

(External)

Hong Kong Baptist university
Department of Music

ROOM REQUEST APPLICATION FORM

Reservation for room no. _____

Name of Application: _____
(in Block Letter)

Name of Organization: _____

Contact Tel no.: _____ Fax: _____

Booking Date: _____ Time: _____ to _____
(dd/mm/yy) (am/pm) (am/pm)

Purpose: _____

Musical Instrument / Equipment requested:

- Multi discs player (HK\$100 per hour)
- Video projector (HK\$100 per hour)
- Video presentation stand (HK\$100 per hour)
- Upright piano (HK\$200 per hour, exclude tuning charge)
- Grand piano (HK\$300 per hour, exclude tuning charge)
- Computer + Projector (HK\$120 per hour)

Total rental charge: _____

Please prepare a cheque and make payable to "Hong Kong Baptist University" and mail it to "Department of Music, Hong Kong Baptist University, 224 Waterloo Road, Kowloon Tong, Kowloon", attention to Ms. Jenny Lau. Application form and the cheque should reach our Office 10 days prior to booking day.

- Note: 1) The University accepts no liability for any accidents injuries, theft or damage for people, vehicle or equipment in using the premises.
- 2) You are responsible for the cost of damage to the instrument / equipment.

Date: _____ Chop & Signature: _____

For Office Use Only

Approved Disapproved

Date: _____ Chop & Signature: _____

MUS