

Tung Wah College
Facilities Management Office
Venue Reservation for Planned Activities / Events (School Organization)

Part 1: Applicant's Information

<u>School Organization:</u>			
<u>Contact Person (Full Name):</u>		<u>SID:</u>	<u>Post:</u>
<u>Contact no.:</u>			
<u>Email:</u>			

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

Requiring Furniture: No Yes (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 consideration, otherwise the application might not be entertained. Proposed setup plan and rundown of activities / event should be submitted along with venue application.
2. The application from School Organizations should be endorsed by Student Affair Office (SAO) or affiliated Schools. The applicant is advised to read the "Conditions and Regulations of Hire of College Venues and Facilities by School Organizations".
3. The requested furniture should be delivered by the applicant from the storeroom to venue. After the event, the applicant has to reinstate and clean the venue. All furniture should be returned to the storeroom.
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 "Conditions and Regulations of Hire of College Venues and Facilities by School Organizations".
[Ref. No.:FMO/015/20190313(v1)]

Applied by: _____ Endorsed by (SAO): _____
Name: Name:
Date: Date:

Use for Facilities Management Office

The above application is approved not approved Reason: _____

Followed by: _____ Approved by (FMO): _____
Name: Name:
Date: Date:

Part 2: Detailed Information on Furniture Required

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.

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	Cable Reel	--	Length of Cable: max. 25M	
15	Extension Socket	--	Length of Cable: max. 1M	
16	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		

Item	Furniture	Colour	Size	Photo
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	

Item	Furniture	Colour	Size	Photo
13	Mobile Stage	Red	L2440 x W1830 x H410mm	  <p>Sample of using 2 stages</p>
14	Cable Reel	--	Length of Cable: max. 25M	
15	Extension Socket	--	Length of Cable: max. 1M	