



**THE CHINESE UNIVERSITY OF HONG KONG
SHAW COLLEGE**
PE Facilities Booking Form 【For Non-Sports Events】
Submit at least 1 month in advance

Application Date : _____
(For Office Use ONLY)
Fax : 2603 5427

Venue : Indoor Multi-Purpose Sports Hall Outdoor Basketball Court Dancing Room Table-Tennis Room

Event Date : _____ (Day) Time : _____ No. of User : _____

Event Name : _____ Mode : Static Dynamic

Nature of Event : _____ Proposal / Additional Info Attached

Additional Equipment / Service booking : (Deposit & Charges are required) (* For Indoor Multi-Purpose Sports Hall ONLY)

Item	Qty
Stage*	
Table	
Chair	
Table Cloth	

Item	Qty
Wireless Mic	
Cable Mic	
Mic Stand (Floor)	
Mic Stand (Table)	

Service Item
<input type="checkbox"/> PA System (with 2 Wireless Mic)*
<input type="checkbox"/> Technical Support* (Time : _____)
<input type="checkbox"/> Banner*
<input type="checkbox"/> Others :

Applicant : _____ Dept / Society : _____

Student / Staff ID : _____ Telephone : _____ Fax : _____

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

**Endorsed by Office of Student Affairs /
College Dean of Students Office :**
(not applicable for Society under Shaw College)

Date : _____ (Official Seal & Signature) Date : _____ (Official Seal & Staff Name)

For Office Use ONLY :

Facilities Management of College Office

Approved Not Approved (Reason : _____) Technical Support

Processed by (Venue) : _____ Date : _____ Endorsed by : _____

Processed by (Equipment & Service) : _____ Date : _____ Date : _____

Shaw College Physical Education Unit

Approved Not Approved (Reason : _____)

Processed by : _____ Date : _____ Endorsed by : _____ Date : _____

Deposit : HK\$ _____ Handled by : _____ Receipt No. : _____ Date : _____

Charges : HK\$ _____ Handled by : _____ Receipt No. : _____ Date : _____

Refund : HK\$ _____ Handled by : _____ Checked by : _____ Date : _____