THE CHINESE UNIVERSITY OF HONG KONG
SHAW COLLEGE

Ref : _____

Lecture Theatre Booking Application Form (Student Bodies)

Submit at least 2 months in advance

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* :

Purpose / Venue	Rehearsal / Setup / Clearance	Event	Usage
Auditorium	Date: Time:	Date: Time:	☐ Lecture / Seminars ☐ Ceremony / Presentation ☐ Meeting ☐ Film / Variety Show
Preparation Room / Back Stage	Date: Time:	Date: Time:	
Lounge Area (G/F)	Date: Time:	Date: Time:	☐ Tea Reception ☐ Exhibition ☐ 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
Sound Feed for Video Recording	setup
Wired microphone (Max: 4 pcs)	pc(s)
Wireless Microphone (Max: 4 pcs)	pc(s)
AV Technical Support (Time :_____)	hr(s)
Setup of Secondary AV Controller	setup
Remove Lectern from Stage	setup

Item	Quantity
Banner Bar	setup
Audio Recording (tape excluded)	hr(s)
DV Recording (tape excluded)	day(s)
Simultaneous Interpretation (Time :_____)	hr(s)
Infrared Simultaneous Interpretation System (60 receiver) / Use of SI Room	day(s)

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)
Microphone Stand	pc(s)

Parking Arrangement :

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

Applicant Signature :

I hereby declare that :

☐ ***I have read and agreed to comply with the Guidelines & Regulations.***

_____

(Signature & Date)

(Official Seal)

Endorsement :

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

Name : _____

Department : _____

Telephone : _____

Date : _____

(Official Seal)

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

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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:	#