HKU iCube House Rules

(November 2026)

The following House Rules will be applied to all bookings at the HKU iCube unless specified otherwise. HKU iCube reserves the right to alter or amend these House Rules at any time without giving any reason or prior notice.

Definition

The Centre: The HKU iCube venue at Two Exchange Square, 40/F, 4005-07.
The Centre Manager: The manager responsible for the operation of HKU iCube.
The Centre Team: The managing team of HKU iCube.
iCube Portal: The online portal designed for making reservations at HKU iCube.

The House Rules

1. Making Bookings

1.1. Booking Submission: The booking party must submit the booking request to the Centre Manager via the iCube Portal.

1.2. Standard Bookings: Standard Bookings must be made at least [4] days prior to the event date, but not more than [126] days in advance.

1.2.1. Layout Options: the booking party has only **ONE** layout options to choose from:

- Seminar layout using regular chairs.

The Centre Team will prepare the venue based on the aforementioned layout prior to the event. Customized layouts beyond this pre-defined options are not available for Standard Bookings.

1.2.2. Facility and Equipment Rental: the booking party can select and borrow facilities and/or equipment from the provided Standard Inventory List at the time of making the booking. The Centre Team will prepare the selected items based on the selection prior to the event. Please refer to *Appendix IV* for the Standard Inventory List.

1.2.3. Automatic Confirmation: the booking will be automatically confirmed by the iCube Portal. The booking party will receive a confirmation email after the submission.

1.2.4. For Standard Bookings, the following guidelines apply:

- No site planning session will be included in the booking package. It is the booking party's responsibility to understand the restrictions of the standard offerings before making such bookings.
- Engaging third-party vendors, such as caterers, decorators, or external AV technicians, is not permitted.
- No changes can be made to the event details, such as expected attendance or layout, after the booking is confirmed.
- It is the booking party's responsibility to complete all mandatory fields in the booking form. Should any details be missing or unclear, the Centre Manager will contact the booking party to request amendments or clarification. In such cases, if the requested amendment or clarification is not received within [7] days post the booking submission or [7] days prior to the reserved event day, whichever date is sooner, the Centre Manager has the right to cancel the booking.

1.3. Non-Standard Bookings: Non-Standard Bookings must be made at least [14] days prior to the event date, but not more than [126] days in advance.

1.3.1. Layout Options: the booking party can choose from the layouts recommended by the Centre. Minor alterations to these layouts are allowed if the final layout adheres to all safety codes.

1.3.2. Facility and Equipment Rental: the booking party can select and lease facilities and/or equipment from the Full Inventory List at the time of making the booking. The Centre Team will prepare the selected items based on the selection prior to the event. Please refer to *Appendix IV* for the Full Inventory List.

1.3.3. Third-party Vendor: the booking party can select vendor(s) recommended by the Centre. Other qualified vendors are allowed if the vendor meets the procurement rules and regulations of the University of Hong Kong.

1.3.4. Site Planning Session:

- One or more site planning sessions can be scheduled via email request. Such request must be made at least [14] days in advance of the confirmed event day.
- The Centre typically reserves Tuesday afternoons (2:00 PM-6:00 PM) for site planning purposes unless the venue is otherwise booked for other important uses. Additional time slots for planning sessions are subject to venue availability, with priority given to those involving new vendor(s).
- Site planning sessions are limited to one [1] hour increments.

1.3.5. Booking Review and Confirmation:

- All bookings will be reviewed by the Centre Manage, and will not commence until all required event details and attendance information have been provided via the online booking form.
- It is the booking party's responsibility to complete all mandatory fields in the booking form. Should any details be missing or unclear, the Centre Manager will contact the booking party to request amendments or clarification. In such cases, if the requested amendment or clarification is not received within [7] days post the booking submission or [7] days prior to the reserved event day, whichever date is sooner, the Centre Manager has the right to cancel the booking.
- The booking party will be notified via email once the booking review has begun.
- The booking review typically requires up to [5] days from receipt of a completed booking information. At the conclusion of the review, the booking party will be notified via email whether the booking has been accepted or not approved.
- The booking party is only allowed to use the venue following the booking details submitted and approved in advance by the Centre Manager, including but not limited to, adhering to the specified nature of usage, the confirmed venue layout, any approved third-party vendor(s), and co-organizer(s).
- It is the booking party's responsibility to submit any material changes to the approved booking details to the Centre Manager via email at least [7] days prior to the reserved event day for review and approval. Changes submitted after this timeline may not be considered.
- Should the venue be used in a manner substantially different from the approved booking details without prior approval, the booking party may be subject to a penalty and/or suspension of future booking privileges.

2. Cancellation, Rescheduling and No-Show

2.1. Booking Cancellation: the booking party may cancel the booking up to [14] days prior to the event date without penalty. The booking party must submit the cancellation request to the Centre Manager via the iCube Portal.

