



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

**Part 1: Applicant's 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)
- Contents of Video filming and photo shooting in the venue / mass media involvement  
(Please complete Part 2 if video filming and photo shooting in the venue are required or mass media will be involved)
- Type and No. of Furniture & Equipment Required  
(Please complete Part 3 on Page 2. For details, please see Appendix I "Details of Furniture" on Pages 3 to 5).

Remarks:

1. The above information should be completed in details for our consideration, otherwise the application might not be considered.
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 at <https://www.twc.edu.hk/rbs/admin.php>.
3. Booking is made on a first-come-first-served basis.
4. Booking will be cancelled if there is no user at the reserved facility 30 minutes after the starting time.
5. Please make request 7 working days in advance. If a 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.
6. Upon confirmation, a copy of the form will be returned to the applicant via email for information / retention.

**Part 2: Video Filming and Photo Shooting/Mass Media Involvement**

Please provide details of video filming / photo shooting to be conducted / mass media involvement below (use a separate sheet if required):

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**Part 3: Furniture Requiring**

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

Please make request 7 working days in advance. If a 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.

Item	Furniture	Colour	Size	Quantity
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>			

I have read and agree to comply with the “Conditions and Regulations for the Use of Venues and Facilities on Campus” [Ref. No.: FMO/020].

Applied by: \_\_\_\_\_

Endorsed by: \_\_\_\_\_

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

(School Dean / Unit Head)

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

**For Office use**

***For Communications and Public Relations Office’s Endorsement***

Referring to Part 2: Video Filming/Photo Shooting/Mass Media Involvement, please provide the comment or endorsement as below:-

\_\_\_\_\_

Endorsed by : \_\_\_\_\_

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

Date : \_\_\_\_\_

***For Facilities Management Office’s Approval***

The above application is approved / not approved







Reason : \_\_\_\_\_








Approved by: \_\_\_\_\_



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

Date: \_\_\_\_\_

**Appendix I –Details of Furniture**

<b>Item</b>	<b>Furniture</b>	<b>Colour</b>	<b>Size</b>	<b>Photo</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  *Available for Item 2 & 3	
6	Velvet Table Cloth	Red		
7	Dining Cloth	White	L1800 x W600 x H750mm  * Available for Item 2 & 3	

Item	Furniture	Colour	Size	Photo
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	
				
				Sample of using 2 stages

Item	Furniture	Colour	Size	Photo
14	Wooden Steps	Grey	① W750 X D500 X H400mm	
			② W1500 X D600 X H200mm	
15	Cable Reel	--	Length of Cable: max. 25M	
16	Extension Socket	--	Length of Cable: max. 1M	