Chung Chi College, The Chinese University of Hong Kong

Application form for booking of Chung Chi Tang G/F Dining Hall and the Stage 2026/2027

Rules and Regulation

A. Booking Procedure

1. The Office only accepts application from registered student organizations and units in The Chinese University of Hong Kong. This application form could be obtained at Chung Chi College Student Development Office in person or downloaded from College website:www.ccc.cuhk.edu.hk/en/content.php?wid=1227.
2. **Open for Application: First semester: 31 August, 2026 (Mon); Second semester: 28 December, 2026 (Mon).**
3. Only one booking will be accepted for using Chung Chi Tang G/F Dining Hall and Stage each night.
4. The party is not allowed to book the G/F and 1/F Dining Hall at the same time. No new application could be accepted by the same party upon their former booking end.
5. Due to the limited capacity of the venue, it is recommended that the maximum no.of participants is 250. The booking Party also requires to book at least 4 tables and at most 16 tables for dinning purpose. Each table cost HKD50. If there are non-CUHK participants, the number of participants should not exceed one-third of the total no. of participants. Each table could serve 12 participants.
6. The booking Party could book the stage together with G/F Dining Hall. The available equipment for booking is listed on the application form. **Stage rental fee : HKD500 (CHUK Units)** ; **HKD300 (Registered Student Organization)**
7. This form should be completed with event proposal, certificate of registration student organization and other supporting documents and returned to Chung Chi College Student Development Office in person within office hour with applicant's CU link card at least 7 working days before destinated event starts for further consideration.
8. Upon approval, the booking should be confirmed by submitting a deposit of HKD1000 and 100% of the total rental fee within 7 working days. If the deposit is not balanced before the deadline, application will be considered as cancelled. For cancellation of booking 7 days ahead, full refund of rental fee and deposit will be arranged; For cancellation of booking less than 7 working days, no refund will be entertained.
9. If the booking party decides to increase/ reduce the number of tables booked after the first confirmation, please apply in person to Chung Chi College Student Development Office as soon as possible, no further cancellation or reduction of table will be allowed after the second confirmation.
10. No profit-making function is allowed. If event has fund-raising purpose, please download and completed the (Application form of Fund-raising by Student Organization) and hand-in the approved application by the Office of Student Affairs or the corresponding College office with your supporting documents.
11. To ensure the venue will not be used as profit-making function, the booking Party is required to hand-in their event financial report within 4 weeks after the event ended for inspection. Failure to hand-in the report will result in confiscation of deposit for venue maintenance.
12. NO Subletting of venue and facilities is allowed. In case of violation, booking right of the party will be suspended until further notice. Chung Chi College will decide the length of suspension and notify the party in due course. No refund of rental fee or deposit will be entertained by Chung Chi College Student Development Office.
13. Chung Chi College Student Development Office reserves the right to decline any booking in any circumstances and for whatever reasons.

