Shaw College
The Chinese University of Hong Kong
Booking Application Form

Ref : _____

*Fax: 2603 5427 (Please read the **Guidelines and Regulations** before completion)* *(Please ✓ the appropriate boxes)*

Event Name: _____

Event Date: _____ **Time :** _____

Nature of Event: ☐ Lecture / Seminars ☐ Ceremony / Presentation ☐ Variety Show ☐ Tea Reception
☐ Meeting ☐ Other (please specify:_____)
Is the function open to public? Yes / No Admission Fees:$_____ No. of Users:_____

Venue		**Facilities**
Fu Zung Centre	☐ Fu Zung Centre	☐ Wired Microphone (Max: 1 unit)
	☐ Multi-purpose Room (LG201)	
Wen Lan Tang	☐ Multi-purpose Room (LG403)	
	☐ Multi-purpose Room (LG502)	☐ Projector and Projector Screen ☐ Wireless Microphone (Max:2 units)
	☐ Multi-purpose Room (LG601)	
Multi-Purpose Learning Centre	☐ Multi-purpose Learning Centre (G/F)	☐ Projector and Projector Screen ☐ Wireless Microphone (Max:2 units)
	☐ Meeting Room (LG/F)	☐ TV
☐ AV technician support (Timeslot: _____)		

Additional Equipment

Item	**Quantity**
Microphone Floor Stand	
Microphone Table Stand	
Chair (Plastic / aluminum)	

Item	**Quantity**
Table (2'x6')	
Table (3'x6')	
Others (please specify):	

Applicant's Information:

Department / Unit / Organization:		Endorsed by Office of Student Affairs / College Dean of Students Office (not applicable for Shaw College Student Societies):
Contact Person:	Tel:	
Student / Staff ID:	Fax: :	
Email address:		
Correspondence address:		
I hereby declare that : ☐ ***I have read and agreed to comply with the Guidelines & Regulations.*** Date : *(Official Seal & Signature)*		Name : Date :

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For Office Use Only:

☐ Booking Accepted ☐ Technical Support Approved ☐ Booking Rejected (reasons): _____

Processed by : _____ Date : _____ Endorsed by : _____ Date : _____
Deposit/Charge : $_____ Date : _____ Handled by : _____ Receipt: #_____
Refunded : $_____ Date : _____ Handled by : _____