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 Dean of Students’ Office (DSTO).

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.

**According to the Places of Public Entertainment (PPE) Ordinance (Cap.172), you are required to apply for a licence if your entertainment listed in the ordinance admits general public. For further assistance, please contact Ms Jeddy Mok at 2358 6149.

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 5819) before the event.

2.2 After the event, please call LG3 Amenities Service Counter at 2358 5819 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 DSTO. 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 DSTO 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.

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<thead>
<tr>
<th>Facility Enquiries (For UST User Departments)</th>
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<tr>
<td>Venue Booking</td>
<td>2358 6149, fax: 2335 0453</td>
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<td>Equipment</td>
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<td>Fixtures Set Up</td>
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<td>Cleaning</td>
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<td>Air-conditioning</td>
<td>2358 6465, e-mail: <a href="mailto:eobsduty@ust.hk">eobsduty@ust.hk</a></td>
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<td>Electricity</td>
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<td>Security</td>
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<tr>
<td>Plants</td>
<td>2358 6539</td>
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</tbody>
</table>
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: ___________

Is the program open to public? □ No □ Yes (You are required to apply for “Temporary Places of Public Entertainment” Licence.)

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 supply including set up/dismantling time: __________________________
□ Built-in audio & visual equipment (Please bring 2A batteries for microphone):
  (Person in charge: __________________________ Tel: __________________________
  □ Backstage Guest Room □ Display of backdrop, easy roll & banner etc (Please submit draft)
□ Reception Desk outside Art Hall (User please remove the trays to floor under the desk & reinstate)
□ Use of piano □ Moving the piano from original position (User may be required to pay the tuning fee)

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

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.

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

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
Backstage Guest Room  □ approved  □ rejected

Dean of Students’ 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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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 Ext'n  
Amenities Service Counter 5819  
Emergency 8999  
Air conditioning/ Power Supply 6465  
AV Equipment 5819  
Computer Facilities 6200  
Security Control Room 6565

Washing Room  
LG1, Indoor Sports Complex

AH checklist (06/2019)