

**B01**

The Chinese University of Hong Kong  
**LEE HYSAN CONCERT HALL**  
 Auditorium Requirement Checklist

Application No.: \_\_\_\_\_

**IMPORTANT NOTICE**

Please complete and return this checklist at least four weeks before the performance so that prior arrangements can be made in time. We may not be able to accommodate requests at short notice. Please specify the quantity needed. Delete if inapplicable. Please note that all items are subject to availability. Extra items will be confirmed after consideration.

Please refer to the **Charges for Users** attached for reference of charges and **NOTE** of equipment hire.

**A. PROGRAM DETAILS**

Program: \_\_\_\_\_(Eng)

\_\_\_\_\_ (Chi)

Booking period: \_\_\_\_\_

Date of Performance: \_\_\_\_\_

Move in: \_\_\_\_\_ Performance begins at: \_\_\_\_\_(Time)

Duration of Performance: \_\_\_\_\_(min.) Duration of Intermission: \_\_\_\_\_(min.)

**B. STAGE (for Stage area only)**

## 1. Piano

Steinway Concert Grand (9') (see Note xii)

Yes / No\*

Steinway Grand (7') (see Note xiii)

Yes / No\*

Tuning (subject to availability, see Note xiv)

Yes / No\*

## 2. Organ (see Note xi)

Yes / No\*

## 3. Choir riser (see Note vi)

\_\_\_\_\_ (Max. 5pcs)

## 4. Music stand (see Note vii)

\_\_\_\_\_ (Max. 30pcs)

## 5. Musician chairs (see Note iv)

\_\_\_\_\_ (Max. 50pcs)

## 6. High stool (see Note v)

\_\_\_\_\_ (Max. 3pcs)

## 7. Conductor podium (see Note viii)

\_\_\_\_\_ (Max. 1pc)

## 8. Conductor music stand (see Note ix)

\_\_\_\_\_ (Max. 1pc)

**For Office Use****C. SOUND**

## 1. Recording required

**NOT** including professional recording staff, sound operator  
 or equipment

N.A. – hirers must bring their  
 own equipment and recording  
 crew.

## 2. Mic (see Note xxv)

Wireless mic

\_\_\_\_\_ (Max. 1pc)

Wired mic

\_\_\_\_\_ (Max. 2pcs)

**D. ATTENDANTS**

## 1. Technician

Required

## 2. University overtime staff

To be charged if hiring hours is  
 beyond office hours

\* Delete if inapplicable

**E. FRONT OF HOUSE**

- |  |  |
|--|--|
| <p>1. Admission arrangement<br/>Please provide ticket sample for record.</p> <p>2. Green room (see Note x)</p> <p>3. Foyer for exhibition purpose (see Notes xvii &amp; xviii)</p> <p>4. Video filming for non-commercial purpose (see Note xxvii)</p> | <p><input type="checkbox"/> By ticket</p> <p><input type="checkbox"/> By ticket, free seating</p> <p><input type="checkbox"/> No ticket, free seating</p> <p>Yes / No*</p> <p>Yes / No*</p> <p>Yes / No*</p> |
|--|--|

**F. WORK SCHEDULE**

Events	Date	Time
Move in / Set up		
Occupancy		
Rehearsal		
Performance		
Move out		

Other Requirements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**G. CONTACT INFORMATION & DECLARATION**

Name: Mr. /Ms.\* \_\_\_\_\_ (Eng) \_\_\_\_\_ (Chi)

Organization Represented (if applicable) : \_\_\_\_\_

Position: \_\_\_\_\_

Contact No. : \_\_\_\_\_ Email: \_\_\_\_\_ Fax.: \_\_\_\_\_

Technical Coordinator : Mr./ Ms.\* \_\_\_\_\_ (Eng) \_\_\_\_\_ (Chi)

Contact No. : \_\_\_\_\_ Email: \_\_\_\_\_ Fax.: \_\_\_\_\_

To: Lee Hysan Concert Hall Management Committee

Returned herewith is a duly completed Auditorium Requirements Checklist for consideration by the Hall management. I fully understand that the decision for the provision of the requested facilities and services is at the sole discretion of the venue management based on circumstances and availability.

Signature: \_\_\_\_\_  
 Name of Applicant: \_\_\_\_\_  
 Date: \_\_\_\_\_

\* Delete if inapplicable  
 Note Refer to **Charges for Users**