

THE UNIVERSITY OF HONG KONG
Institute of Human Performance

Facility Booking Form for External Hirer

Please fill in the form in BLOCK LETTER

Name of Organization: _____

Type of Organization: (Please ✓ one)

Educational Institution () Sports Organization ()

Charity Organization () Commercial Corporation ()

Others () Please specify: _____

* *Business/Society Registration documents of the organization must be attached for first-time applicant.*

Name of Applicant: _____ Position: _____

Telephone No.: _____ Fax. No.: _____

E-mail address: _____

Correspondence address: _____

Person in-charge for this booking: _____ Position: _____

Mobile Phone No.: _____ E-mail Address: _____

Please complete the above application form and return to the Assistant Director, Institute of Human Performance, The University of Hong Kong, 111-113 Pokfulam Road, Flora Ho Sports Centre, Hong Kong or by fax at 2855 0344.

For Office's Use:

New Applicant Venue & timeslot available Business/Society registration document

Checked by: _____ Date: _____

Booking Officer

Scale of charges: Profit-making Non-profit making School Charges waived

Comment: _____

Approved by: _____ Date: _____

Assistant Director

*Payment method: Credit card (reception counter/authorization) / Company Cheque / Direct Deposit / Cash / Octopus

Total fee: \$ _____ Received by: _____ Payment Date: _____

Please refer to the Scale of Charges at <http://www.ihp.hku.hk/facilities/charges.php> before filling in the following (# Please circle as appropriate):

I. Venue Hiring

#Flora Ho Sports Centre, FHSC / Lindsay Ride Sports Centre, LRSC / Stanley Ho Sports Centre, SHSC / Henry Fok Swimming Pool, HFSP / Stanley Smith Swimming Pool, SSSP

Facility required: _____

Date of booking: _____ ()

Time of booking (booking starts at every half hour): From _____ to _____ (#am/pm)
 (***Booking duration must include setup and pack-up time**)

No. of court (if appropriate): _____

Types of activity: _____ (Basic venue setup is provided except rugby)

Nature of activity: #Competition/Training/Recreational/Others (please specify: _____)

No. of participants: _____

No. of spectators: _____

II. Equipment Charges:

- Requested equipment will be charged upon confirmation and no refund is applicable;
- **A 10% surcharge of the corresponding unit rate will be levied for any request for an equipment item made after IHP's booking confirmation is issued unless with a prior waiver given by the IHP.**

Location	Equipment	Unit Rate (HK\$)	Quantity
All Locations	Electricity provision (220V;13amp) per socket per hour	120	
	Extra A-board/Banner for display	500	
	Folding table	50	
	Gas horn	100	
	Loudspeaker/Megaphone	50	
	Miscellaneous	100	
	Number Vest (Set of 12)	100	
	P.A. system (for indoor Halls, athletics track & field, HFSP & SSSP)	600	
	Plastic chair (Set of 10)	50	
	Portable scoreboard	50	
	Portable whiteboard	50	
Flora Ho Sports Centre	Stop watch	20	
	Audio system with cassette tape & CD (for indoor venues)	300	
	Basketball	20	
	Indoor/Outdoor football	20	
	Tennis racket	20	
	Volleyball	20	
(cont'd)			
Swimming	Electronic timing system (for swimming competition	1,500	

Pools	at HFSP)		
	Swimming Gala/Aquatic Meet equipment and setup package (excluding electronic timing system) *	1,600	
	Swimming kickboard (Set of 10)	50	
	Swimming pull buoy (Set of 10)	50	
Stanley Ho Sports Centre	Athletics Meet equipment package (excluding setup) *	2,000	
	Athletics training equipment package (excluding setup) *	750	
	Basketball	20	
	Discus (Set of 4)	100	
	Football	20	
	Goal post (a pair) - extra from basic provision	100	
	Golf club (2) & golf ball (20)	50	
	High jump setup	100	
	Hurdle (Set of 5)	100	
	Javelin (Set of 4)	100	
	Line marking for 5-a-sides soccer pitch on natural grass	500	
	Line marking for 7-a-sides soccer pitch on natural grass	750	
	Long/Triple jump setup	100	
	Marking cone (Set of 10)	50	
	Marquee	200	
	Parasol	100	
	Pole vault setup	100	
	Portable amplifier	200	
	Rugby setup	250	
	Shot putt (Set of 4)	100	
	Starting block (Set of 4)	100	
	Tennis racket	20	
	Volleyball	20	

* Please refer <http://www.ihp.hku.hk/facilities/charges.php> for the package details.

