

Application for University Chapel

(Non-UGC Funded Programs and Activities and Visitors)

Reservation Information			
Person in Charge			
Organization			
Address			
Tel No		Fax No	
Function to be	<input type="checkbox"/> open to public <input type="checkbox"/> limited to member <input type="checkbox"/> private		
Number of participants	<i>(maximum capacity: 300 seats)</i>		
Purpose & nature			
Date			
Time		Official Starting Time	

Booking Rate			
Items		Quantity	Charges
Equipment	Table(s) (Max: 4) (2ft x 4ft)		/
	Board(s) (Max: 2)		/
	Piano	<input type="checkbox"/>	HK\$350 x _____ hours
	Organ	<input type="checkbox"/>	HK\$450 x _____ hours
AV equipment (helper set up fee)	Stand Mic(s) (Max: 2)		HK\$50 x _____ hours
	Wireless Mic(s) (Max: 2)		
Rental Fee			HK\$1500 x _____ hours
Total Amount			\$

Note: In case of emergency during the ceremony, please contact control room of the Estates Office at 2338-0672.

I/we, the undersigned, hereby apply for the use of the University premises as specified above and agree to perform and observe the Terms and Conditions for users prescribed by Hong Kong Baptist University if my/our application is accepted.

Signature: _____

Date: _____

FOR CHAPLAIN'S OFFICE USE ONLY

Approved on:	
Signature:	

Regulations for using the University Chapel

1. The University Chapel has the seating capacity of 300.
2. Smoking, food and drinks are strictly prohibited in Chapel.
3. Venue Set-up
 - ♦ The booking time stated on the application includes preparation and set-up period.
 - ♦ Please keep all exits clear.
 - ♦ Minimal decoration is allowed and must be approved by the Chaplain's Office prior to the function.
 - ♦ Nails, screws, pins, adhesive tapes or any fastening must not be driven into walls, floors, stairs, furniture or fittings.
 - ♦ Placing any liquid containers on piano or organ is strictly prohibited.
 - ♦ The hirer shall not, without the prior permission of the Chaplain's Office, permit anyone to move the furniture inside the Chapel.
 - ♦ The hirer shall be liable for the cost of repairing or replacement of the property in the Chapel which shall be damaged, destroyed, or stolen during the period of hire.
4. Vacating Venue
 - ♦ The venue should be returned and reinstated on time.
 - ♦ Overtime will be charged at the non-discounted hourly rate.
5. Use of equipment
 - ♦ Only certified person is allowed to use the organ in the Chapel. (e.g. HKBU student majoring in organ)
6. The offering of items for purchase in the University Chapel is strictly prohibited.
7. For cancellation of the booking, the applicant should notify the Chaplain's Office as early as possible so that other users may be able to use the facility.

I have read and agree to the regulations stated above.

Signature of Applicant: _____

Name in Block Letters:

Date: