

Conference Booking and Management Policy
(For Academy Colleges)

<i>For general bookings</i>	
1	<p>Bookings will be “pencil-marked” for Colleges/Fellows/organizations, as long as the venue is not yet “confirmed” by others. Pencil-marked booking will be accepted for at most 24 months in advance. For example, a request for pencil-mark booking for January 2016 can be submitted in January 2014 but not earlier. No more than two pencil markings are allowed for the same event (i.e. for no more than 2 different periods). And the maximum duration of the booking will be: the exact number of days of the event plus two more days (1 day before and 1 day after the event to facilitate the move-in and move-out activities).</p> <p>Example: If an event is to be planned for 5-7 January 2017, the booking duration allowed will be 4-8 January 2017; and the College can pencil-mark only one more slot (e.g. 11-15 January 2017) as buffer.</p>
2	<p>When a venue is pencil-marked, the Event Team would still entertain requests from other Colleges/Fellows/organizations for pencil-marking the same venue for the same date, but they would be put on a waiting list in booking order. If there are more than one request received for pencil-marking the same venue for the same session/date, the Event Team will decide the order on waiting list by drawing lots. Please note that the booking for a particular date will be open for 30 days, from the date of the first pencil-marked booking. All bookings received within this period will be regarded as received at the same time; and the order on waiting list will be subsequently decided by drawing lots.</p> <p>Example: If a College submits a booking for 1 January 2018 on 1 January 2016, bookings from other Colleges for 1 January 2018 will be open from 1 January 2016 to 30 January 2016. And if there are more than one booking, the order on waiting list will be decided by drawing lots after 30 January 2016.</p>
3	<p>If any College/Fellows/organization on the list is ready to confirm a booking, the Event Team will ask booking Colleges/Fellows/organizations according to booking order. Those having made booking earlier will be given priority to secure booking; and Academy Colleges will have priority over others. The College will be given 7 days to confirm in writing with a non-refundable deposit as mentioned in 7(a) below. Booking will NOT be confirmed until after the confirmation and deposit is received by the Academy.</p>
4	<p>All bookings must be confirmed at least 30 days before the event date. The booking will be released for others if written confirmation is not received by the deadline. Orders for F&B must be confirmed at least 7 days before event date.</p>
5	<p>Set-up and rehearsal time must be included in the booking. For rehearsals taking place in the session immediately before the event on the same day, no rental will be charged on condition that no technician is needed. For rehearsals taking place on days other than the day of event, or rehearsals needing technicians to stand by, full rentals will be charged.</p>

	A minimum of 4-hour setup time is required to change settings at the same venue for different activities. Request for change of settings in less than 4 hours will only be allowed subject to the availability of resources and extra fee for additional labour services will be quoted and applied. Such request is required to be made at least 14 days in advance of the event. A levy (50% of extra fee) will be charged if the request is cancelled with less than 14 days' notice.
6	The “confirmed booking” can be changed for a maximum of two times (for change of date only; and the new booking date must be within 180 days after the original booking date; and the rentals will be subject to the rates prevailing at the new event date). Change cannot be made within 30 days prior to the booking/re-booking date.
7	<p>Cancellation and change of booking after confirmation will be subject to the following penalties:-</p> <ul style="list-style-type: none"> (a) 50% of total rental of original booking should the booking be cancelled after signing of the confirmation, or be changed to other dates not falling in the zone as mentioned in (6) above; (b) 100% of total rental of booking should the booking be cancelled within 30 days prior to the event date; (c) 100% of total rental of booking and 100% of the payment for the ordered F&B should the booking be cancelled within 7 days prior to the event date; <p>For activities that need to be cancelled due to Force Majeure events*, there will be no penalty for rental. The event can either be cancelled or be postponed to a date which must be within 90 days from the original event date subject to availability of venues. However, the ordered F&B will be charged at 70% of the committed price if the F&B are not cooked and consumed.</p> <p><i>*Force Majeure Events refer to events occurring in Hong Kong which are beyond a party's control and which by the exercise of due diligence of the relevant party could not be expected to have overcome: acts of God; fire; typhoon (signal No. 8 or above); black rainstorm; explosion of any kind; riot or civil commotion; terrorist attack or threats thereof; failure or neglect of any person supplying electricity, gas or water; strikes of workers or other labour disputes or difficulties or anything done or not done as a result; or any other extraordinary event not within the control of the relevant party.</i></p>
8	<p>Colleges can use the rooms on 2/F, 5/F and 9/F free of charge provided they are used for College examinations (including conjoint examinations). But there will be an administrative fee (per day of use). To avoid interference, the examination rooms on 5/F can be used by only one College at a time. Colleges should inform the Academy as soon as practical when the booked rooms are no longer needed, so that it could be released for use by others. Colleges may be charged for full rental as penalty should they fail to inform the Academy when the examination has been cancelled.</p> <p>While Colleges can request to use rooms on 2/F for examinations, rooms will be assigned by the Academy on “sufficient for use” basis. Examinations held at other venues will be subject to normal rentals and booking conditions.</p>
	<i>College bookings for FYSK Rooms 1-2 and James Kung Room (2/F), Rooms 903-4 (9/F) (for committee meetings and examinations; free of charge)</i>

