

### FACILITIES BOOKING APPLICATION FORM

Name of Organisation: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Event Manager: \_\_\_\_\_ Mobile no. \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Booking Date: \_\_\_\_\_ Booking Time: \_\_\_\_\_

Official Name of Function: \_\_\_\_\_

Facilities Hired: \_\_\_\_\_

Function Nature:  Seminar  Ceremony  Christian Activity  Concert  
 Recital  Choral Performance  
 Others: \_\_\_\_\_

#### Schedule

Set-up Time (1)	
Admission Time (2)	
Event Commencing Time (3)	
Event End Time	

(1) In case set-up time is earlier than the booking time, extra hour(s) booking is required beforehand.  
(2) For Life Centre Auditorium booking, time for admission must be at least 15 minutes prior to the event to avoid overcrowding in the Lobby areas.  
(3) Operation and programme rundown must be submitted to the Church Office at least 14 days prior to the day of use.

#### Ticketing Arrangement

Yes  By ticket, free seating  No ticket, free seating

No

Estimated no. of participants: \_\_\_\_\_

PTO

**FACILITIES BOOKING APPLICATION FORM (Con't)**

**Stage Fixture & Furniture (Please submit Stage Floor Plan)**

- Life Auditorium       Banner / back drop       Table (max. 2) \_\_\_\_\_ no(s)  
     Armchair(s) \_\_\_\_\_ no(s) (max. 4)       Lectern
- Amphitheatre       Banner / back drop       Table (max. 2) \_\_\_\_\_ no(s)  
     Chair(s) \_\_\_\_\_ no(s)
- Church       Table (size, max. 2) \_\_\_\_\_ no(s)

**Other Facilities**

- Reception: table \_\_\_\_\_ no(s)      Chair \_\_\_\_\_ no(s)
- Signage stands: A3 size (max. 4) \_\_\_\_\_ no(s)      A4 size (max. 4) \_\_\_\_\_ no(s)
- Baby Room/VIP Room (Life Auditorium & Church only) (subject to approval)
- Decoration (Prior approval is required, please attach a plan)

**Audio Video & Musical Equipment**

*(please refer to the Facilities Booking brochure for number available & additional fees)*

- Wireless Microphone \_\_\_\_\_ no(s)       Choir microphone \_\_\_\_\_ no(s)
- Projector & screen       DVD Player
- Slideshow / PowerPoint (own computer is needed)       TV
- Audio recording       Grand Piano / Digital piano
- Keyboard & amp       Guitar amp
- Drums       Base amp

I/We have read and agreed to the terms and conditions for hiring St. Andrew's facilities.

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

\_\_\_\_\_  
 Organisation Chop

**FOR OFFICE USE**

Booking Fees (total):		Received by:	
Payment(s):	Cash/cheque #	Receipt #	Date

**Remarks:**