

# Booking Form for School Hall<sup>①</sup>

Date of application: \_\_\_\_\_

<b>Date, Time &amp; Duration</b>	<b>Activity Name</b> (with brief description)	<b>Organizing body</b> [with Person-in-charge (PIC name) and contact details]	<b>Approval by School Principal</b>
Date: _____ Time: _____ From _____ to _____ Duration - _____ Preparation: _____ hours Event: _____ hours Clean up: _____ hours	Name: _____ Brief Description: _____ _____ _____	Organization /Group: _____ _____ PIC Name: _____ Contact Person: _____ Contact details: _____ _____ PIC's signature: _____ _____	<input type="checkbox"/> Approved with standard rate <input type="checkbox"/> Approved with concessionary rate <input type="checkbox"/> Not approved Signature: _____ _____

## Air-conditioning (please ✓ in the plan you requested):

Rent (WITH air conditioning)

(Standard charge : HK\$4,000/4 hrs; Approved concessionary rate: HK\$2,800/4 hrs)

Rent (WITHOUT air conditioning)

(Standard charge : HK\$2,200/4 hrs; Approved concessionary rate: HK\$1,400/4 hrs)

## AV equipment (please ✓ in the plan you requested):

Equipment / Support							
Plan	Microphones (Max 3) (\$90/4 hrs)	LCD Projector and Projection screen (Standard charge : HK\$400/hr; Approved concessionary rate: HK\$200/hr)	Computer <sup>②</sup> (VGA input only)	Audio input	Basic Stage Lighting-on/off only, No color lighting support (Standard charge : HK\$450/hr; Approved concessionary rate: HK\$350/hr) <sup>③</sup>	On-site technical Support <sup>④</sup>	
A	✓	✗	✗	✓	✗	✗	
B	✓	✓	✗	✓	✗	✗	
C	✓	✓	✗	✓	✓	✗	

1. Plan A

2. Plan B

3. Plan C

## Other facilities required <sup>⑤</sup> (please put a ✓ in the items you requested):

Chairs only :

(a) Less than 250 (\$120)

(b) 250 – 500 (\$240)

(c) 500 – 700 (\$360)

(d) 700 – 900 (\$480)

Desk and Chair sets :

(e) 200 sets (\$290)

(f) 400 sets (\$580)

Remarks: <sup>①</sup> After completing the form, please return it by email to BOTH [wahyan@wahyan.edu.hk](mailto:wahyan@wahyan.edu.hk) and [kellyleung@wahyan.edu.hk](mailto:kellyleung@wahyan.edu.hk).  
<sup>②</sup> Please bring your own computer for plug-in  
<sup>③</sup> Normal classroom type lighting will be provided without charge. This is however insufficient for events such as prize presentation or opening ceremony. Users are expected to conduct site visits to assess their needs.  
<sup>④</sup> There is no on-site technician in our school during non-school hours. Site visit and equipment testing during school hours is welcomed. A 45-minute training course for proper use of AV equipment can be provided during school days from 0830 to 1600

hours inclusive. Alternatively, video tutorial links will be given for reference.  
Ⓢ Due to the limited number of parking space in our carpark, parking is normally not available for the event.

## Layout of School Hall as below for reference

