The CUHK University Bookstore Activity Room
Booking Application Form

1. Particulars of Applicant
   
   Name of Applicant / Organization:
   (CHI) ________________________________ (ENG) ________________________________
   
   Address: ________________________________
   
   Name of Contact Person: ________________________________
   
   Tel: ________________________________ Fax: ________________________________
   
   Email: ________________________________

2. Date of Event

<table>
<thead>
<tr>
<th>Preference</th>
<th>Date of Event</th>
<th>Time(From)</th>
<th>Time(To)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Preference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Preference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Preference</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remark: The University Bookstore is open from 10am to 8pm, Monday through Friday; Saturday 10am to 6pm. (Closed on Sunday and public holidays.) The opening hours may vary due to the precautionary measures of COVID-19, please refer to our website (https://www.cp1897.com.hk/storeBusiness.php?storeBusiness=store_cuhk&cl=english) or contact us by 2603 6308.

3. Particulars of Event

   Name of Event: ________________________________
   
   Organizer: ________________________________
   
   Co-Organizer: ________________________________
   
   Sponsor: ________________________________
   
   Nature of Event: *Symposium/ Talk / Press Conference / Exhibition/ Others (Please specify): ________________________________

   Event Details:  
   1. Names of Guests: ________________________________
   
   2. Event Description: ________________________________

   Target Audience: ________________________________

   Estimated No. of: ________________________________ (Remarks: max. 50 seats)

   Participants: ________________________________

   Admission Fee: *Yes / No If yes, please specify: ________________________________

   Event Publicity: ________________________________ (e.g. Internet, print advertising)

   Other Remarks: ________________________________

* Please circle as appropriate.
**Venue Setting / Equipment prepared by Organizer:**

1. Backdrop (e.g. Hanging Foamboard, Floor-mount Backdrop, Roll-up Banner)
   - *Yes / No* If yes, please specify: ___________________________________________________

2. Publicity Materials (e.g. Poster, please specify type and quantity):
   _______________________________________________________________________________

3. No. of MC: ______________________

4. No. of personnel to be deployed to control the event: ___________

5. Catering: *Yes / No* If yes, please specify type of catering: ______________________________

* Please circle as appropriate.

**Items to Borrow**

<table>
<thead>
<tr>
<th>Item</th>
<th>*Yes / No</th>
<th>If yes, please specify quantity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage (5 ft. depth, 15 ft. width)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sofa for Speakers (max. 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tea Table on Stage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seats for Participants (max. 50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table (6 ft. x 2 ft.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please circle as appropriate.

4. **Details of Person-in-charge**

Name: _______________________________________________________________
Tel: (Office)________________________ (Mobile) __________________________
Email: ______________________________ Fax: _________________________

I / We, hereby confirm that all information herein is true and correct, and agree to be bound by the terms and conditions of the use of the Activity Room (Appendix 1) as laid down by The Commercial Press (H.K.) Ltd.

Organization Chop: 

Signature of Applicant: ______________________
Name in Block Letters: ______________________
Date: ______________________

**Remarks**

1. Information from this form will be used for evaluating the feasibility of the activity, the notification of the result of application, etc.

2. Applicants should read the terms and conditions of Appendix 1 before submission.

3. The completed form with the event rundown (optional) should be faxed to 2356-0931, or emailed to sandyyan@supretail.com.hk, elliau@supretail.com.hk. Please specify The CUHK University Bookstore Activity Room Booking Application as email’s subject.

(For Office Use Only)

Comments: _____________________________________________________________________

Approved by: ______________________ Date: ______________________
Details of the Book (For Book Launch only)

<table>
<thead>
<tr>
<th>Book Title / Author</th>
<th>Cover Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Trade Discount :

About the Author :

Book Description :
Appendix 1: The CUHK University Bookstore Activity Room Booking Guidelines

1. Application Procedure

1.1 The Applicant / Organization shall submit the Booking Application Form by fax, email or hand in the hard copy to SUP Retail (H.K.) Limited (abbreviate as “SUP”) at least 6 weeks before the date of the event. The Applicant / Organization will be notified of the result within 10 working days in writing or by email.

