

Booking Form

All information is confidential.

The record will be discarded immediately after the rental period is over.

Name of Organizer: _____

Email Address: _____

Contact Tel Numbers: Office: _____ **Mobile:** _____

Name of Activity: _____

Booking period: Date (dd/mm/yyyy e.g. 01/12/2019) _____

Time (xx:xx am/pm, e.g. 10:30 am) _____

Estimated Number of Participants: _____

*(As part of the rental requirement, please **send us your advertisement material** for our records when it is ready.)*

If it is a training activity, please state the trainer's credentials (as they are stated in the advertising materials):

*(If this is the first time the trainer teaches this kind of activity in our centre, please **attach a copy of the certificate** regarding the training credentials.)*

I agree to pay \$50 for each change/cancellation made after the booking is confirmed.

Yes / No (please circle whatever is appropriate)

Is the activity free of charge?

Yes / No (please circle whatever is appropriate)

If it is not a free activity, please complete below:

I would choose to pay

\$1000 per hour / 30% of fees collected (please circle whatever is appropriate)

I would like to have the invoice & receipt in the following format

Electronic copy / Hard copy (please circle whatever is appropriate)

I agree to pay the rent not later than 1 week after using the centre (in the case of an 8-week course, not later than one week after Class 1.)

Yes / No (please circle whatever is appropriate)

Name of Applicant: _____ **Date:** _____

Thank you for your interest in using the Centre.