



Facility Booking Application Form (External)

Please read through the Terms & Conditions for Facility Booking before filling in this form.

*Name of Applicant: _____ (Company/Group/ Individual)

Please attach a copy of the Business Registration Certificate for company applicant)

*H.K.I.D. Card No.(first 4 digits): _____ Company Registration No.: _____

*Contact Person: _____ *YMCA Membership No: _____

*Address : _____

*Telephone No.: _____ Fax No.: _____ *E-mail Address: _____

*Date(s) of Booking: _____ *Day(s) of the Week: _____

*Time: From _____ a.m./p.m. to _____ a.m./p.m. *No. of Attendance: _____

(*Minimum booking: 1 hour)

*Details of Event: (e.g. theme, programme content, title, and name of artists / speakers, etc.)

Please tick ✓ where appropriate

*** MUST FILL-IN**

<u>Venue Requested :</u>	<u>Date</u>	<u>Time</u>
<input type="checkbox"/> Inline Rink / <input type="checkbox"/> Basketball Court		
<input type="checkbox"/> Tennis Court 1 / 2 / 3		
<input type="checkbox"/> Multi-purpose Function Room (air-conditioning)		
<input type="checkbox"/> Open Area (outside the inline rink)		
<input type="checkbox"/> Open Area (outside the tennis court 2 & 3)		
<input type="checkbox"/> KPCC Roof Garden		
<input type="checkbox"/> Whole KPCC		

Remarks : For block booking, please attach a separate booking schedule sheet for checking the venue availability.

<u>Additional Equipment for Hire</u>	<u>Complimentary</u>
<input type="checkbox"/> Electric scoreboard without scorekeeper	<input type="checkbox"/> Screen @Function Room x 1 pc only
<input type="checkbox"/> Electricity supply for air-filled objects	<input type="checkbox"/> Whyteboard (with markers) x 1 pc only
<input type="checkbox"/> P.A. system with microphone	<input type="checkbox"/> Daily used locker: .Max. No.: 10 pcs each
<input type="checkbox"/> Portable Loud speaker with microphone	No.: Male (pcs) , Female (pcs)
<input type="checkbox"/> Portable Loud Speaker	
<input type="checkbox"/> BBQ Stove with open area (not applicable for KPCC roof garden)	
<input type="checkbox"/> Table (_____ pc(s)) & Chairs (No: _____ set (s))	Effective from 1st July, 2018

I would like to apply for the use of the venue from the YMCA of Hong Kong and confirm the above requirements/arrangements. I consent to observe the Terms and Conditions of Facilities Booking (external user) after my venue booking application is approved.

Date of Application: _____ Signature: _____ Company Chop _____