1.2 The right to use the Activity Room is non-transferable. In the event of cancellation, the Applicant / Organization shall notify SUP at least 3 weeks before the scheduled date with an explanation. Frequent cancellation may affect the acceptance of applications in the future.

2. Regulations and Conditions

2.1 The Applicant / Organization should agree to abide by these regulations and conditions.

2.2 The event held in the Activity Room should correspond with the description in the submitted Application Form.

2.3 The scheduled date and time of the event should not be changed unless the Applicant / Organization has a written acknowledgment from SUP.

2.4 The Applicant / Organization is not allowed to transfer the booking to other parties without the prior approval of SUP. Any types of co-organizing or sponsorship shall have notified and have received the approval of SUP in advance. In case of violation of the aforesaid, SUP reserves the right to terminate the booking at once.

2.5 All events should be held within the business hours of the University Bookstore.

2.6 The Applicant / Organization is responsible for event promotion.

2.7 If the display of any publicity materials in the University Bookstore is needed, the Applicant / Organization should provide the publicity materials to SUP in advance. SUP will arrange the actual display.

2.8 Designs of publicity materials should be consistent with the academic image of the University Bookstore. This includes posters, leaflets, press releases and other advertisements. The drafts should be reviewed by SUP before production or release.

2.9 The Applicant / Organization should provide the event’s rundown, floor plan and publicity plan to SUP at least 2 weeks before the scheduled date.

2.10 If the nature of the event is an exhibition, the Applicant / Organization should discuss this with SUP and get permission in advance. The Applicant / Organization is responsible for set-up and move-out. The set-up should be completed one day before the scheduled date. Exhibits and related property should be moved out by the personnel of the Applicant / Organization at once at the end of the exhibition. SUP is not responsible for all exhibits and property stored at the Activity Room. If clearance is carried out by SUP staff members, the Applicant / Organization should check out all exhibits during/after transformation. SUP shall not be responsible for any losses and damage afterwards.

2.11 The personnel of the Applicant / Organization and participants should take good care of their personal belongings and property. SUP is not responsible for any losses or damage. The staff members of SUP will keep the Activity Room clean and safe within their ability, but SUP is not responsible for the security and safety of valuables.

2.12 The Applicant / Organization is responsible for keeping the Activity Room in a tidy and good condition. SUP reserves the right to charge the Applicant / Organization a cleaning fee if necessary.

2.13 For public safety, the Applicant / Organization is responsible for maintaining good order and discipline during the event. If the number of participants exceeds the capacity (max. 50 persons) of the Activity Room, SUP reserves the right to control the number of participants or to terminate the event at once.

2.14 All personnel on duty should dress neatly and be well behaved. In case of violation of the aforesaid, SUP reserves the right to terminate the event at once.

2.15 No sale activity is allowed at the Activity Room or in the University Bookstore without the prior approval of SUP. In case of violation of the aforesaid, SUP reserves the right to terminate the event at once.

2.16 The Applicant / Organization is responsible for arranging appropriate insurance to cover the event.

2.17 If activities during the event, under any conditions, lead to any losses or damage to the facilities in the University Bookstore, or any fatality, injury or accident, the Applicant / Organization is responsible for all claims and liabilities.

2.18 When Typhoon Signal No.8 or above or the Black Rainstorm Warning is in force, the Activity Room / CUHK University Bookstore will be closed. The Applicant / Organization could apply for another date for the event and SUP reserves the right to make the final decision.

2.19 In the event of cancellation after booking confirmation, the Applicant / Organization should notify SUP at least 3 weeks before the scheduled date in writing or by email with an explanation. Applications will not be considered within one half year if the Applicant / Organization cancels a booking thrice without notifying SUP with a reasonable explanation in advance.

2.20 SUP is responsible for the review and approval of the application. If there’s any dispute on the decision, please contact the Bookstore Committee.

2.21 SUP reserves the right to amend Booking Guidelines and the amendments are subjected to the approval of the Bookstore Committee.