



Shaw College  
Barbecue Area  
Terms & Conditions of Hire

(A) Duration of Hire

Time Date	Session 1	Session 2
Monday to Friday		6:00pm - 10:00pm
Saturday & Sunday	1:30pm - 5:30pm	6:00pm - 10:00pm

(B) Hire Charge

Hirer	Charge per barbecue pit	
	Deposit (per day)	Hire charge (per session)
CUHK societies, Students, staff & alumni only	\$250	\$50

(C) Booking Procedures

1. Application form is available at College office and homepage. Application will be opened by one month prior to the Hire Day and should be submitted in person at least 2 hours prior to the hiring period.
2. Applicant should settle the rental (including deposit) in cash. Applicant could pick up the hire permit and the barbecue pit key within 2 working days prior to the date of hire during office hours at College office by presenting the receipt of payment for hire charges settled in cash.
3. Deposit will be returned upon presentation of the key and receipt of payment. Deposit will not be returned should the hirer fail to show up and return the key within 3 working days after the hire.

(D) Cancellation of Booking

1. The College reserves the right to cancel any booking 1 working day before the date of hire and all payment will be refunded.
2. Hirer should notify the College in writing for cancellation of booking at least 1 working days before the scheduled date of hire. The College will collect the hire charge for late notification. If the hirer cancel the booking without notifying the College, then the College will collect the deposit and hire charge; and suspend the hirer from further bookings for 1 month.

(E) Regulations

1. Prior booking is required. Unauthorized use is forbidden and violation will be reported to the College.
2. Hirer should pick up the pit key within office hours, otherwise, the booking will be cancelled and the College will collect the hire charge.

3. In case of bad weather, the hirer can defer the booking for one month at most or in consultation with the College. (Except when the barbecue pit has been used.)
4. Hirer should leave the barbecue area in a clean and tidy condition after hire.
5. Hirer should put out the fire and lock the pit after using the barbecue pit.
6. Hirer should be students, staff or society of CUHK.
7. No decoration is allowed without the prior consent of the College in writing.
8. Hirer is responsible for the safety and personal belongings of fellow users. The College is not liable for any personal injury or loss.
9. The College may, at its discretion, prohibit the admission of any person to the barbecue area, or at any time order any person out of the barbecue area if such person contravenes the terms and conditions of hire.
10. Individual applicant may apply for 1 pit/session on the same day. Group applicant may apply for not more than 3 pits/session on the same day. Each application form should only carry one individual application or one group application.
11. Hirer should bring along the "Hirer Permit" and student I.D. card/staff card during the period of hire.
12. Deposit will be deducted or hirer will be suspended from further bookings for 3 months if :
  - ~ Hirer do not put out fire or lock the barbecue pit.
  - ~ Any property in the barbecue area is damaged or destroyed during the period of hire.
  - ~ Hirer is absent during the period of hire
  - ~ The barbecue pit is used over time
  - ~ Hirer violates the regulations.
13. The College reserves the right to amend the above regulations.

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