9	The rooms will be provided free of charge on conditions that they are for examinations and committee (including council, committees, subcommittee, specialty boards, working groups) meetings only. Rental will be charged at normal college rates if the rooms are used for other purposes, e.g. seminars, press conference. The Academy will invite Colleges to submit bookings for the whole year in December prior to that year (the Master Booking). If there are more than one booking for a room in a session, the Event Team will decide booking by drawing lots.
10	Colleges can make bookings during the year for other free sessions after bookings are assigned through the Master Booking as mentioned in (9).
11	The rooms will be in meeting set-up as it normally be. To cover additional labour cost, requests for other kind of set-up will be subject to payment of a set-up fee to be decided by the Academy from time to time. Colleges must reinstate the set-up to its original state if they have changed the set-up by themselves. Otherwise, the set-up fee will apply.
12	To help save energy, Colleges are kindly requested to help switch off lighting and air-conditioning when they finish meetings.
13	There would be surcharge for dinners requiring chef/staff to stay after 9 pm in order to cover the staff overtime cost, unless the F&B consumption has reached a minimum amount to be decided by the Academy from time to time.
14.	Colleges should inform the Academy at least 1 month before the booked date if the room is no longer needed. For booking cancelled with less than 1 month's notice, or when the room has been booked but finally not been used, the Academy will charge full rental (at College rate) when this happens more than 3 times in the same year.
<i>On-site services</i>	
15	For venue bookings involving conferment and ceremonies, the on-site staff would assist in matters relating to venue and AV set-up but not other matters (such as looking for members of stage party and lining up for procession on spot). Colleges requesting additional staff to look after the procession will be charged, subject to availability of the requested staff.
16	For venue bookings of RRS Hall at 1/F and the two lecture theatres at G/F, it is the standard provision that lighting, air-conditioning, on-site technical support will be available half an hour before the commencement time of the event. A service fee will be quoted and charged if the said provision is required to be available at a time earlier than the standard one.
<i>Overrun hours</i>	
17	For events that finish after the rented session hours, the College/organizer would be charged for overrun hours from the 2 nd hour onwards (pro-rata rental of venue at the standard session rates; there will be an additional surcharge of 10% on the overrun charges if the function overruns for more than 2 hours).
<i>General</i>	

18	<p>(a) The Academy always aims to fulfil requests from Colleges as far as possible but would take into account of different operational needs in the Building (e.g. regular / emergency maintenance). The Academy may ask for clarification / justification / other additional information from the booking party to facilitate the process of booking confirmation. Colleges are required to co-operate with the Academy in such cases.</p> <p>(b) Misuse or abuse of venue booking policy is prohibited. Misuses or abuses, if substantiated, will be reported to the Academy's House Committee. Additional, and specific measures could be imposed to rectify the situation.</p> <p>(c) The Academy reserves the right and has the final discretion in the approval of use of venue facilities. In case of disputes or disagreement on the arrangement, the concerned party may raise it to the Secretariat for clarification / explanation. The matter, if not resolved at operational level, will be referred to the House Committee / Council.</p>
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