



Application for Hire of Classroom and Facilities by Outside Organizations

I. Particulars of Applicant		(For first-time applicant, please submit 1 copy of the valid Business Registration Certificate. If there is no such certificate, please submit other document(s) to verify the nature of your organization.)	
Name of Organization :		Fax :	
Contact Person :		Position :	
Address :		Tel :	
		E-mail :	
II. Event Information		(To facilitate processing of your application, you are encouraged to submit detailed information.)	
Title of Event (English) :		(Chinese) :	
Purpose/Type of Event :			
Estimated no. of participants :		Description of target participants :	
III. Hirer's Requirements			
Date :		Time :	
Room Required : <input type="checkbox"/> Lecture Theatre _____ (Capacity) x _____ (no.)			
<input type="checkbox"/> Classroom _____ (Capacity) x _____ (no.)			
<input type="checkbox"/> Computer Laboratory _____ (Capacity) x _____ (no.)			
IV. Declaration / Undertaking			
I confirm that the above information is true and correct and I agree to abide by the Regulations of Hire. I also understand that UOWCHK reserves the right to take any action on this application as deemed appropriate.		Approval of Booking (for office use)	
		The above booking is accepted / rejected. Confirmed by :	
_____ Applicant's Signature and Company Chop		_____ Date	
		Date :	

Note :

1. Please complete this form in BLOCK letters.
2. The completed form, together with all necessary supporting documents, should be sent to uowchk-main@uow.edu.au.
3. All relevant details of the event should be stated in this form. Use additional sheets if necessary.

Regulations of Hire

1. UOWCHK reserves the right to terminate the use of facilities should the hirer fail to abide by these Regulations or if the hirer changes the use, content and nature of the event to other than that originally stated in the approved application.
2. UOWCHK reserves the right to reject an application without giving any reasons.
3. The hirer should ensure that the event would not cause disruption to the normal activities of UOWCHK.
4. The stated seating capacity of the venues should not be exceeded.
5. The rates are subject to change and hirers are suggested to check the rates prior to application.
6. Full payment is required 7 working days in advance of the date of use and shall be made upon receipt of invoice.
7. The hirer shall present the receipt of payment on the date of use.
8. The publicity of the function should never bear the name of UOW College Hong Kong (UOWCHK).
9. Hirers renting our premises are liable for whatever damage they may cause to the College premises.
10. The hirer shall use the rented equipment in a careful and proper manner. The hirer is not allowed to make any alterations, modifications, attachments and/or additions to the facilities.
11. The hirer shall be liable for any loss of or damage to the rented equipment arising from negligence, unintentional act or unauthorized maintenance or any other cause within the reasonable control of the hirer, its representatives, employees, agents or invitees. In the event of any loss of or damage to the equipment for which the hirer is liable, the hirer shall reimburse UOWCHK the total cost of making good the damage, or effecting replacement.
12. The hirer is responsible for reinstating the facility to its original condition immediately after use.
13. The hirer shall ensure that its activities in our premises comply with all legal requirements.
14. Hirers are responsible for ensuring the compatibility of their PCs with our audio-visual equipment.
15. All equipment provided by UOWCHK shall only be utilized in our premises and exclusively for the specified event.
16. Refreshment and drinks are not allowed in the room(s).
17. When typhoon signal no. 8 or black rainstorm warning signal is hoisted, all facilities will be closed. In that case, please contact the College for alternative arrangement. However, the re-arranged date and time will depend on the availability of the rooms.
18. UOWCHK assumes no liability in respect of any loss of profit or business or damage of or loss of any property, or whatsoever displayed in the venue hired during the rental period and the period for set-up and clear-up.
19. Subletting the venue and facilities by hirers to a third party is not allowed.
20. For further information, please contact us at 2707 9440 / 2707 3111.