2.2. Booking Rescheduling: The booking party may reschedule the booking by cancelling the original booking and making a new booking.

2.3. No-Show/Late Cancellation Policy:

2.3.1. If a confirmed booking is cancelled less than [14] days before the event date without prior approval, or the booking party does not arrive to hold their event as scheduled, the following penalties will apply:

(1) The booking party's iCube Portal account will be temporarily suspended for a period of [42] days, starting from the original event date.
(2) During this suspension period, the account will be non-operational, and

the booking party will be unable to submit any new bookings or access event spaces.

We require a minimum of [14] days' notice for cancellations to allow the Centre to be made available for other potential users. The no-show/late cancellation suspension aims to promote responsibility and fairness to all iCube Portal users.

2.3.2. Exemptions may apply in exceptional circumstances, such as medical or family emergencies. It is advisable to communicate promptly with the Centre Team regarding any booking changes or issues that could result in a penalty.

2.4 Extreme Weather: The Centre Team may interrupt or cancel bookings during extreme weather. Arrangements vary by situation (see *Appendix I*). The Centre Team will work with the booking party to reschedule the event to a mutually agreed date and time, subject to availability.

2.5 Force Majeure: The Centre shall not be liable for any cancellation or failure to perform its obligations under this document caused by circumstances beyond its control, including but not limited to natural disasters, wars, acts of terrorism, or any other circumstance, that is not reasonably foreseeable within the Centre's control.

3. Third-party Vendor for Non-Standard Booking

3.1. Vendors via the Centre: The Centre Team may assist in arranging and coordinating third-party vendors for Non-Standard Bookings. Please refer to *Appendix II* for the Available Vendor Service Options via the Centre.

3.2. Vendors Related to Equipment and Furniture: The booking party is required to use nominated vendors from the Centre when the service provided by a vendor is related to furniture, structure of the venue, or equipment owned by the Centre.

3.3. Choose your Own Vendors: The booking party may choose to use their own vendors when recommended vendors by the Centre Team cannot meet the booking party's requirement. However, such vendors must be reviewed and approved by the Centre Manager in advance.

3.4. Responsibility of Expenses:

3.4.1. It is the booking party's responsibility to pay for any costs incurred by hiring third-party vendors. The booking party should settle the payment directly with them. In no event that the Centre is liable for any indirect, special, incidental, consequential, or punitive damages arising out of or in connection with the third-party vendor service.

3.4.2. It is the booking party's responsibility to pay for any additional expenses incurred by the booking as a result of any cancellation or rescheduling, including but not limited to travel expenses, expenses for event materials and

expenses from third-party vendors. The cancellation timeframe aligns with the schedule specified in section 2.1.

3.5. Meeting with New Vendor: If a booking reservation involves a third-party vendor that provides service at the Centre for the first time, it is mandatory for the booking party to schedule a meeting among the vendor, the Centre Manager and the booking party to go through the site planning details.

4. Co-organizer(s) for Non-Standard Booking

4.1. For non-standard bookings involving external organizations/companies, the booking party must provide details of any co-organizers to the Centre Manager for review, including but not limited to:

- Company/organization name(s)
- Contact details for primary point person(s)
- Description of anticipated level/nature of co-organizer involvement

4.2. The booking party shall submit all event related materials including but not limited to marketing material, promotional emails, guest speaker names and titles, logos, digital media and promotional items to the Centre Manager at least [14] days prior to the event date.

This allows sufficient time for review to ensure compatibility with the Centre's policies. Any forms of solicitation or promotion of activities prohibited under the House Rules will not be approved.

5. Check-In & Check-Out

5.1. Check-In:

5.1.1. The booking party must arrive at the venue on time and as scheduled. Upon arrival, the booking party is required to sign the check-in form. Please refer to *Appendix III* for the check-in form and *Appendix IV* for the list of items available for rental.

5.1.2. Events that include food and beverage require a cash deposit of HKD $500 upon check-in. The cash deposit will be returned to the booking party at check-out, provided that all reinstatement requirements listed in *Section 5.2* have been met.

5.2. Check-Out:

5.2.1. The venue must be completely vacated by the end time specified in the booking reservation. This allows sufficient time for turnover before the next event's commencement.

5.2.2. The booking party is responsible for:

- Maintaining the cleanliness and tidiness of the Centre throughout the booking period. Event spaces, common areas, pantry facilities, and other shared facilities (i.e. corridor, restrooms) used in connection with the event should be kept clean and orderly both during and upon completion of the event.
- Removing all decorations, leftover food/drinks, gifts, and personal items when leaving. Trash should be emptied and placed in the provided bins.
- Clean any surfaces if anything was spilled, such as floor, tables, and countertops.
- Return any chairs or furnishings to their original setup or configuration.
- Return rental items such as tablecloths, microphones, or electronics.

