



**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	<input type="checkbox"/> Fu Zung Centre	<input type="checkbox"/> Wired Microphone (Max: 1 unit)
Wen Lan Tang	<input type="checkbox"/> Board Room (LG202)	<input type="checkbox"/> Wireless Microphone (Max:2 units)
	<input type="checkbox"/> Multi-purpose Room (LG201)	
	<input type="checkbox"/> Multi-purpose Room (LG403)	
	<input type="checkbox"/> Multi-purpose Room (LG502)	
	<input type="checkbox"/> Multi-purpose Room (LG601)	
Multi-Purpose Learning Centre	<input type="checkbox"/> Multi-purpose Learning Centre (G/F)	<input type="checkbox"/> Projector and Projector Screen <input type="checkbox"/> Wireless Microphone (Max:2 units)
	<input type="checkbox"/> Meeting Room (LG/F)	<input type="checkbox"/> TV
<input type="checkbox"/> 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:**

Dept / Unit / Organization:		Endorsed by Office of Student Affairs / College Dean of Students Office (not applicable for Shaw College Student Union & Organizations):  Name : _____ Date : _____
Contact Person:	Tel:	
Student / Staff ID:	Fax: :	
Email address:		
Correspondence address:		
<i>I have read and agreed to abide by the Guidelines &amp; Regulations.</i>  Date : _____ <span style="float: right;">(Official Seal &amp; Signature)</span>		

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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 : \_\_\_\_\_