III. Special Requests (Setup and equipment):

IV. Car parking:

Number of car parking space required: _____
 (Subject to the approval from Facility Manager, Miss M L Chan (FHSC/LRSC/SSSP) or Mr. Ken Lee (SHSC/HFSP), hirer of this booking please call Miss Chan at 2817 3989 or Mr. Lee at 2986 4509 for confirmation **at least 4 working days in advance**. All approved car(s) has/have to pay a fee of \$8.00 per 1/2 hour when parking at the sports centres.

Car registration number(s): _____

V. Rules and Regulations

1. Application and Payment

- a. Duly completed application form shall be submitted to the Assistant Director of the IHP via fax (28550344) or by mail to Institute of Human Performance, 111-113 Pokfulam Road, Pokfulam, Hong Kong, at least one week before the requested date of hiring unless there is a prior approval from the IHP Director.
- b. The person who signs the application form must be over 18 years of age and shall be deemed to be the hirer.
- c. Hiring charges must be settled on or before the hiring date by company cheque, credit card or deposit directly to our bank account. Official receipt will be issued via mail.
 - i. For crossed cheque payment, only company cheque is acceptable. Please make payable to “The University of Hong Kong”, write down the booking reference number and the name of hirer at the back of the cheque and send it to Institute of Human Performance, 111-113 Pokfulam Road, Pokfulam, Hong Kong.
 - ii. For credit card payment method, hirer can opt to settle the fee(s) through the payment terminal at the sports centre’s reception counter or through direct debit. For the latter option, hirer please also fills in the **Credit Card Direct Debit Authorization Form** (last page of this form).
 - iii. By Direct Deposit to The University of Hong Kong, please deposit the amount to the bank account no. 004-002-222834-001 of The Hong Kong and Shanghai Banking Corporation Ltd. Please indicate the booking reference number and the name of hirer on the receipt slip. Original copy of the receipt slip has to be sent to IHP on or before the hiring date.

IMPORTANT: The IHP does not accept payments via e-banking, phone-banking or any other payment methods (e.g. deposit a cheque in a bank’s drop-in box) by which there is no bank-in / deposit slip issued.

- d. The person-in-charge as stated on the application form should present a confirmation letter issued by the IHP when they check-in at the reception counter of the Sports Centres.
- e. Hirers please note that the time required for venue set-up and pack-up performed by the IHP staff will be subsumed in the booking timeslot.
- f. Hirers are subject to a surcharge of 10% of the full hiring cost of any additional equipment requested after IHP’s booking confirmation is issued and the hiring fee plus the surcharge have to be settled at the reception counter before the start of a booking session. The payment can be settled by cash, octopus or credit card and receipt will be issued right after the payment is made.
- g. Debit Note on outstanding costs will be issued to hirers after the booking date for any additional hiring sessions or other relevant charges.
- h. In the event of any loss of or damage to the equipment, the hirers shall be liable for the replacement or repairing costs.
- i. The IHP reserves the right to turn down any booking application for the use of sports facilities or to cancel an approved application.