5.2.3. The booking party must not leave the Centre until the Centre Manager completes the inspection on the venue and the rental items.

5.2.4. If the venue is reinstated, the cash deposit will be returned to the booking party before the booking party leaves the venue.

5.3. Outside Equipment or Property:

5.3.1. The booking party shall not, without any prior written consent, store or operate in the Centre, any large business machines, reproduction equipment, heating equipment, stoves, radios, stereo equipment, mechanical amplification equipment, vending or coin operated machine, fridges, boilers or coffee equipment. No foul-smelling gases, odors, liquids or firearms shall be permitted.

5.3.2. The booking party must ensure that any outside equipment or kitchen appliances brought by approved vendors are used in accordance with the provided instructions. Below are the venue engineering specifications:

Voltage: 220V
Maximum Electric Current: 13A
Ventilation: No ventilation is provided at the Centre

**Each outlet is permitted to connect only one kitchen appliance. If the vendor intends to use an extension board to connect multiple appliances, the booking party must inform the Centre Manager, who will assess the feasibility of this arrangement. Without prior notification, the booking party will be responsible for any consequences that may arise.*

5.3.3. Any items to be brought into the Centre must be approved by the Centre Team. Delivery of approved items should take place no earlier than [2] business days prior to the event.

5.3.4. Non food and beverage items are allowed to be stored at the venue for up to [3] business days after the event day. Such requests must be communicated prior to the event. The Centre Manager reserves the right to dispose of any uncollected items after [3] business days.

5.3.5. The booking party is responsible for all property brought into the Centre. The Centre and the Centre Team are not liable for any loss of and / or damage to such properties.

5.4. Unsupervised Usage: If the booking party is permitted to use the Centre without the Centre Manager's supervision, it is the booking party's responsibility to make sure that all gates are secured, and all used equipment is properly powered off and reinstated before leaving the Centre.

6. Access

6.1. Operational Hours: 09:00AM to 21:00PM, Monday to Saturday (excluding Tuesdays and statutory holidays in Hong Kong), unless otherwise arranged by the Centre Manager.

6.2. Centre Access: All access to the Centre must be arranged through the iCube Portal in accordance with the bookings, unless otherwise arranged by the Centre Manager.

6.3. Qualified Users Only: The Centre only allows qualified users to access the facility. Outside visitors need to provide their identity and nature of visit to the Centre Team before being granted access.

6.4. Access Methods: Access cards will be granted to the booking party on the date booked. These cards remain the property of the Centre at all times, and any loss of and/or damage to the cards must be reported to the Centre immediately. The booking party must pay a fee for replacement.

7. Behaviour

7.1. Sessions: The booking party must follow the schedule according to their booking. Set-up and move-out are inclusive in each session booked. Extensions may require an additional fee and is subject to availability.

7.2. Back of House: The booking party is not allowed to access the back office or the inventory room without prior consent from the Centre Manager.

7.3. Respectful Conduct: The booking party and its guests shall conduct themselves in a business-like manner. Proper business attire shall always be worn. Noise will be kept to a level so as not to interfere with or annoy other users and the booking party and its guests shall abide by all directives regarding security, access, and other such matters common to all users.

7.4. Smoking: Smoking of any type i.e., nicotine, electronic, vaping or any other form is strictly prohibited in all areas within the Centre at all times.

7.5. Health and Safety: For the safety of the Centre Team, guests, attendees, and other personnel, the booking party and its guests must comply with all health and safety requirements set by the Centre, by the landlord, by the University, by law and any other requirement applicable to the Centre.

7.6. Solicitation: Soliciting or promoting products, services, or organisations is strictly prohibited in the Centre venue, unless otherwise approved by the Centre Manager.

7.7. Children: Children must be supervised by a parent or guardian at all times. The Centre is not responsible for the safety or supervision of children.

7.8. Animals: With the exception of service animals, animals are not allowed in the Centre.

7.9. Use of the Venue:

7.9.1. The booking party may only use the venue according to the booking details submitted in advance, including but not limited to, adhering to the specified nature of usage, the confirmed venue layout, the involvement of third-party vendor(s), and co-organizer(s).

7.9.2. The booking party is not allowed to alter or remove any furniture or marketing materials from the Centre without the consent of the Centre Manager.

8. Obligations

8.1. Compliance: The booking party is required to comply with the rules and regulations of The University of Hong Kong, this House Rules, and the Laws of Hong Kong. Failure to comply the aforementioned rules and regulations may result in termination of membership and / or additional penalty.

8.2. Responsibility for Booking: The booking party is responsible for ensuring that the event details are accurate and complete before submitting the booking request, whether it is a Standard or Non-Standard Booking.

