

**Tung Wah College**  
**Facilities Management Office**  
**Venue Reservation for Planned Activities / Events with Venue Setup (Staff)**

Part 1: Applicant' Information

<b><u>School/Unit:</u></b>		
<b><u>Contact Person:</u></b>	<b><u>SID:</u></b>	<b><u>Post:</u></b>

Name of the Activities / Events	Purpose of the Activities / Events	Date & Time	Venue	No. of Participants	Special Arrangement

Tea Service:  Not Required  Required

Please provide:

- Proposed Layout / Setup / Event Rundown (on separate sheet if necessary and available)
  - Type and No. of Furniture & Equipment Required
- (Please complete Part 2 in Page 2. For details, please see Appendix I "Details of Furniture" in Page 3 to 5).

Remarks:

1. Above information should be completed in details for our consideration, otherwise the application might not be entertained.
2. The venue has to be reserved in the Room Booking System by the system users. The address of Online TWC Room Booking System is <https://www.twc.edu.hk/rbs/admin.php>
3. Applicable only when the requested setup is different from the normal condition of the designated venue.
4. Booking is made on a first-come-first-served basis.
5. Booking will be cancelled if there is no user at the reserved facility 30 minutes after the starting time.
6. Please make request 7 working days in advance. If large scale of activities / events will be held (e.g. information day, admission interview, etc), applicant should make request at least 10 working days before the date of activities / events.
7. Upon confirmation, a copy of the form will be returned to the applicant via email for information / retention.

I read and agree the "General Conditions for the Use of Venues and Facilities on Campus".[Ref. No.: FMO/003/20150821(v1)]

Applied by: \_\_\_\_\_ Endorsed by: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

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**Use for Facilities Management Office (FMO)**

The above application is  approved  not approved Reason: \_\_\_\_\_

Followed by: \_\_\_\_\_ Endorsed by: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **Part 2: Furniture Requiring**

Target Completion Date / Time for Venue Setup: \_\_\_\_\_

Please make request 7 working days in advance. If large scale of activities / events will be held (e.g. information day, admission interview, etc), applicant should make request at least 10 working days before the date of activities / events.

<b>Item</b>	<b>Furniture</b>	<b>Colour</b>	<b>Size</b>	<b>Quantity</b>
1	Mobile Notice Board	Blue	W900 x H1800mm	
2	Event Table	Light Grey	L1800 x W600 x H750mm	
3	Folding Desk (3-Seat)	Light Grey	L1800 x W450 x H750mm	
4	Folding Desk (2-Seat)	Light Grey	L1200 x W450 x H750mm	
5	Velvet Table Cloth	Dark Purple	L1800 x W600 x H750mm	
6	Velvet Table Cloth	Red	*Available for Item 2 & 3	
7	Dining Cloth	White	L1800 x W600 x H750mm * Available for Item 2 & 3	
8	Dining Cloth	Light Orange	L2400 x W1200mm * Available for Item 2, 3 & 4	
9	Waterproof Dining Cloth	White	L2400 x W1200mm * Available for Item 2, 3 & 4	
10	Whiteboard with Rack	--	W1200 x H900mm	
			W1800 x H900mm	
11	Exam Table	Light Brown	L560 x W380 x H750mm	
12	Event Chair	Black	N/A	
13	Mobile Stage	Red	L2440 x W1830 x H410mm	
14	Wooden Steps	Grey	①W750 X D500 X H400mm	
			②W1500 X D600 X H200mm	
15	Cable Reel	--	Length of Cable: max. 25M	
16	Extension Socket	--	Length of Cable: max. 1M	
17	Others <i>Please specify:</i>			

Applied by

Endorsed by

Followed by

\_\_\_\_\_  
Name:

School/Unit:

Date:

\_\_\_\_\_  
Name:

School/Unit:

Date:







\_\_\_\_\_  
Name:

School/Unit: FMO

Date:

### Appendix I –Details of Furniture

Item	Furniture	Colour	Size	Photo
1	Mobile Notice Board	Blue	W900 x H1800mm	
2	Event Table	Light Grey	L1800 x W600 x H750mm	
3	Folding Desk (3-Seat)	Light Grey	L1800 x W450 x H750mm	
4	Folding Desk (2-Seat)	Light Grey	L1200 x W450 x H750mm	
5	Velvet Table Cloth	Dark Purple	L1800 x W600 x H750mm *Available for Item 2 & 3	
6	Velvet Table Cloth	Red		

7	Dining Cloth	White	L1800 x W600 x H750mm * Available for Item 2 & 3	
<b>Item</b>	<b>Furniture</b>	<b>Colour</b>	<b>Size</b>	<b>Photo</b>
8	Dining Cloth	Light Orange	L2400 x W1200mm * Available for Item 2, 3 & 4	
9	Waterproof Dining Cloth	White	L2400 x W1200mm * Available for Item 2, 3 & 4	
10	Whiteboard with Rack	--	W1200 x H900mm	
			W1800 x H900mm	
11	Exam Table	Light Brown	L560 x W380 x H750mm	
12	Event Chair	Black	N/A	

13	Mobile Stage	Red	L2440 x W1830 x H410mm	 <p>Sample of using 2 stages</p>
<b>Item</b>	<b>Furniture</b>	<b>Colour</b>	<b>Size</b>	<b>Photo</b>
14	Wooden Steps	Grey	①W750 X D500 X H400mm ②W1500 X D600 X H200mm	
15	Cable Reel	--	Length of Cable: max. 25M	
16	Extension Socket	--	Length of Cable: max. 1M	