



FACILITY BOOKING FORM

Name of the Company _____

Address _____

Hong Kong/ Kowloon/ New Territories

Email _____ Tel _____ Fax _____

Person In Charge _____ mobile _____

Venue Visit

You are strongly advised to visit the venue and see the facilities before confirming booking. Please contact the Facilities Manager at facilities.rental@shatincollege.edu.hk or call 26991811 Ext 201.

Purpose of Booking _____ No. of participant _____

FACILITY

Sha Tin College Sports Complex

• Swimming Pool	• Roof Astro Turf
• Multi-Sports Hall	• Poster Display Board (\$500 per month)*
• Volleyball Courts	• A4 Size Brochure Display Rack (\$1000 per month)*
• Storage Locker (\$100 per month, \$200 per quarter)	•
Locker users have to provide their own padlocks.	*Extra discount will be offered for annual booking.

Sha Tin College

• School Hall	• Cafeteria
• G/F Sports Hall	• Drama Studio
• Open Playground – Full / Half	• Meeting Room
• Roof Playground	• Bouldering Area
• Outdoor Seating Area	• Cafe
• Classroom	• Others

BOOKING DETAILS (please use extra paper if necessary)

Dates (DD/MM/YY)	Time	Facility	Unit/Lane	Remark

The following supporting documents must be submitted upon confirmation of booking

- Copy of the Business Registration
- Copy of the Public Liability Insurance Cover Note (Joint Name with ESF / Sha Tin College, and not less than HK\$20 million)

DECLARATION: I/We agree to follow and abide by the "Terms and conditions of Hiring under License Agreement" as prescribed by ESF / Sha Tin College.

Applicant's Signature
(Applicant must be over 21 years old)

Date

Organization / Company Chop

Office Use Only

Received Date:

Staff Initial:

