|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Headquarters Booking Form** | | | | | | | | | | | | | | | |
| *Please specify ☑ as appropriate* 🞏Member 🞏Uniformed Groups, Schools, NGOs(attach section 88 of Inland Revenue Ordinance), NSA, Government Depts. 🞏Non-Member | | | | | | | | | | | | | | | |
| **Applicant’s Name** | | | | | | | | | | | Name of Organization / Unit No. (School Name) | | | | |
| Address | | | | | | | | | | | | | | | |
| Contact Tel No / Mobile No | | | | | | Fax No | | | | | | | | E-mail | |
| Name of Event | | | | | | | | | | | | | | | |
| Purpose of Booking | | □ Group Training □ Meeting □ Gathering □ Exercising □ Others, please specific：\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| **Date of Use** | **Time of Use (XX:00/XX:30)** | | | **Room** | **No of Users** | | | | | | | | *Please specify ☑ as appropriate* **Show at G/F TV**🞏 Yes 🞏 No | | |
| **Age** | | | | | | | |
| **1-14** | | **15-24** | **25-39** | **40-59** | **60+** | | |
| *d/m/y* | *00:00 – 00:30* | | | *302* | *5* | | *20* | *5* | *0* | *0* | | | **Additional Equipment *(extra charge)*** *Please specify ☑ as appropriate* | | |
|  |  | | |  |  | |  |  |  |  | | | 🞏 Wireless Mic & DVD (Hall, Ex-Hall) | | |
| 🞏 Portable Wireless Mic (Activity Room) | | |
|  |  | | |  |  | |  |  |  |  | | | 🞏 TV & DVD (Activity Room) | | |
| 🞏 LCD Projector / 2 Hours 🞏 LCD Projector / 1 Day | | |
|  |  | | |  |  | |  |  |  |  | | | 🞏 Ultra short throw projector with electric floor-rising screen  🞏 4 Hours 🞏 8 Hours  Technician Support (Hour: \_\_\_\_\_\_\_\_\_) | | |
|  |  | | |  |  | |  |  |  |  | | | **Setting** 🞏 U-Shape 🞏 Square 🞏 Circle 🞏 Theatre 🞏 Open-room  🞏 Attachment  (Folding tables, chairs and whiteboard are provided) | | |
|  |  | | |  |  | |  |  |  |  | | | **For Internal Use Only**  Notebook 🞏 $150 / 2 Hours 🞏 $500 / 1 Day  Coffee & Tea 🞏 $15 / whole day/person 🞏 $10 / half-day/person  bottled water 🞏 $5/ bottle (Qty: \_\_\_\_\_\_\_\_\_\_) | | |
|  |  | | |  |  | |  |  |  |  | | |
| **Remarks** | | | | | | | | | | | | | | | |
| **REMARKS** 1. The personal data provided by the Applicant will only be used for booking purpose. 2. Applicant must reach the age of 21 or overor have the HONG KONG GIRL GUIDES ASSOCIATION recognized valid qualification holder and hold valid Hong Kong identity card. 3. Applicant need to return the duly signed application form within 7 days after reserving the camp date with Campsites and Property Department by phone, and all payment must be settled within 21 days after returning the application form. Bookings will only be confirmed upon receipt of payment.  **NOTICE ON PERSONAL DATA POLICY** The personal data provided will be used for the relevant activity. The HKGGA can provide the personal data to anybody for the purpose of the operation of the activity or any other purposes that need the data.  **DECLARATION** I will ensure that all users are fully aware of and observe the Headquarters Rules. | | | | | | | | | | | | | | | |
| Applicant’s Signature Date | | | | | | | | | | | | | | | Organization/Company Chop |
| **OFFICE USE ONLY** | | | | | | | | | | | | | | | |
| Application No. | | | | | | | | | | | | □Internal Use (Cost Centre )  Signature for Approval of Internal Charge | | | |
| Date of payment | | |  | |  | | | | | | |
| Amount($) | | |  | |  | | | | | | |
| Invoice No. | | |  | |  | | | | | | |
| Receipt No | | |  | |  | | | | | | | □Funded ( )  Signature for Approval | | | |
| Signature | | |  | |  | | | | | | |
| Remarks | | | | | | | | | | | |