2. Cancellation

- a. To avoid damage to the grass pitches, the fields will be closed when pitches are flooded or the pitch surface is waterlogged that makes the pitches not suitable for use.
- b. The Facility Manager or his/her representative has the right to close any sports facilities without prior notice in the event of adverse weather, or when black rainstorm warning or typhoon No. 8 signal or higher is issued.
- c. The IHP reserves the right to cancel a booking at any time without prior notice in the event of adverse weather or other emergencies. Should a booking be cancelled due to the aforesaid conditions, a make-up booking will be arranged for the hirers within one month.
- d. Hirers can contact the reception counter concerned [Stanley Ho Sports Centre (Tel: 28195450); Flora Ho/Lindsay Ride Sports Centre (Tel: 28174046)] to check the booking situation when there

are adverse weather conditions.

- e. In the event of cancellation by the hirer, any charges paid are not refundable. The hirer may seek the permission of the Assistant Director to postpone the event to another date without incurring any additional cost.
- f. Hirers who fail to inform the IHP of booking cancellations within one week (7 days in advance) of their booking(s) will be charged a cancellation fee equivalent to the total cost of the original booking charge. Hirers who fail to pay the cancellation charge will not be permitted to make any future bookings at the IHP until such charge is paid in full.

3. Insurance and Legal Liability

- a. Users have to take good care of their own personal safety when participating in any activities at the Sports Centres. The IHP and/or the University will not be responsible for any liability in the event of personal injury or death which is caused by the users' own negligence or dangerous act.
- b. The University of Hong Kong shall be indemnified against
 - i. any liability which, notwithstanding the provisions of this clause, the University may incur in respect to any death or personal injury (otherwise caused by the negligence of the University or its employees) or any damage to, loss or theft of any properties belonging to the hirers or any other persons;
 - ii. all claims and liability caused or incurred by the University of Hong Kong arising out of any non-observance or non-performance of the terms of these conditions of hire by the hirers or their agents; and
 - iii. all claims, actions, proceedings, liabilities, losses, damages, demands, charges, costs and expenses of whatsoever nature arising out of or resulting from the use of the said facilities.
- c. The hirer shall maintain an adequate policy of insurance to cover any liability which they may incur to the University of Hong Kong under the terms of this clause and shall produce written evidence of that policy of insurance to the University if requested to do so.
- d. Qualified first-aiders shall be on duty at the Sports Centre and first-aid kits are also available for treating minor injuries. In case of serious injuries, hirer can call the following numbers for assistance: Stanley Ho Sports Centre - Tel: 28195450; Flora Ho/Lindsay Ride Sports Centre - Tel: 28174046.
- e. Hirers should take good care of their personal belongings and properties. The IHP and The University of Hong Kong shall not be responsible for any loss of or damage to their personal belongings and properties. VALUABLES SHOULD NEVER BE LEFT UNATTENDED ANYWHERE AT THE SPORTS CENTRES.

4. Users, Identification and the Right of Entry

- a. Hirers should ensure that all participants are their bona-fide guests. The hirers shall be held responsible for their participants' behavior and conduct.
- b. The hirers should ensure that their participants do not use any facilities at any times other than those specified in their booking application.

5. Car Parking Policy

- a. There are car parking facilities at the Stanley Ho Sports Centre (81), Flora Ho Sports Centre (22) and the Lindsay Ride Sports Centre (8).
- b. Due to limited number of car parking spaces available at the above-mentioned Sports Centres, any request for car parking spaces has to be submitted to Facility Manager for consideration and pre-registration at least 4 working days before the booking date.
- c. Car parking spaces will only be provided to the pre-registered cars and the provision will be on a first-come, first-served basis, and is subject to car parking fees.

6. Changing Rooms and Lockers

- a. Locker facilities are available in the changing room area for the hirers' and their guests' use. Users need to insert into a locker a \$5 dollar, which will be returned to users after use. Any person who lose or damage a locker key will be subject to a compensation charge of \$200.

- b. If hirers wish to report any hygiene problems of changing rooms, please contact the receptionists or attendant staff of the IHP.

