**THE UNIVERSITY OF HONG KONG**

Activity Proposal

Essential Information for Composite Building Foyer Booking

1. All student societies are required to upload this proposal when submitting foyer booking requests to Co-curricular Support Office (CCSO) via HKU Facility Booking System (HKUFBS).
2. Please refer to the “Guidelines on Use of Campus Facilities Managed by the CCSO” and “List of Activity Rooms, Foyers and Equipment” on [CCSO’s website](https://www.ccso.hku.hk/#bookings) for details.
3. All information must be filled unless specified otherwise.

**Part A – General Information**

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| Student Society Name: |  |
| Booking Venue (Foyer A/B/C/D): |  |
| Event Name: |  |
| Event Nature: | 🞎 Exhibition🞎 Seminar/Forum/Talk🞎 Dance Performance | 🞎 Booth🞎 Live Music Performance 🞎 Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please specify) |
| Event Start Date (DD/MM/YYYY): |  |
| Event End Date (DD/MM/YYYY): |  |
| Event Time: |  |
| Expected Number of Participants: |  |
| Target Audience:  | 🞎 HKU Students🞎 HKU Students and Public |
| Event Objective:  |  |
| Person In Charge: | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Composite Building Foyer as a Backup Venue#:*#Please notify CCSO as soon as possible, if the booked foyer is no longer required.* | 🞎 Yes, please specify the event venue:\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞎 No |
| Co-organizer(s), if any: |  |
| Use of Notice Boards and Sandbags (for stabilizing purpose): | 🞎 Yes, please specify the number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞎 No |
| Use of Backdrop / Large Banner Frame and Sandbags (for stabilizing purpose): | 🞎 Yes |
| 🞎 No |
| Use of Sound System (during 12:45 to 14:00): | 🞎 Yes |
| 🞎 No |
| Use of Electricity: | 🞎 Yes, use of power sockets on the ground |
| 🞎 Yes, use of power sockets from the ceiling |
| 🞎 No |
| Work Above Ground: | 🞎 Yes |
| 🞎 No |

**Part B – Event Rundown**

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| *Please provide a detailed event rundown, including pre-event set-up, rehearsal (if any) and post-event dismantle arrangement.* |

**Part C – Venue Set-up Plan**

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| *Please provide a detailed venue set-up plan with the position and dimension of stage, backdrop/banner frame, notice boards, furniture and other equipment (if any). If the file size is huge (max: 2MB), you may upload the plan online and put the link here for us to download directly.* |

**Part D – Crowd Control and Queuing Arrangement**

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| *Please elaborate the crowd control and queuing arrangement of the event, e.g. role and number of helper(s).* |

**Part E – Use of Equipment**

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| *Please provide a list of equipment to be used in the event.* |

**Part F – Use of Backdrop / Large Banner Frame**

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| *Please provide the dimension (Length x Width x Height) in cm and design image of the backdrop / large banner frame. If the file size is huge (max: 2MB), you may upload it online and put the link here for us to download directly.* |

**Part G – Promotional Materials / Publications/ Sponsored Gifts and Souvenirs Distribution**

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| *If there is any promotional materials / publications/ sponsored gifts and/or souvenir to be distributed in the event, please provide the photos of such material for our reference. If the file size is huge (max: 2MB), you may upload it online and put the link here for us to download directly.* |

**Part H – Use of Sound System (during 12:45 to 14:00)**

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| *Please provide a detailed plan if sound system will be used. Please state the number and dimension of sound systems to be used and the purpose.* |

**Part I – Use of Electricity**

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| *Please provide a detailed plan for use of Electricity. Please state the equipment and the number to be used. Please ensure the electric cable will not induce any tripping hazards. You are advised to use gaffer tape or cable cover(s) (available from CCSO) to secure the entire electrical cable(s) on the floor.* |

**Part J – Supplementary Information**

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| *Please provide other supplementary information that is not specified above, if deemed necessary, for our review.* |

**Part K – Declaration**

🞎 By checking this box, our society will begin the set-up time by fencing off the working area(s) with stanchions during the installment of backdrop/banner frame to avoid inconvenience or potential danger to any passers-by.

🞎 Regarding the backdrop, by checking this box, our society observe the [HKU's Disposable Plastic Free Campus Policy](https://www.estates.hku.hk/eo-general/sustainability/sustainability-policies/disposable-plastic-free-campus-policy). Plastic Event Banners will not be used including plastic banners of any form used for event promotion or banners used during an one-off event.

🞎 By checking this box, our society agree to keep the volume generated by the sound system during the period of using sound systems stated in Part A at a reasonable level, i.e. a level that the broadcast should only be heard within the booked area. Otherwise, the use of sound system may be suspended.

🞎 By checking this box, our society will ensure electric cable will not induce any tripping hazards. [Note: Please consider using suitable gaffer tape to adequately paste electrical wire(s) on the floor or proper cable cover(s) (available from CCSO for booking) to assemble the wire(s)]

🞎 By checking this box, our society agree to use a suitable step platform (available from CCSO for booking) if there is any work-above-ground and observe that stepping on desk, chair and use of A-ladder are prohibited.

🞎 By checking this box, our society have read and understood the following important information:

1. [Guidelines on Use of Campus Facilities Managed by the CCSO](https://www.ccso.hku.hk/_files/ugd/fa6c10_d77629b82a3744c3a7e1c6e07e4e388f.pdf)
2. [List of Activity Rooms, Foyers and Equipment](https://www.ccso.hku.hk/_files/ugd/fa6c10_8302337010bb4edebc56ed7849fe3970.pdf)
3. [Disposable Plastic Free Campus Policy](http://www.sustainability.hku.hk/about-us/commitment/disposable-plastic-free-campus-policy)
4. [Privacy Policy Statements](http://www.hku.hk/about/policies_reports/privacy_policy.html)
5. [Personal Information Collection Statements](https://www.its.hku.hk/about/policies/personal-info-collection)

Co-curricular Support Office, The Registry

May 19, 2023

amended August 2, 2023