8.3. Equipment and Facilities of the Centre: The booking party is responsible for taking care of the equipment borrowed from the Centre Team, and any types of facilities provided at the Centre. The booking party is subject to a charge due to the loss of or damage to any equipment or fixed facilities. In the event of loss or damage to any property belonging to the Centre, the booking party will be responsible for reimbursing the Centre with the equivalent item.

8.4. Decorating: The booking party must follow all decorating restrictions as specified by the Centre. Any unauthorised decorations may be removed, and the booking party may be held liable for any damages incurred.

Reservation of Rights

The Centre reserves the right, in its sole discretion, to make final decisions regarding any matter arising out of or related to this House Rules, including but not limited to decisions relating to the interpretation, and enforcement. The Centre also reserves the right to take any necessary actions to protect its interests, including but not limited to seeking equitable remedies.

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Appendix I

Extreme Weather

1. If Tropical Cyclone Warning Signal No.8 or above, or Black Rainstorm Warning Signal is **hoisted**:

- At or after 06:00, AM session (09:00 to 14:00) bookings and onward would be cancelled.

- At or after 13:00, PM session (16:00 to 21:00) bookings and onward would be cancelled.

2. If Tropical Cyclone Warning Signal No.8 or above, or Black Rainstorm Warning Signal is **lowered**:

- At or before 06:00, AM session (09:00 to 14:00) bookings and onward would remain effective as scheduled.

- At or before 13:00, PM session (16:00 to 21:00) bookings and onward would remain effective as scheduled.

3. If Black Rainstorm Warning Signal is **announced** during the event, the Centre will remain open after the announcement. Events in progress will normally continue until the end.

4. If Tropical Cyclone Warning Signal No.8 or above is **announced** during the event, the Centre will be closed one hour after the announcement. The booking party and all their guests will be requested to leave the Centre within one hour.

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Appendix II

Available Vendor Service Options

- Non-Standard layout setup: HKD$3,000 for one event will be required if (i) Required chairs with writing pad quantity > 20; or (ii) Required tables quantity > 6; or (iii) Rearrangement of Centre glass partitions is required. (*Note: the six tables in Standard booking package include four tables designated for reception area.)
- Photography Service: HKD$900 per labour hour, depends on the availability.
- Catering Service: varies based on the order. The following are the available catering vendor options:
    - Joseph's Catering
    - Supreme Catering
    - Shamrock Catering
    - 3W Catering
    - iBakery (Social Enterprise)
    - Mushroom Catering
    - Food Foundry
- Cleaning Service: starting from HKD $450 per event.
- Laundry Service: varies based on the condition.
- Customized decoration setup (subject to approval by the Centre): varies based on requirement.

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Appendix III

Check-in Form

Date:
Event Title:
Contact Person & Tel No:

No	Borrowed Item	Signature	Returned (Y/N)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
…			

Check-in Signed by: _____

Check-out Signed by: _____

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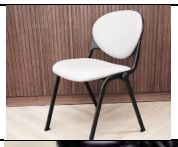
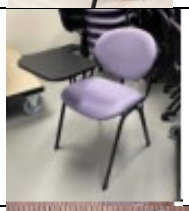
Appendix IV

Standard Inventory List

Item	Quantity	Reference Picture
Regular chair	90	
Chair with writing pad	60	
Leather chair (2 for reception)	16	
Small tea table	9	
Tables (140*70 cm, 4 for reception)	6	
Table cloth and runner for reception	2	
TV (145*80 cm)	1	
Pointer	1	
Handheld Microphone	6	
Clip Microphone	2	
Gooseneck Microphone	20	
Washroom Access Card Set (Male & Female)	3	

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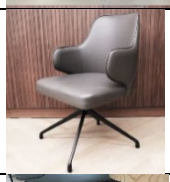
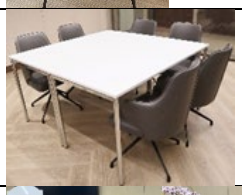
Full Inventory List

Item	Quantity	Reference Picture
Regular chair	90	
Chair with writing pad	60	
Leather chair (2 for reception)	16	
Small tea table	9	
Tables (140*70 cm, 4 for reception)	29	
Table cloth and runner for reception	2	
Bar chair	15	
Podium	2	
Small sofa stool (42*42 cm)	7	
Large sofa stool (84*42 cm)	4	

E-white board (130*80 cm)	2	
TV (145*80 cm)	1	
Bar Table (105H*70cm)	2	
Bar Table Cloth	2	
Pointer	1	
Handheld Microphone	6	
Clip Microphone	2	
Gooseneck Microphone	20	
Trash bin	2	
Guest lift access card set	2	
Washroom access card set (male & female)	3	
Tray (38*58 cm)	4	
Glass Mug	12	