VENUE HIRE BOOKING REQUEST FORM

HARROW
INTERNATIONAL
SCHOOL
HONG KONG

Date of Booking Request: _____

Proposed Date: _____

Start Date: _____   End Date: _____

Start Time: _____   End Time: _____

Name of the Organisation/Individual: _____

Description of the event: _____

Max No. of children involved: _____   No. of adults involved: _____

Facilities Required	*Tick*	Additional Equipment Required
Lecture Theatre	☐	
Sports Hall/Assembly Hall	☐	
Multipurpose Room (Large/Small)	☐	
Dance Studio	☐	
Classrooms	☐	
Swimming Pool	☐	
Astroturf	☐	
Tennis Courts	☐	
Dining Hall	☐	

DECLARATIONS

- I/We read and agree to abide by the terms and conditions set out in the Terms and Conditions Document. I understand that failure to comply with any of the conditions may result in cancellation of the right to use the School premises.
- I/We agree that the School reserves the right to disclose any or/and all the information provided on this form, including name(s) of the organisation(s)/individual(s), to third parties if it deems necessary.
- I/We understand that the School reserves the right to reject any application for the use of premises.
- I/We are the authorised person(s) to sign this form on behalf of the above mentioned organisation.

Signature & Company Chop: _____   Full Name of the Applicant: _____

Contact Details: _____   Date: _____

NOTES:

- The School reserves the right to reject any application for the use of facilities if it affects the School operations.
- Smoking is prohibited in the School. We would appreciate you bringing this to the attention of your staff and/or clients.
- Open flames devices, candles, etc. are prohibited all inside and outside areas.
- Filming or Photo Shooting is not allowed in the premises without pre-approval.
- Please submit a photocopy of valid Business Registration or Certificate of Incorporation
- Application deadline for venue hire. No late applications will be entertained.
    - 20th October – For using facilities during Christmas Break
    - 31st January – For using facilities during Easter Break
    - 31st May – For using facilities during Summer Break

Please send the completed application form to venuehire@harrrowschool.hk

For School Use Only:
Application Approved: Yes/No
Signature and Name of the Approver: