

The Chinese University of Hong Kong Cho Yiu Conference Hall (CYH) Booking Form

The Cho Yiu Conference Hall (CYH) is on the ground floor of the University Administration Building, with a seating capacity of 162 and is equipped with full AV facilities, including simultaneous interpretation facilities.

Regulations for the use of CYH

1. CYH can be booked **on a charge basis (see attached)** for holding large-scale academic and international conferences/seminars/functions with **a minimum of 30 full participants** hosted by University Departments/units. The use of CYH for each conference/seminar is restricted to the **opening and closing ceremonies**.
2. **Priorities** will be accorded to meetings of the Council and Council Committees, Senate and Senate Committees, Administrative and Planning Committee, Graduate Council, Undergraduate Examinations Board, and bookings by the Vice-Chancellor's Office.
3. In principle, the University meetings/functions shall have priority over other bookings on a charge basis. When CYH is needed urgently for a function, as determined by the Vice-Chancellor's Office, and no alternative venue is available, the party with the original booking will be requested to relocate to a comparable venue.
4. Applications for the use of CYH should be made **at least one month** in advance.
5. In alignment with CUHK's Plastic-free Campus initiative, the use of polyfoam meal containers and plastic bottled water (1L or below) is prohibited at events.

Notes

1. Please submit the booking form to the Central Administration Support Service (CASS) via email at cass@cuhk.edu.hk at least one month in advance. CASS will notify AVSU regarding AV equipment requirements.
2. For enquiries, please call 3943-7276 or email cass@cuhk.edu.hk.

Date and time of use:

Date

Time

..... from am/pm to am/pm
 from am/pm to am/pm
 from am/pm to am/pm

Name of event:

Nature of event:

Organizing/Sponsoring CUHK Unit(s):

Responsible CUHK staff:

Name

Dept/Post

Co-sponsoring non-CUHK Unit(s) (if applicable):

Number of full participants:

Services/AV equipment required (Please ✓ as appropriate and see attached for operation charges details):

Tea/Coffee Service	Plain tea (for centre ring seats only)		Tea/coffee at the Foyer		Tea/Coffee with cookies at the Foyer	
	Other requirements (please state: _____)					
AV equipment	Sound System Only		Laser Pointer		Wireless Microphone	
	Audio Recording System		Audio Playback System		Desktop Computer with Podium	
	Visual Presenter		Projection System		Simultaneous Interpretation System	
	Other requirements (please state: _____)					
Others [#]	Display of Banner					

[#] Please contact Estates Management Office (ext.36666) to arrange banner display and charges.

Funding Source for the related operation charges for the booking:

Company Code	Business Area/Cost Centre/Project	Account Code

I declare that no plastic bottled water (1L or below) and polyfoam meal containers will be provided at the event.

[Please contact Social Responsibility and Sustainable Development Office (ext. 33921) for inquiries]

Name of Applicant:

Department/Post:

Phone:

Email:

Fax:

Date:

FOR OFFICE USE ONLY

Date Received:

Application: ☐ accepted

Follow-up date:

☐ not accepted

Follow-up date:

Operation Charges for the Use of Cho Yiu Conference Hall

(effective from 1 July 2025)

A. Basic Charge:

- | | | |
|---|---|-------|
| 1. Set-up service and the use of basic sound system (per day) | : | \$580 |
| 2. General maintenance of the Hall (per day) | : | \$730 |
| 3. Electricity (per 2- hour) | : | \$370 |
| 4. Stand-by technician (per person/hour) | : | \$430 |
- [Stand-by technician is **mandatory** for all sessions when basic sound system is used.]

B. Use of AV Equipment in Addition to Sound System (per 3-hour session):

- | | | |
|--|---|---------|
| 5. Laser Pointer (per unit) | : | \$30 |
| 6. Wireless Microphone (per unit) | : | \$55 |
| 7. Audio Recording System | : | \$260 |
| 8. Audio Playback System | : | \$260 |
| 9. Desktop Computer with Podium | : | \$370 |
| 10. Visual Presenter | : | \$370 |
| 11. Projection System | : | \$560 |
| 12. Simultaneous Interpretation System | : | \$1,820 |

C. Provision of Tea/Coffee:

- | | | |
|--|---|---|
| 13. Plain tea (for centre rings only) | : | - Minimum of \$325 for ≤ 50 persons
- Additional \$6.5 per head for over 50 persons |
| 14. Tea/coffee at the Foyer | : | - Minimum of \$800 for ≤ 50 persons
- Additional \$16 per head for over 50 persons |
| 15. Tea/coffee with cookies at the Foyer | : | - Minimum of \$1,250 for ≤ 50 persons
- Additional \$25 per head for over 50 persons |
| 16. Other provisions | : | To be negotiated |

Billing arrangement:

- (1) Items 1, 4, 5 and 6 will be billed by AVSU, and other items will be billed by CASS.
- (2) Off-hour service will be charged according to the University's established policy. AVSU/CASS would finalize the relevant details with the user department before submitting them to the Finance Office on/before the 15th day of the following month for processing the overtime allowance incurred.

Arrangements in case of rainstorm or typhoon:

CUHK, being a caring employer giving priority to the safety of its staff, appointees are normally not required to report for duty if the local storm warning signal No. 8 or above, the extreme condition notice or the black rainstorm warning signal is issued before working hours. If, under exceptional circumstances that the user department decides to proceed with the scheduled meeting, they should contact the Security Unit at 3943 7999 for access to CYH. Additionally, they should reach out to the emergency contacts of AVSU at 3943 6059 for technical support and CASS at 3943 7276 for tea service. It is important to note that while AVSU and CASS colleagues will make every effort to support the function, they can only arrive at the venue as soon as it is feasible, practicable, and safe.