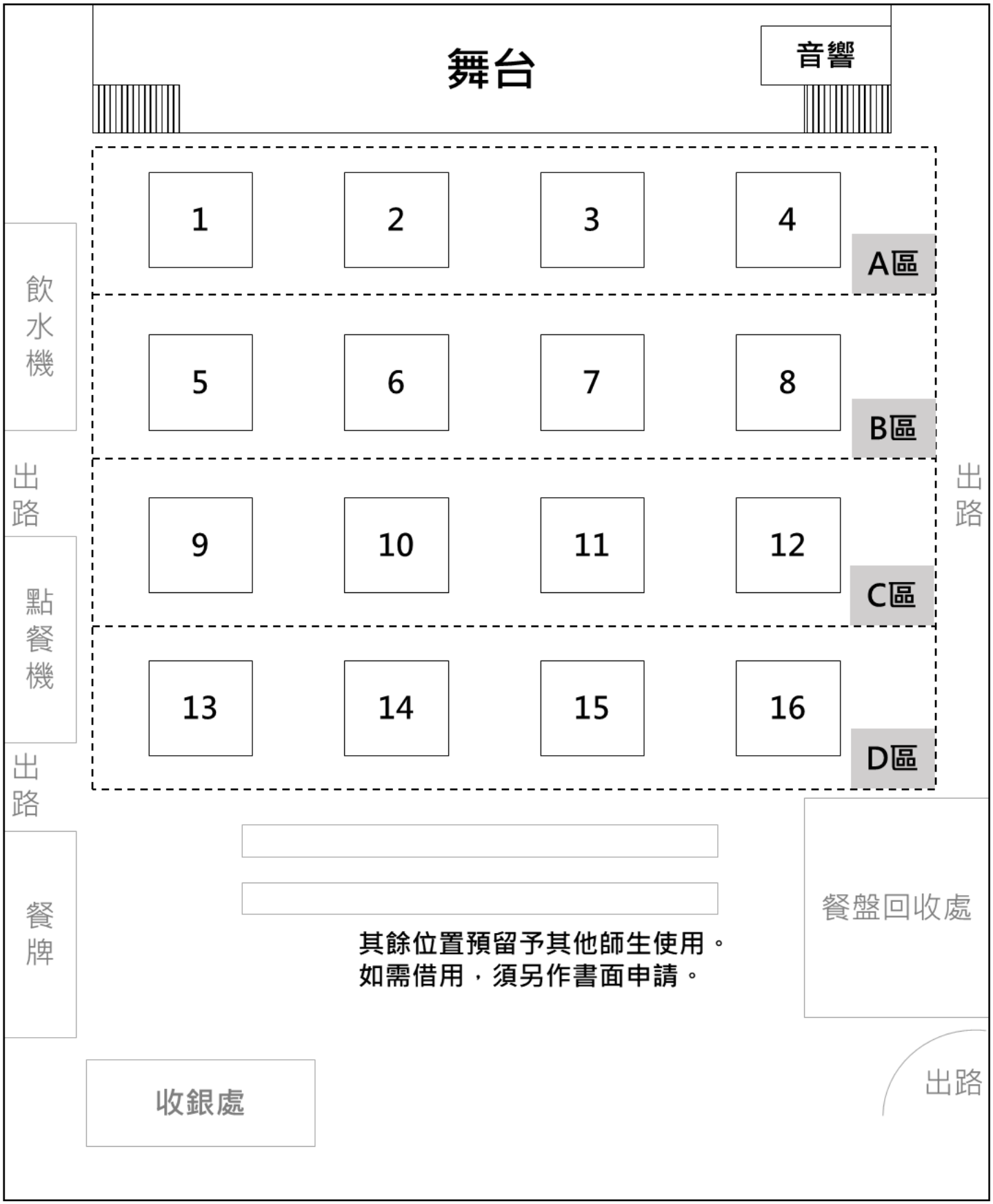
B. Booking Terms and Conditions

1. The booking Party could apply for rehearsal time in advance. Usually, a session from 14:30 to 17:00 will be given for rehearsing and testing purpose (Stage only). The user should visit Chung Chi College Student Development Office to obtain the equipment. Our staff will then give a briefing to users on how to use the audio and lighting system on site.
2. Except the stage, banners or any decorations are not allowed to be hung in the Dining Hall without prior approval. The booking party should submit written application if necessary.
3. The booking Party should return the venue and the equipment before 20:45 (included clear-up time). The Canteen will be closed at 21:00.
4. The booking Party must obligate to the maximum volume limit. Exceed such limit will be treated as violate regulation and deposit will be confiscated.
5. If there is any fault and damages discover on venue or equipment, the booking party should compensate according to its degree of damage, that is, the cost of repairing or replacing those damaged equipment based on the price.
6. Under below circumstances, deposit will be confiscated.
   a) Party fails to hand-in their financial report or claims their deposit within 4 weeks after the event ended;
   b) Party fails to return the venue and the borrowed equipment before 20:45;
   c) Event caused damage on University, College or Chung Chi Tang;
   d) Party fails to obligate to the maximum volume limit.
   e) Party fails to restore or clean-up venue properly or suspend any banner or decoration without prior approval from Chung Chi College Student Development Office.
   f) Party fails to dispose waste outside designated refuse collection points: Large size refuse and banner should dispose to the refuse collection point near Madam S. H. Ho Hall and Garden road; Small size refuse should be wrapped by plastic bags and dispose to the large green garbage boxes on PSC G/F.
7. Party violates any regulations stated may result a suspension of booking right from Chung Chi College.

