



Tel : 3943 6604

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Application for Use of Conference Room (SB422)

(Capacity : 60 Seats)^{Note 1}

New Application

Amendment

Cancellation

Particulars of Applicant

Name of Applicant : _____ Tel No : _____
 Dept. / Unit : _____ Fax No : _____
 Contact E-mail Address : _____

Date and time of use (one form for booking of one session)

Date _____ from _____ Time _____ am/pm* to _____ am/pm* Amount : HK\$ _____

Purpose & Name of Function :

No. of participants : _____

*Please delete as appropriate.

Please list other bookings below ^{Note 2} : Nil

1. Date : _____ Time : _____
 2. Date : _____ Time : _____

Charge ^{Note 3}

\$150 per a 3-hour session (a minimum of \$50 will be charged for over time for less than one hour). Please present a completed internal transfer form (Attachment A) when collecting keys.

List of Equipment

- LCD Projector - Wireless Microphone (1) - Ceiling Speaker
 - DVD Player - Wired Microphone (1) - Screen 60"

I understand and will closely observe the regulations (Attachment B) for use of SB422.

Signature of Applicant : _____ Date : _____

FOR OFFICE USE ONLY

Received by : _____ Date : _____
 Handled by : _____ Date : _____

Note 1 : 30 seats with tables + 30 seats outer circle without tables.

Note 2 : Each unit/department is only allowed to hold booking to a maximum of three 3-hour sessions regardless of length of period. Conferences last for a few days may be negotiable. Booking for international conferences is accepted within 6 months. All other bookings are accepted within 2 months.

Note 3 : **No technical support / manpower will be provided. No stationery or tea will be served.** Users should be prepared to have their own technical or support staff stand by, if needed.