Shaw College, The Chinese University of Hong Kong

Scale of Charges for Lecture Theatre 2026/27 (for External Hirers only) (in HK$)

Scale A : Auditorium

Purpose	Hiring Session	Hire Charge	Services Included
1. Performance of music, drama, dance, variety shows and other functions considered as entertainment by the College	Morning 0900 – 1300 Afternoon 1400 – 1800 Evening 1800 – 2200	One session on a weekday : $ 6,990 One session on a Saturday, Sunday or public holiday : $ 9,290	- Air-conditioning and electricity - Use of furniture, stage and banner bar as installed - Sound and projection system - Additional wired microphones and mic stands (maximum of 4) - Use of preparation room and side stages - Setup of secondary AV controller, remove/ relocate lectern on stage
2. Meetings, lectures, conferences, assemblies and other events where no admission fee is charged and not considered as entertainment by the College	Morning 0900 – 1300 Afternoon 1400 – 1800	One session on a weekday : $ 4,685 One session on a Saturday, Sunday or public holiday : $ 5,710	
	Evening 1800 – 2200	One session on a weekday : $ 6,990 One session on a Saturday, Sunday or public holiday : $ 8,435	
3. Set up and rehearsals without audience for (1) above	0900 – 2200	Every 2 hours on a weekday : $ 2,300 Every 2 hours on a Saturday, Sunday or public holiday : $ 2,820	
4. Set up and rehearsals without audience for (2) above	0900 – 2200	Every 2 hours on a weekday : $ 1,160 Every 2 hours on a Saturday, Sunday or public holiday : $ 1,380	
5. Film (video) shows	0900 – 2200	Every 2 hours on a weekday : $ 3,495 Every 2 hours on a Saturday, Sunday or public holiday : $ 4,690	- Air-conditioning and electricity - Use of furniture, stage and banner bar as installed - Sound and projection system

Scale B : Lounge

Yueh Chiao Art Gallery (1/F)			
Purpose	**Hiring Session**	**Hire Charge**	**Services Included**
1. Exhibitions	Whole day 0900 – 2200	$ 4,200	- Air-conditioning, electricity and lighting - Wall-mounted exhibition boards - Use of furniture as provided
2. Meetings, lectures, conferences, assemblies and other events of academic nature where no admission fee is charged and not considered as entertainment by the College	Morning 0900 – 1300 Afternoon 1400 – 1800 Evening 1800 – 2200	One session on a weekday : $ 1,595	
3. Miscellaneous events including reception ceremony *	0900 – 2200	Every hour on a weekday : $ 1,075 (minimum 2 hours)	
Lounge Area (G/F)			
Purpose	**Hiring Session**	**Hire Charge**	**Services Included**
1. Exhibitions	Whole day 0900 – 2200	$ 940	- Air-conditioning, electricity and lighting - Use of furniture as provided
2. Miscellaneous events (e.g. reception ceremony) @	0900 – 2200	Every 2 hours on a weekday : $ 485 Every 2 hours on a Saturday, Sunday or public holiday : $ 610	

@ *Items 1 and 2 in Scale B must be associated with the regular bookings listed in Scale A1, 2 and 5 and Scale B1 above. Individual applications shall not be considered.*

Scale C : Additional Services Charges and Equipment Rental

Description	**Hire Charge**	**Description**	**Hire Charge**
1. Movable Exhibition Board per piece per event	$71	10. Infrared simultaneous interpretation system (60 receivers) and the use of SI Room *	$5,070
2. Acrylic Sheets for exhibition panel at Yueh Chiao Art Gallery per sheet per programme	$38	11. Folding Tables (2’ x 6’) per piece per programme#	$38
3. PA System for Yueh Chiao Art Gallery (including 2 wireless microphones) per day	$645	12. Round Table per piece per programme#	$38
4. AV Technician support per office hour ^	$615	13. Table (1.5’ x 3’) per piece per programme#	$38
5. Audio recording for archival purpose (provide in file only) per hour *	$365	14. Chairs (black, leather) per piece per programme#	$22
6. Sound feed for video recording with hirer’s own equipment per setup	$625	15. Music Stands per piece per programme	$49
7. Wireless Microphone per piece per day	$720	16. Table Cloth (nylon, red) per piece per programme	$140
8. Laser Pointer per piece per day	$415	17. Table Cloth (velvet, red) per piece per programme	$270

Description	Hire Charge	Description	Hire Charge
9. Use of side projection screens and projectors per programme	$3,520	18. Use of VIP Room per hour	$615

^ AV technician support is subject to 50% surcharge for non-office hour, i.e. beyond 0900 – 1730, Monday – Friday except public holidays.
** Technician support must be booked for using these services.*
 # A Maximum of 8 tables and 20 chairs can be provided for each booking as standard provision. Unit rate of the furniture applies should hirer require extra furniture.

Scale D : Miscellaneous Charges

Description	Hire Charge
1. Hourly Surcharge for booking outside regular opening hours	$615 hourly
2. Overrun Hourly charges (Setup and move out time inclusive)	$1,220 hourly or part thereof

General Notes

1. External Hirers refer to all general hirers who do not belong to any of the CUHK Units, staff organizations or student organizations.

2. In the event the average admission fee per seat of any performance exceeds HK$49.90, a surcharge shall be levied as follows:

   a. 50 – 59 40 % in addition to the total charges of the booking
   b. 60 – 69 50 % in addition to the total charges of the booking
   c. 70 – 79 60 % in addition to the total charges of the booking
   d. 80 – 89 70 % in addition to the total charges of the booking
   e. 90 – 99 80 % in addition to the total charges of the booking
   f. 100 – 109 90 % in addition to the total charges of the booking
   g. 110 or above 100 % in addition to the total charges of the booking

3. For the purpose of assessing the average ticket price, complimentary tickets shall not be taken into account.

4. In the event any scheduled booking shall exceed its hiring time with the consent of the College, a surcharge of 10% of the scheduled charge per every half hour of overrun or part thereof shall apply.

5. If the applicant is an alumnus or alumna of Shaw College applying to use the Lecture Theatre for wedding ceremony, the hire charge shall be at a concessionary rate of 70% of the normal rate.

6. Environmental surcharge will be levied ($4,000 for first 3 hours and $1,000/hour thereafter) for usage on Sundays or Public Holidays of classrooms/lecture theatres on Sunday or Public Holidays in building with central air-conditioning other than YIA, wherever applicable.