



**The Hong Kong University of Science & Technology
Academic Registry**

Booking Form for KT30 at the Millennity

(Please tick the appropriate boxes)

☐

New Booking

☐

Amendment

☐

Cancellation

Information of Applicant:

☐

UGC Funded Event

☐

Non-UGC Funded Event

Department/Office/Organization: _____

Name of the Applicant: _____

Position: _____

Email: _____

Office Tel No.: _____

Mobile No.: _____

Details of Booking:

Name of Event: _____

Date of Event: _____ Time of Event: _____

Nature of Event *(Please tick the appropriate boxes)*:

☐

Seminar

☐

Conference

☐

Meeting

☐

Workshop

☐

Social or Cultural Activities

Others *(please specify)*: _____

Estimated no. of Participants: _____

Nature of the Participants:

☐

Student

☐

Staff

☐

Faculty Member

☐

Alumni

☐

Outsiders

Others *(please specify)*: _____

Venue Requirement of Booking:**A. Rooms:**

Room Type	Capacity	Requirement (please "✓" as appropriate)
Classroom #1	80	
Classroom #2	80	
Classroom #3	101	
Classroom #4	96	
Classroom #5	90	
Lounge	100	
Meeting Rooms (#1-4)	8 each	
Entire Venue	450	

B. Additional Equipment:**Max Qty****Qty Req'd**

a) Wired microphones	2	
b) Wireless microphones	2	
c) Portable Amplifier	1	

C. Special Request (please "✓" only if the following is required)☐

Removal of the partition between Classroom #3 and the lounge is required.

*(If this box is checked, both Classroom #3 and the Lounge in Section A above should be checked simultaneously.)***Confirmation:**

- By signing this booking form, the applicant has read through the details listed in Sections A-F of the Booking Guidelines of KT30 at the Millennity and agrees to comply with the Terms and Conditions of using the venue once the booking is confirmed.
- The applicant agrees to pay all charges related to the booking of the above.

Signature of Applicant: _____

Date: _____

Approved by*:

Name of Approver: _____ Position: _____

Signature of Approver: _____

The above booking must be approved by the Head or Director of the applicant's Department or Office.*For Official Use**

Ref. no. _____

Form Received Date: _____

Handled By: _____

Booking Status: ☐ Accepted ☐ Rejected ☐ Pending for Additional Information

Booking Confirmed Date: _____ Remarks: _____