

## Venue Booking Policies in JCIMED

To ensure the booking of JCIMED venue and facilities are properly handled, the following procedures are to be followed.

### **How to pencil-mark a booking**

1. When you receive a request (either spoken or via email), immediately pencil-mark the booking to the JCIMED calendar. Include details such as who made the request, the purpose of the booking, who added the booking to the calendar, and the date it was added or updated.  
(e.g. xxx College yyy course requested by AAA, last updated by BBB on 23/11/2022)
2. After pencil-marking the booking, inform your team members about it. The team leader is responsible for keeping track of the booking's progress.
3. If the request was made verbally, ask the person making the request to send an email as a formal pencil-marked request within five working days. If this formal request isn't received within that time, contact the requester by phone and email, informing them that their verbal booking will become invalid after an additional five working days.
4. Update the calendar as needed after a pencil-marked booking is confirmed or cancelled. For cancelled bookings, it's best to keep the original entry but add a note indicating that it has been cancelled.

### **Follow up on pencil-marked booking (provision of HKAM's booking policies are referred to where applicable)**

5. 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.
6. When a venue is pencil-marked, we 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 the booking order and pencil-mark the booking to the JCIMED calendar.  
(e.g. Waiting list: Reserved for xxx College, requested by Dr. xxx, last updated by BBB on 7 Dec 2022).  
If there is more than one request received for pencil-marking the same venue for the same session/date, we will decide the order on the 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 the waiting list will be subsequently decided by drawing lots.
7. If any College/Fellows/organization on the list is ready to confirm a booking, we will ask booking Colleges/Fellows/organizations according to the booking order. Those having made bookings 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 their booking in writing together with a duly completed booking form. Update the calendar after the booking is changed from pencil-marked to “confirmed”.

8. 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 10 days before the event date. Committed F&B orders cannot be changed after confirmation. However, a 10% allowance on increasing the committed order could be accepted at the discretion of JCIMED.
9. Set-up and rehearsal time must be included in the booking form.
10. 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.
11. Cancellation and change of booking after confirmation will be subject to the following penalties:
  - (a) 50% of the total rental of the original booking should the booking be cancelled more than 30 days prior to the event date;
  - (b) 100% of the total rental of booking should the booking be cancelled within 30 days prior to the event date;
  - (c) 100% of the total rental of booking and 100% of the payment for the ordered F&B should the booking be cancelled within 10 days prior to the event date;

**Note:** For joint organized courses with colleges, particularly those funded by HKJC, a formal agreement will be signed. For college bookings of our venue for training (such as EM workshops), the booking form available on the JCIMED website will serve as confirmation of terms and conditions.

12. For activities that need to be cancelled due to exceptional circumstances such as the hoisting of typhoon No. 8, there will be no penalty for rental. The event can either be cancelled or postponed to a date which must be within 90 days from the original event date subject to the availability of venues. However, the ordered F&B will be charged at **30%** of the committed price if the F&B are not prepared and consumed.

Updated in August 2025