

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: