

### ADC Conference / Meeting Rooms Rental Request Form

Name of Organisation: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Position: \_\_\_\_\_ Phone no.: \_\_\_\_\_

Name of Duty Staff: \_\_\_\_\_ Position: \_\_\_\_\_ Phone no.: \_\_\_\_\_

Other Contact Phone No.: \_\_\_\_\_ Fax no.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Name of Referee (if applicable): \_\_\_\_\_ (ADC council member/ advisor/ examiner)\*; or  
 Grantee/ Arts practitioner

Purpose of Event: Conference / Course / Training / Others\* (Please specify: \_\_\_\_\_ )

Name of Event (if any): \_\_\_\_\_

**Conference / Meeting Rooms Rental (minimum two hours per booking)**

Venue Requested	Date of Reservation		Hours of Reservation		No. of Participant	Facilities Requested
	From	To	From	To		

**Contents of Event**

Are there fees chargeable to participants?  No  Yes (Please refer to paragraphs 6-8 of Application Guidelines and provide details of fee(s) \_\_\_\_\_ )

I, on behalf of the organization, accept the venue and facilities provided by the Hong Kong Arts Development Council and will strictly follow the relevant rules and regulations.

Signature: \_\_\_\_\_ Name and Position: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Company Chop)

\*Delete as appropriate

<b>For Office Use only</b>		
Booking number: _____	Checked by: _____	Date: _____
Approved by: _____	Date: _____	
Booking confirmed by: _____	Date: _____	
Total charges: _____	Receipt no.: _____	