香 港 大 學
THE UNIVERSITY OF HONG KONG

Version 30.06.2025

Guidelines for Performance-based Events at the Grand Hall

INTRODUCTION

1. Basic Information

- A performance-based event is a presentation or performance of music, drama, and other forms of arts and entertainment that can be hosted in the Grand Hall, considering its physical limitations. Such events may require the use of more sophisticated facilities, including advanced AV equipment, stage lighting systems, acoustic banners, and staging facilities or musical instruments.
- The Grand Hall is first and foremost a teaching facility. It is used mainly for centrally time-tabled lectures during teaching weeks. It is also used for University official functions such as the Information Day and faculty congregations. With its unique positioning and its limited availability, the Grand Hall is not to be considered a normal rental facility. The Hall only accepts bookings that will further the University's mission as a leading institution of higher learning. (For example, bookings for amateur variety shows/fundraisers/competitions/showcases, and events that may disrupt examinations or normal activities of the University will not be considered.)
- The Grand Hall has a capacity of 834 seats with the default stage, or 928 seats with the small stage. There are two dressing rooms with a capacity of approximately 20 persons each.
- The Grand Hall's stage has a maximum capacity depending on the setup. Prior approval is required if the Event Producer intends to present more than 50 performers on stage at one time.

2. Enquiries

- Enquiries on booking applications, availability, and payments:
  Examinations Office | +852 3917 2445 | roombook@hku.hk | www.exam.hku.hk
- Enquiries on performances and productions:
  Cultural Management Office | +852 3917 8165 | museinfo@hku.hk | www.muse.hku.hk

RENTAL INFORMATION

3. Charges (subject to change)

- Resident Crew and Event Coordination Charges (as of July 2025)
  - $28,000 per 9-hour session ($14,000 per 9-hour session for HKU Student Societies)
  - Based on the duration of the venue booking period: additional hourly rate: $2,890 ($1,445 for HKU Student Societies)
  - Package includes a resident stage manager, a lighting operator, a sound operator, 2 stagehands, event coordination staff, and a one-hour site visit / technical meeting.
  - The arrangement of audio and video equipment is not included; it will be handled and charged by the ITS.
  - Full payment is due 14 days before the event, with no refunds for cancellations. Extra charges (if any) must be settled within 14 days after the event. No discounts or waivers can be applied.
  - Please refer to 'Event Producer's Stage Manager' and 'Resident Crew' (Sections 6 & 7) for details.
- House Management
  - Please refer to 'House Management' (Section 8) for details
- Other Charges
  - Please refer to 'Intellectual Property Rights and Licences' (Section 15) for details
  - Other fees such as piano rental, moving, audio-visual equipment, and staffing etc. will be charged according to the requirements of your event.

4. Hall Availability

- Please contact the Examinations Office at roombook@hku.hk for availability, with the following details:
  - Contact Info: organisation's name, contact person's details, and a brief introduction of the organization
  - Event Dates: give a maximum of 3 proposed dates for checking
  - Nature of the Event: ticketed or free event, format (e.g. lecture, ceremony, etc.)
  - Programme Details: a brief description including the purpose, content, repertoire, performers, speakers, target audience, rundown, special set-up, etc.
  - Enquiries without any of the above details will not be accepted.

5. Site Visits

- Once a booking has been accepted and confirmed, one site visit or technical meeting can be arranged by the Event Coordination Staff. To schedule more visits or meetings, additional fees apply.

EVENT PRODUCTION

6. Event Producer's Stage Manager

- The Event Producer must at his/her own cost provide a stage manager responsible for cueing the show and ensuring the smooth flow of the event.

7. Resident Crew & Event Coordination Staff

- A team of Backstage and Event Coordination support is not included in the venue rental and must be engaged through the University to ensure proper use of the venue, its furnishing, and its sound and lighting equipment. Depending on the nature of the function, additional crew needs will be assessed and determined on a per-event basis. The cost is to be charged separately and will be borne by the Event Producer.
- The Resident Crew will
  - Include a resident stage manager, a lighting operator, a sound operator, and 2 stagehands
  - Act as consultant to the Event Producer with regard to the facilities in the Hall
  - Coordinate with the Event Producer's Stage Manager to ensure that the load-in, rehearsal, and performance align with the agreed schedule
  - Operate the sound and/or lighting systems as cued by the Event Producer's Stage Manager
  - Provide access to music stands, chairs, tables and other facility-owned equipment
  - At the end of the event, determine final strike out time and inspect damages and cleanliness of the facilities
- The Event Coordination Staff will
  - Assess each event's needs and discuss with the Event Producer
  - Engage the resident crew based on the event's requirements
  - Hold a one-hour site visit or technical meeting prior to the event
  - Serve as a liaison between the Event Producer and university departments
  - Review promotional materials created by the Event Producer
  - Arrange for standard furniture and air conditioning
- Meal Breaks
  - The Resident Crew will coordinate with the Event Producer's Stage Manager on the time for meal breaks. Each meal break should last for at least one hour, normally between 12:00 and 14:00 and/or 17:00 and 19:00.
  - Standard stage lighting, electricity, and air conditioning will be provided during meal breaks. However, microphones, audio playback system, and projectors etc. will not be available.
- Additional stagehands can also be engaged to assist with basic set changes and to move the Grand Hall piano as needed; fees apply.
- Additional hours of venue booking are also subject to additional Resident Crew and Event Coordination Charges.

8. House Management

- For all performance-based events that are open to the public, the Event Producer must bring in a Front of House team on their own. The Front of House team shall consist of a minimum of 1 House Manager and 8 ushers. Call time shall include 60 minutes before showtime and at least 30 minutes after the end of the show for post-concert support. The engagement cost will be borne by the Event Producer.
- The House Manager will assist the Event Producer to resolve ticketing issues and patron complaints, determine intermission length, and establish late seating procedure. Latecomers will be seated at the discretion of the Event Producer and House Manager.

9. Technical Information

- The Event Producer should submit the *Technical Requirements Form* not later than 2 months prior to the first day of booking period. Fulfilment of the requirements might be limited due to late submission. Crew needs, optional items (such as microphones, CD players, and a grand piano), and service charges will be assessed and calculated according to the information provided in the form.
- Should there be any changes, please contact the Cultural Management Office at least 2 weeks prior to the event. Changes might not be accommodated due to late submission.

10. Electrical Apparatus / Installations

- All apparatus or installations brought by the Event Producer should be mechanically and electrically safe according to the Electricity Ordinance [Cap. 406]. Such work should only be carried out by a Registered Electrical Worker and/or a contractor from a company.
- Please submit the Work Completion Certificate (WR1) to the Resident Crew for any electrical connection work to the Grand Hall. (The WR1 is not required for simply plugging apparatus or installations into the socket outlets).

- The Work Completion Certificate (WR1) is available here: https://www.emsd.gov.hk/filemanager/en/share/electricity_safety/public_forms/wr1.pdf

11. Amplified Concerts

- The speakers and microphones in the Hall are designed for lectures. Standard handheld microphones and clip mics for speaking are available with extra charges. If amplification for music is needed, the Event Producer is required to bring in their own microphones, speakers, mixing console(s), and operators etc. to suit their needs and allow sufficient time within the booking period to remove and reinstall 12 Seats in rows Q, R and S for console(s) setup.

12. Temporary Constructions

- Temporary structures (such as backdrops, sets etc.) shall not be built without the prior permission of the University.
- For any structures over 2200 mm in height, prior approval from the University and a surveyor's report certified by AP (Authorized Persons) or RSE (Registered Structural Engineers) after construction is required.

13. Cleanliness

- Event Producer shall be responsible to keep the Grand Hall and its related spaces (e.g. lobby, foyer, backstage, and dressing rooms) in a neat, clean and sanitary condition, in good working order, and free of trash, flammable materials and other objectionable matter. A cleaning fee may be charged as necessary.
- The University shall have the right to do whatever it deems appropriate to items left unclaimed 7 days after the event.

14. Dressing Rooms & Access Cards

- Two large dressing rooms with toilets are available for the duration of the booking. The University will not be responsible for any lost or stolen property.
- The Event Producer may collect at most 2 access cards for the Grand Hall Dressing Rooms (1 card for each room) from the CBRE office located on LG2/F of the Run Run Shaw Tower, Centennial Campus, at the start of the booking period. The access cards must be returned at the end of the booking time. Replacement fees will apply for any lost cards.

ADVERTISING

15. Use of University Name

- In all publicity materials, the venue should be listed as "Grand Hall, Lee Shau Kee Lecture Centre, The University of Hong Kong".

16. Event Advertising

- Advertising and ticket selling are not allowed until the booking application is executed and the deposit/payment is settled.
- The Event Producer must obtain prior written approval from the Cultural Management Office before advertising the event or putting tickets on sale. A copy of poster, leaflet, house programme and other promotional materials should be submitted for approval at least 1 week before printing.
- To display advertising materials on campus, the Event Producer must obtain prior approval at least 1 week before the event in writing.
- The University reserves the right to display or distribute its own publicity materials in and near the Grand Hall.

COPYRIGHT

17. Copyrights and Licences

- To perform in the Grand Hall, the Event Producer is responsible for making arrangements with the relevant bodies regarding the use of copyrighted works (e.g. films and original musical works) and applying (and paying if applicable) for a one-off Musical Event Permit from Composers and Authors Society of Hong Kong Ltd (CASH). Enquiries: +852 2846 3268, http://www.cash.org.hk/
- To show films or videos in the Grand Hall (including the Lobby and Foyer areas), the Event Producer is responsible for obtaining the necessary licence(s) before the booking.
  Enquiries: https://eform.one.gov.hk/form/ofn001/en/ (Film Submission Form)
- To play or show any sound or audio-visual recordings, licences/permission should also be obtained from the copyright owners of the recordings or the copyright licensing bodies respectively.
- All performance or playing of recordings should comply with the 'Copyright Ordinance' of the HKSAR. More details: https://www.elegislation.gov.hk/hk/cap528

RECORDING AND BROADCASTING

18. Recording and Broadcasting	• Audio/video recording, broadcasting or press taping will not be allowed without prior approval.
19. Live Broadcast to Other Classrooms	• Live broadcast to nearby classrooms could be arranged if necessary. Separate service and room booking applications are required and additional fees apply.

OTHER FACILITY INFORMATION

20. Support Spaces	• If available, the Event Producer may book classrooms nearby as support spaces (i.e. to be used as reception venue, green room, extra storage space etc.) in connection with the Grand Hall booking. A separate application needs to be submitted to the Examinations Office for consideration and additional charges apply. • There are several issues to note when considering using these rooms for receptions: capacity limitations, access issues, the lack of kitchen facilities, among others. It may be necessary to hire additional security and cleaning personnel at the Event Producer's own expenses. • The auditorium or the stage of the Grand Hall is not available for receptions.
21. Security	• The Event Producer is responsible for managing security for their event, including the Grand Hall, backstage areas, dressing rooms, and other related spaces. • If deemed necessary by the University, the Event Producer will be asked to provide and pay for additional security, first aid personnel, or emergency services.
22. Signage and Decorations	• For signage at the Lobby and Foyer area, please refer to the *Technical Requirement Form* upon booking. • Adhesive materials, alterations or decorations of any kind are not allowed in the Hall without prior written approval and must be removed carefully after the event. Charges may apply if stains and/or damages are found at the end of the booking period.
23. Fresh Flower Bouquets	• Fresh flower bouquets are not allowed in the auditorium. They can only be delivered to the Front of House Manager.
24. Orchestra Risers	• Please note that orchestra risers are not available in the Grand Hall. The Event Producer is welcome to bring them in as needed.
25. Water Dispensers and Plastics	• Water dispensers are not available in the Grand Hall. The Event Producer is welcome to bring them in as needed. • The Event Producer must comply with the Disposable Plastic Free Campus Policy. Single-use plastic food service ware / bottles of 1 litre or less in volume / banners will not be permitted for sale or distribution on campus. Details: https://www.estates.hku.hk/eo-general/sustainability/sustainability-policies/disposable-plastic-free-campus-policy
26. Food and Drink Policy	• No food or drinks are permitted in the foyer, auditorium, and the stage of the Grand Hall.

VISITOR SERVICES

27. Information	• Useful visitor information can be found at https://muse.hku.hk/visitor-info/
28. Nearby Eateries	• A number of eateries are available on Centennial Campus. For the most updated list and opening hours please visit www.cedars.hku.hk/sections/campuslife/Catering/CateringOutlets.php
29. Driver's Route and Drop Off	• Please visit www.maps.hku.hk and type in "Lee Shau Kee Lecture Centre" for a campus map. Suggested drop off points are at the Centennial Campus Carpark or at the back of the Jockey Club Tower.
30. Parking	• Cars or trucks parking in the University premises will be subject to normal car parking charges. It is not possible to provide valet parking or to reserve parking space. • The best carparks on campus for Grand Hall visitors will be the Centennial Campus Carpark (47 spaces) or the Composite Building Carpark (145 spaces). For further enquiries, please contact Security & Parking Unit

at +852 3917 2882 or https://www.estates.hku.hk/our-services/facility-management/parking/parking-space-location-and-parking-fee

31. Loading Bay

- Loading/Unloading area is on the LG2 level of the Centennial Campus Carpark with a grace period of 30 minutes.

32. Campus Accessibility

- Please visit https://www.estates.hku.hk/campus-information/campus-accessibility
- For urgent physical accessibility assistance, please call the 24-hour Security Control Centre at +852 3917 2882.

33. Lost and Found

Telephone: +852 3917 2883, Email: eosecure@hku.hk
Address: Room 310, Pao Siu Loong Building, The University of Hong Kong, Pokfulam, Hong Kong
Website: https://www.estates.hku.hk/our-services/facility-management/security/lost-and-found-property

FURTHER INFORMATION

34. Additional Documents

- For more details, please refer to the following documents available from the HKU Examinations Office:
  - Terms and Conditions for Hire and Use of University Classrooms, Lecture Theatres and Lecture Halls
  - Appendix C of the above document: General Requirements and Policies for the Use of the Grand Hall
  - Grand Hall Specifications
  - Technical Requirements Form

The University of Hong Kong reserves the right of final interpretation.
Information in this guideline is subject to review and change without notice.
All documents related to the booking of venues are available at the Examinations Office's website at www.exam.hku.hk.