APPLICATION FORM
FOR USE OF THE TSANG SHIU TIM ART HALL

□ New Request □ Amendment □ Cancellation
☐ (Please submit the completed application form with program plan to LG3 Amenities Service Counter)

Department/Student Society: __________________________ (SU Mail Box: ____________)

Program Details
Program Title (if any): ____________________________
Period of Program to be held: _________________________ ( ___ days) Time: ____________ to ____________

Booking Requested (including set up and dismantling time):
1st Choice Period: ____________________________ Time: ____________ to ____________
2nd Choice Period: ____________________________ Time: ____________ to ____________

Nature: □ Exhibition □ Performance/ Concert/ Rehearsal □ Talk/ Demonstration □ Workshop
□ Competition □ Others (Please specify: ____________________________)

No. of Participants: ____________________________ (Art Hall Loading Capacity: 200 persons; Seating Capacity: 150 seats)
☐ Students ☐ Staff ☐ University Community ☐ Non-UST Members ☐ Others (Please specify: ____________________________)

Name(s) of Artist(s) / Speaker(s), if any: ____________________________

Will you charge any fees for the program? ☐ No ☐ Yes ( $ ____________) ☐
Is there any co-organizer/sponsor? ☐ No ☐ Yes ( Name: ____________________________ )

Request for air-conditioning: Date(s): ____________________________ Time: ____________ to ____________
Request for using built-in audio & visual equipment: (Please bring 2A batteries for microphone)
☐ No ☐ Yes ( Person in charge: ____________________________ Tel: ____________________________ )
Request for using Backstage Dressing Room
Request for use/moving of piano(s):
Use of piano ☐ Yes ☐ No
Moving the piano(s) from original position (User may be required to pay the tuning fee.) ☐ Yes ☐ No

Contact Person
Name: ____________________________ Staff/Student ID #: ____________________________
Tel: ____________________________ Email: ____________________________

I/We confirm that (please tick ☑):
☐ There will be no eating and drinking during our use of Tsang Shiu Tim Art Hall.
☐ I/We agree to abide by the stipulated guidelines overleaf for using the Tsang Shiu Tim Art Hall.
☐ We will not move the piano(s) without approval, and agree to pay for tuning/damage costs if required.
☐ We will not set up any easy-rolls and banners etc outside Art Hall without approval by LG3 Amenities Service Counter.

Name of Department Head/ Society Chairperson Signature of Department Head/ Society Chairperson (with chop) Date

To Applicant: Date Received:
This is to confirm that the result of this application is □ approved* □ rejected □ not available
Moving of piano(s) □ approved □ rejected

Student Affairs Office (Signature & Chop) Date

*If approved, bring this form to LG3 Amenities Service Counter before event for entry access to Art Hall.

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GUIDELINES
FOR USE OF THE TSANG SHIU TIM ART HALL

1. Application
1.1 The Tsang Shiu Tim Art Hall is under the administration of the HKUST Student Affairs Office (SAO).
1.2 The venue is available free of charge to departments and student societies of HKUST only for events and programs of non-commercial nature and for HKUST community. Activities open to the public would be considered case by case.
1.3 Application forms should be obtained from and returned to LG3 Amenities Service Counter.
1.4 Booking is on a first-come-first-served basis, while priority is given to art and cultural programs as well as events open to the University community.
1.5 Booking requests are accepted up to 2 months in advance of the requested booking date.
1.6 Confirmation of application result will be sent to applicant as soon as possible.
1.7 Cancellation of booking should be sent to LG3 Amenities Service Counter as early as possible.

2. Use Regulations
2.1 For entry access to Tsang Shiu Tim Art Hall, please go to LG3 Amenities Service Counter (tel: 2358 6666) before the event.
2.2 After the event, please call LG3 Amenities Service Counter at 2358 6666 to lock up the venue.
2.3 Drinking, eating and smoking are NOT allowed in the Tsang Shiu Tim Art Hall.
2.4 All equipment/ furniture/ facilities should not be used outside the venue.
2.5 All equipment/ furniture/ facilities should be returned to their original position after the event.
2.6 Care should be taken to keep the venue safe and clean. Do not leave the Tsang Shiu Tim Art Hall vacant at any time.
2.7 The user should clean up and restore the venue to its original state after the event.
2.8 Users should not move the pianos without approval by SAO. Otherwise, the user may be charged for the tuning/damage costs.
2.9 Any space outside Tsang Shiu Tim Art Hall may not be used without prior approval. No more than 1 event publicity item may be placed outside Tsang Shiu Tim Art Hall.
2.10 Penalty will be levied on any irresponsible use of the venues and equipment, which may include a ban on booking for 1 to 3 months as well as cancellation of any approved booking during the banned period.

3. Loss and Damage
3.1 The user department or student society will be held liable for any loss and/or damage of equipment/ furniture/ facilities in the Tsang Shiu Tim Art Hall during the event period.
3.2 SAO is not responsible for any loss of or damage to the user’s property.

4. Facilities
UST user departments may call the appropriate contact points below for facility enquiries or requests. Student societies may approach LG3 Amenities Service Counter for enquiries.

Facility Enquiries (For UST User Departments)

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue Booking</td>
<td>Jeddy Mok (SAO)</td>
<td>x6149, fax: 2335 0453</td>
</tr>
<tr>
<td>Equipment</td>
<td>LG3 Amenities Service Counter</td>
<td>x6666</td>
</tr>
<tr>
<td>Fixtures Set Up</td>
<td>CK Wong (FMO)</td>
<td>x6570</td>
</tr>
<tr>
<td>Removal/Cleaning</td>
<td>Albert Lam (FMO)</td>
<td>x6436</td>
</tr>
<tr>
<td>Air-conditioning</td>
<td>FMO Duty Controller</td>
<td>x6465, e-mail: eobsduty</td>
</tr>
<tr>
<td>Electricity</td>
<td>Y C Wong (FMO)</td>
<td>x6459</td>
</tr>
<tr>
<td>Security</td>
<td>Joe Poon (FMO)</td>
<td>x6437</td>
</tr>
<tr>
<td>Plants</td>
<td>Andy B S Lam (FMO)</td>
<td>x6548</td>
</tr>
</tbody>
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Tsang Shiu Tim Art Hall (G017) Checklist

Tsang Shiu Tim Art Hall
Hall Size: 21m x 21m (est.)
Light Track height: 2.6m (est.)
Wall panel height: 2.57m (est.)
Video Platform
Piano with Stool
Wireless Network System
No. of seat : 200
Loading capacity: 200 persons
Seating capacity: 150 seats

Stage
Size: 7.32m (W) x 3.66m (L)
Stage height: 61cm

PA System
Hand Held Wireless Mic x 4, DVD/CD, Banner bar, Speakers
Projector and Screen

Facility Enquiries    Extn
Amenities Service Counter     6666
Emergency     8999
Air conditioning/ Power Supply     6465
AV Equipment     6666
Computer Facilities     6200
Security Control Room     6565

AH checklist (12/2016)