



# INSTITUTE OF HUMAN PERFORMANCE THE UNIVERSITY OF HONG KONG

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Dear External Hirer,

## Revisions in Booking Procedures

The IHP has carried out an extensive review of our booking system to meet the needs of an increase in our student body in the coming year/s. Some of the changes that will be implemented from early 2010 onwards are also in response to improvements suggested within the internal audit review of the IHP. These amendments may have an effect on external group hirers, so please note the highlights of the new procedures and requirements below:

1. All external hirers are required to attach a photocopy of their business / society registration documents together with their booking application, if such documents have not yet been submitted to the IHP.
2. Venue hire and other related charges (e.g. equipment set-up fees) must be settled in full prior to using the IHP's sports facilities. IHP reserves the right to cancel any booking which have not been paid for on time.
3. In addition to the current payment methods (i.e. payment in cash, by company cheque and Octopus card), external hirers can also opt to settle the hiring fees by means of credit card or direct bank deposit starting from 1 Jan 2010.
4. On-site requests for additional equipment or services will need to be settled at the reception counter of the sports centre prior to any additional equipment or services being rendered.

For more details, please refer to the attached "Facility Booking Form for External Hirers". Related information on the new booking procedures can also be viewed at: [http://www3.hku.hk/iohp/facilities/booking\\_ext.php](http://www3.hku.hk/iohp/facilities/booking_ext.php) on 1 January 2010 and onwards. If you have any questions, please feel free to contact our Facility Managers [Mr Ken Lee at 2986 4509 (Stanley Ho Sports Centre); Miss Mee Lee Chan at 2817 3989 (Flora Ho Sports Centre)] or our Booking Officer [Miss Rhoda Wu at 2817 4944].

Thank you for your attention.

Sincerely yours,

Prof. Bruce Abernethy  
Director  
Institute of Human Performance

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website: [www.hku.hk/ihp](http://www.hku.hk/ihp)

Academic Programmes  
Competitive Sport and Recreation Programmes  
Facility Management and Administration

Research

e-mail: [ihphku@hku.hk](mailto:ihphku@hku.hk)

Telephone no.      Fax no.  
28179576 / 28179489      28188042  
28172411 / 28174046      28550344  
28172411 / 28174046      28550344  
\* \* \* \* \*

25890586 / 25890587      28551712

Address:  
Located at Flora Ho Sports Centre  
111-113 Pokfulam Road, Hong Kong

Located at 1/F., Patrick Manson Building  
7 Sassoon Rd, Pokfulam, Hong Kong