



**THE CHINESE UNIVERSITY OF HONG KONG
SHAW COLLEGE**

Ref : _____

Lecture Theatre Booking Application Form (Student Bodies)

Fax: 2603 5427. (Please read the Scale of Charges before completion)

(Please ✓ the appropriate boxes)

**For Office
Use Only**

Event Name : _____

Event Date : _____ **(Day) Time :** _____

Is the function open to public? Yes / No **Admission Fees : HK\$** _____ **No. of Users :** _____

Applicant Information :

Department / Unit / Organization : _____

Nature : CUHK Dept. CUHK Student body Others (Please specify: _____)

Applicant / Contact Person : _____ (Student / Staff ID : _____)

Telephone : _____ Fax No.: _____

Email: _____

Venue Booking Details* :

Venue \ Purpose	Rehearsal / Setup / Clearance	Event	Usage
Auditorium	Date: Time:	Date: Time:	<input type="checkbox"/> Lecture / Seminars <input type="checkbox"/> Ceremony / Presentation <input type="checkbox"/> Meeting <input type="checkbox"/> Film / Variety Show
Preparation Room / Back Stage	Date: Time:	Date: Time:	/
Lounge Area (G/F)	Date: Time:	Date: Time:	<input type="checkbox"/> Tea Reception <input type="checkbox"/> Exhibition <input type="checkbox"/> Others (Please specify: _____)
Yueh Chiao Art Gallery	Date: Time:	Date: Time:	
VIP Room	Date: Time:	Date: Time:	/

*Please use separate sheet if necessary.

Additional Services / Equipments Booking : (Details please refer to the Scale of Charges)

Auditorium

Item	Quantity	Item	Quantity
Sound Feed for Video Recording	setup	Banner Bar	setup
Wired microphone (Max: 4 pcs)	pc(s)	Audio Recording (tape excluded)	hr(s)
Wireless Microphone (Max: 4 pcs)	pc(s)	DV Recording (tape excluded)	day(s)
AV Technical Support (Time : _____)	hr(s)	Simultaneous Interpretation (Time : _____)	hr(s)
Setup of Secondary AV Controller	setup	Infrared Simultaneous Interpretation System (60 receiver) / Use of SI Room	day(s)
Remove Lectern from Stage	setup		

Lounge Area (G/F)

Item	Quantity
Acrylic Sheets (for exhibition panel)	sheet(s)
Movable Exhibition Board	pc(s)

Yueh Chiao Art Gallery

Item	Quantity
Wireless Microphone (Max: 2 pcs)	pc(s)
Movable Exhibition Board	pc(s)
AV Technical Support (Time : _____)	hr(s)
PA System (with 2 wireless mics)	day(s)

Others

Item	Quantity
Folding Table (2' x 6')	pc(s)
Table (1.5' x 3')	pc(s)
Chair (black, leather)	pc(s)
Music Stand	pc(s)

Item	Quantity
Laser Pointer	pc(s)
Table Cloth (red, nylon) (4'9" x 7'10")	pc(s)
Table Cloth (red, velvet) (for 2' x 6' table only)	pc(s)

Parking Arrangement :

Exclusive Booking of Car Parking Slot : _____(<12) Complimentary Car Parking Coupon: _____(<5)

Applicant Signature :

I have read and agreed to abide by the Guidelines and Regulations.

(Signature & Date)



Endorsement :

(not applicable for Shaw College Student Society and non CU organization)

Name : _____
 Dept. : _____
 Telephone : _____
 Date : _____



Endorsed by Office of Student Affairs / College Dean of Students Office

For Office Use Only:

Booking Accepted Technical Support Approved Booking Rejected (Reasons : _____)

Processed by : _____ Date : _____ Endorsed by : _____ Date : _____
 Amount : \$ _____ Date : _____ Handled by : _____ Receipt: # _____
 Deposit: \$ _____ Date : _____ Handled by : _____ Receipt: # _____