Shaw College, The Chinese University of Hong Kong

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

Scale A : Auditorium

Purpose	Hiring Session	Hire Charge	Services Included
1. Class or self-service event	0900 – 2200	Free	- Air-conditioning and electricity - Use of furniture as provided, stage and side stage - Sound and projection system
2. Event that required technical support for setup and during the event	Morning 0900 – 1300 Afternoon 1400 – 1800 Evening 1800 – 2200	One session on a weekday : $ 975 One session on a Saturday, Sunday or public holiday : $ 1,325	- 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

Scale B : Lounge

Yueh Chiao Art Gallery (1/F)			
Purpose	**Hiring Session**	**Hire Charge**	**Services Included**
1. Exhibitions	Whole day 0900 – 2200	$ 300	- 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 : $ 500 Every hour on a Saturday, Sunday or public holiday : $ 780	
3. Miscellaneous events including reception ceremony *	0900 – 2200	Every hour on a weekday : $ 200 (minimum 2 hours)	
Lounge Area (G/F)			
Purpose	**Hiring Session**	**Hire Charge**	**Services Included**
1. Exhibitions	Whole day 0900 – 2200	$ 69	- Air-conditioning, electricity and lighting - Use of furniture as provided
2. Miscellaneous events(e.g. reception ceremony) [@]	0900 – 2200	Every hour on a weekday : $ 130 Every hour on a Saturday, Sunday or public holiday : $ 175	

[@] *Booking must be associated with the regular bookings of the auditorium. Individual application will 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	$70	11.	Folding Tables (2' x 6') per piece per programme#	$32
2.	Acrylic Sheets for exhibition panel at Yueh Chiao Art Gallery per sheet per programme	$32	12.	Round Table per piece per programme#	$32
3.	PA System for Yueh Chiao Art Gallery (including 2 wireless microphones) per day	$280	13.	Table (1.5' x 3') per piece per programme#	$32
4.	AV Technician support per office hour ^	$375	14.	Chairs (black, leather) per piece per programme#	$20
5.	Audio recording (provide in file only) per hour *	$155	15.	Music Stands per piece per programme	$45
6.	Sound feed for video recording with hirer's own equipment per setup	$145	16.	Table Cloth (nylon, red) per piece per programme	$70
7.	Wireless Microphone per piece per day	$355	17.	Table Cloth (velvet, red) per piece per programme	$140
8.	Laser Pointer per day per piece	$125	18.	Use of Preparation Room per hour	$88
9.	Setup of secondary AV controller and remove lectern from stage per setup	$145	19.	Use of VIP Room per hour	$595
10.	Infrared simultaneous interpretation system (60 receivers) and the use of SI Room per day *	$1,380			

^ *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	$375 hourly
2. Overrun Hourly charges (Setup and move out time inclusive)	$735 hourly or part thereof

General Notes

1. For applications of any kind by an internal party in conjunction with an external party, 50% of the external rates and surcharges, if applicable, shall be levied.
2. Student bodies registered under Shaw College shall enjoy a 50% discount on booking.
3. 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.