

Booking Form for School Playground ①

Date of application: _____

Date, Time & Duration	Activity Name (with brief description)	Organizing body [with Person-in-charge (PIC name) and contact details]	Approval by School Principal
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: _____

Rent

Standard charge : HK\$400/2 hours;

Approved concessionary rate: HK\$200/2 hours

Other facilities required ②

Remarks: ① After completing the form, please return it by email to BOTH wahyan@wahyan.edu.hk and connielin@wahyan.edu.hk.

② Due to the limited number of parking space in our carpark, parking is normally not available for the event.

Terms of Use

1. At the end of the using period, the user shall restore the premises to its original condition. The user shall be liable for any damage caused to the premises during the course of its use.
2. During the course of using the premises, the user shall comply with all applicable laws of Hong Kong. The College shall not be liable in any way for the breach of any applicable law by the user.

I agree to the above terms of use.

Name: _____

Signature: _____

Date: _____