For enquiries, please contact Chung Chi College Student Development Office **at 3943 6845 ／ 3943 6993**

Chung Chi Tang G/F Dining Hall with the Stage

Tables and Region allocations Diagram



Ref No.：

Application form of booking Chung Chi Tang G/F Dining Hall and the Stage 2026/2027

Department/Organization Full name： (Student organization should enclosed with registration cert.)				
PIC：	Post：	Email：		
College：	Major：	Year：	Student Id：	Phone：
Event Name：			Date of booking： (DD) / (MM) / (YYYY)	
Charged event：□ Yes ／ □ No	Participants：_____ (CC) + _____ (CUHK) + _____ (Non-CUHK) = _____			

A. Venue booking

Venue	Price	Remarks	Session
□ G/F Hall	Each Table HKD50, 4 tables at least, 16 tables at most	Each table can serve 12 participants	6:00 p.m. – 8:45 p.m.#
□ G/F Stage	Student Organization: HKD 300/University Units: HKD500	Lighting and audio are controlled by the Panel on 1/F	

Note venue and borrowed equipment should be returned before 20:45 for canteen closure

****CCSDO：** □ Proposal and financial budget □ Cert. of Registration □ CU Link card
□ G/F Hall approved____ tables（□ A □ B □ C □ D Refer to "Tables and Region allocations Diagram）
□ Stage

B. Equipment rental and rehearsal (Only for the Stage)

Equipment and facilities	Wired MIC with MIC stand： □ 1Set □ 2Set Wireless MIC： □ 1 □ 2 □ 3 □ 4 (Note: please bring 2 AA battery for each MIC)	
	□ Projector and Screen (Please prepare laptop with Windows 7 or higher version)	
	□ Yamaha AG03 Mixer with Cables	□ Backstage Changing Room
Rehearsal	□ Not required: already familiar how to use those facilities (Event time: 18:00 – 20:45) □ Required: CCSDO staff will come at 14:30 on site to brief how to use panel and equipment on stage (Event time 14:30- 20:45) (Note: rehearsal limit to stage preparation only and volume should be limited so user in canteen will not be disturbed)	

****CCSDO：** 1. □ Required Equipment and facilities 2. □Rehearsal Needed； 3. Event Time：_____

C. Declaration

I on behalf of the event, confirm that I agree and undertake to observe the Venue Booking Terms and Conditions accompanying this form (On First Page) and properly use the venue and equipment. Including but not limited to

a) Must return the venue and borrowed equipment before 20:45, and restore or clean-up venue properly
b) If any fault and damages discover on venue or equipment, I should compensate according to its degree of damage, that is the cost of repairment or replacing those damaged equipment.
c) understand CCSDO will not refund the deposit or the rental fee if the event eventually cancelled or reduce size.
d) If party decides to increase number of tables booked after first confirmation, I should apply in person to Chung Chi College Student Development Office as soon as possible, no further cancellation or reduction of table will be allowed once second confirmation has been done by Chung Chi College Student Development

I understand violates any regulations stated on first page will result in confiscation of deposit or suspension of booking right from Chung Chi College.

Applicant's signature：_____ Date：_____Organization/Dept. Stamp：_____

D. Payment (For CCSDO Only)

1. Rental Fee：HKD _____ 2. Stage：HKD _____ 3. Deposit：HK$ 1,000
****CCSDO payment receipt proof:** CCSDO has received above mentioned payment, total :HKD_____. (Official receipt will be given with deposit refund) If the event held in Chung Chi Tang G/F dated ___dd/_____mm_____yyyy fulfilled above mentioned conditions, deposit HKD1000 will be refunded. Approval from CCSDO：_____ 日期 ：_____

***Applicant must keep the copy of this document with event financial report for claiming the deposit within 4 weeks after the event ended ***

【Deposit Refund Receipt】

I confirm that I have received the deposit refund of HKD1000 and the Receipt for our event

dated_____DD_____MM_____YYYY.

Organization：_____ Signature：_____

PIC ：_____ Date：_____