convention	30%
(c) Non-UGC-funded activities or HKBU activities which collaborate with external organisations	50%

11. Please observe the Terms and Conditions of Hire and the Booking Guidelines before applying for venue hire.

12. All charges and Terms and Conditions of Hire are subject to change without notice.

Finance Office