7. Public Address System

- a. The P.A. System is available only for use in large events or athletics meets. To use the system, prior approval must be sought from the Facility Manager.
- b. The P.A. System shall ONLY be used for “formal announcements” which form part of a ceremony or event. No music shall be played through the P.A. System unless such is approved by the Facility Manager.
- c. The volume of the P.A. system will only be controlled by the IHP staff. Outfield speakers will be switched off unless they are needed for athletics field events or relays.
- d. Marching bands and live music are prohibited in the Sports Centres if there is no prior permission of the Facility Manager.
- e. Only under exceptional circumstances, (e.g. grandstand full of spectators and windy conditions) and with the approval of the Facility Manager or his/her representative can the volume of the outfield speakers be turned up.
- f. The earliest time for using P.A. System is 8:30am. On Sundays and Public Holidays, the P.A. system may not be used before 10:00am except such is with the prior permission of the Facility Manager.
- g. Battery-powered megaphones can be used at smaller events. Hirers can hire megaphones from our center at cost.

8. General Conduct

- a. Hirers are responsible for crowd control as necessary during the timeslots they have booked for.
- b. Use of bells, sirens, clappers and other instruments which produce high level of noise are prohibited in the Sports Centres. IHP staffs reserve the right to confiscate these items if they are used.
- c. Willful destruction of University's, public and/or private property will not be tolerated. Any persons who commit vandalism shall be held responsible for all legal liabilities and damages.
- d. Any behaviors that affect the safety of Sports Centre users will not be tolerated. IHP staffs are authorized to ask any hirers/users to leave the Sports Centres if they are found causing dangers to others.
- e. Hirers are responsible to make sure that their participants using the sports facilities are properly dressed and wear suitable footwear. The Facility Manager or his/her representative reserves the right of final decision on such matters.
- f. Only non-marking sports shoes are allowed in the Sports Centres. Jumping / running shoes with spikes longer than 7mm are not allowed on the athletics tracks.
- g. No cycling is permitted on the surfaces of any sports facilities. Cycling is only allowed on the pathways and access roads within the Sports Centres. Bicycles should be parked at the rack provided in the Sports Centres.
- h. Except guide dogs for the blind, no dogs or other pets are allowed in the Sports Centres without the prior permission of the Facility Manager.
- i. Hirers are responsible for clearing all litter from the facilities / areas they have ever used before leaving.
- j. No smoking is permitted within the Sports Centres.

9. Food and Drinks

- a. Water or sports drinks are allowed within the Sports Centres but users have to use plastic bottles which can be properly capped. Glass bottles or containers are strictly prohibited in the Sports Centres.
- b. Distribution or selling of refreshments or any commodities without prior approval of the IHP Director is prohibited.
- c. A kiosk and food- / drink-vending machines are available in the Sports Centres.

10. Miscellaneous

- a. Unless it is with the prior permission of the Facility Manager, no decorations, advertisements, posters, flags emblems or other interior decorations can be displayed within or at Sports Centres. Any such decorations duly authorized shall be made of inflammable material and hirers shall be subject to additional charge for putting up the decoration.
- b. Unless it is with the prior approval of the IHP Director, collection of admission fees or solicitation of donation from participants of the function is strictly prohibited within the Sports Centres.
- c. The hirer shall not assign or sub-let the benefit of the hiring; otherwise the booking will be cancelled and all the fees paid will be forfeited.

Hirers are subject to penalty charges if they are found to violate any of the above regulations.

Further information or clarification of the above; please call our Booking Officer, Miss Rhoda Wu, at 28174944.

VI. Declaration:

I/We* agree that I/we* shall be wholly responsible for all persons under my/our* guidance and control during the booking period when using the IHP's facilities as well as ensuring adequate insurance cover for my/our* staff and programme participants.

I/We* agree that I/we* shall settle the hiring / equipment fees as per the regulations stipulated by the Institute of Human Performance.

I/We* represent the organization stated on this form to make the booking.

I/We* agree that I/We* shall accept the rules and regulations laid down above in governing the use of IHP facilities during the hiring period. Here I/we attach the documentary proof on the nature of the hirer (for first-time applicant only).

Signature of applicant: _____ Company's chop: _____

Date: _____

