

# Jao Tsung-I Academy Venue Booking Form



Notes:	<p>(1) Please read the “Venue Booking Handbook” before making booking reservation, and make sure you agree with the terms and conditions before list in the handbook.</p> <p>(2) The booking requests submitted are not valid automatically until the bookings are approved with corresponding documentation.</p> <p>(3) All the submitted information in the booking form should be congruent with the content of the actual activity, otherwise JTIA may reserve the right to terminate the activity and JTIA should not bear any compensation upon the booking, and no rental payment will be refunded. JTIA may also reserve the right to take measures on any expected consequences caused.</p> <p>(4) JTIA reserves the final decision to accept or reject the application of the venue booking.</p>
<b>[1] Application Details (Mandatory)</b>	
Identity (Please tick as appropriate)	<input type="checkbox"/> Individual <input type="checkbox"/> Organization (Please attach Certificate of Incorporation/ Business Registration copy)
Application Details	<p>Part 1 [For Individual Application]</p> <p>Name of Applicant: _____ Tel: _____</p> <p>Email : _____ Fax: _____</p> <p>Address: _____</p>
	<p>Part 2 [For Organization Application]</p> <p>Organization: _____</p> <p>Organization Nature: <input type="checkbox"/> Business Corporation <input type="checkbox"/> Government/ Public Institute</p> <p><input type="checkbox"/> Organization in Culture/ Art/ Educator <input type="checkbox"/> NGO/ Charities<sup>#</sup></p> <p><input type="checkbox"/> Others (Please note) _____</p> <p><small># Please submit with the copies of the proof of NGO /Charities</small></p> <p>Person-in-charge: _____ Position: _____</p> <p>Tel: _____ Mobile: _____</p> <p>Fax: _____ Email: _____</p> <p>Address: _____</p> <p>Facebook name: _____</p> <p>Instagram name: _____</p>
	Signature of Applicant with organization stamp:
	Date: _____

	Zone	Block	Venue (Please tick as appropriate)	Date & Time
	Upper Zone		<input type="checkbox"/> Bamboo (Near Block A)	Date: Time:
	Middle Zone	F	<input type="checkbox"/> Exhibition Hall 1 (Block F Ground Floor)	Date:
			<input type="checkbox"/> Hall A <input type="checkbox"/> Hall B	Time:
		G	<input type="checkbox"/> Resources Center (Upper Floor)	Date: Time:
		I	<input type="checkbox"/> Theatre	Date: Time:
		J	<input type="checkbox"/> Lecture Hall (Upper Floor)	Date:
			<input type="checkbox"/> Activity Rooms (Ground Floor)	Time:
		K	<input type="checkbox"/> Activity Room 7 <input type="checkbox"/> Activity Room 8 <input type="checkbox"/> Activity Room 9 <input type="checkbox"/> Activity Room 10	Date: Time:
	Outdoor	<input type="checkbox"/> Workshop 2 <input type="checkbox"/> Workshop 1	Date:	
		<input type="checkbox"/> Conference Room	Time:	
		<input type="checkbox"/> Block F & G Courtyard <input type="checkbox"/> Block H & I (Atrium) <input type="checkbox"/> Block I & J Courtyard	Date: Time: Date: Time:	
	Lower Zone	P	<input type="checkbox"/> Gallery Room 2 & 3	Date: Time:
		Outdoor	<input type="checkbox"/> Lily Pond Zone	Date: Time:
	Venue arrangement	Venue support fees for Special Sessions * (8 am-10 am) *the additional cost includes the basic venue only, not including the operator - Activity Rooms, Workshops, and Conference Room: HK\$250/ hour - Exhibition Hall, Lecture Hall, Theatre and Resource Centre: \$500/ hour - Selected open area: \$1,000/ hour		Date: Time:
Garbage Arrangement: (E.g. large foam boards, timber, and flower basket, etc.)		<input type="checkbox"/> Garbage Truck Arrangement		
Others, please note:				
<b>[2] Event Details (Mandatory)</b>				
Event Name:				
Date and Time:		Date: _____ Time: _____		
Capacity:		_____ Persons (Estimated number of participants)		
Admission Fee:		<input type="checkbox"/> Free of Charge <input type="checkbox"/> with Admission Fee, HK\$ _____		
Brief Description: Please attach the promotional materials (if any).		[1] Objective: _____ [2] Content: _____ [3] Nature of Event: _____		
<b>[3] Non-interference Warranty*</b>				
JTIA retains the right to allocate any area beyond the hirer's venue without objection by the hirer, unless a "non-interference warranty" is bought. In order to ensure a quiet environment for the event, a hirer may pay a "Non-interference Warranty" that JTIA won't hire out the outdoor areas which are adjacent to the hirer's venue. * Please refer to the section about "Extra Chargeable items" in "Venue Booking Handbook".				
Require Non-interference Warranty:		<input type="checkbox"/> Yes      Date: _____ (Minimum 3 hours)      Time: _____		

**[4] Additional Equipments** (The supplies of the equipment are subject to availability.)

Please mark below the additional equipment other than the basic equipments included. Kindly refer to the "Venue Booking Handbook" for the basic equipment included for each venues.

Equipments	Quantity	Date	Time	Remarks
<input type="checkbox"/> Wireless Handheld Mic				
<input type="checkbox"/> Wireless Clip Mic				
<input type="checkbox"/> Wired Mic				
<input type="checkbox"/> Visualizer				
<input type="checkbox"/> Movable Audio System with 1 Speaker & 2 Wireless Mic				
<input type="checkbox"/> Whiteboard and Marker				
<input type="checkbox"/> Long table (1.8m x 0.6m)				
<input type="checkbox"/> Student table (1.2mx0.6m)				
<input type="checkbox"/> Foldable Chair				
<input type="checkbox"/> Kung Fu Bench				
<input type="checkbox"/> Low Rise Table				
<input type="checkbox"/> Writing Pad Chair				
<input type="checkbox"/> Meditation Mat (46cmx46cm)				
<input type="checkbox"/> Guest Chair				
<input type="checkbox"/> Movable Display Board				
<input type="checkbox"/> Movable Showcase				
<input type="checkbox"/> LCD Display				
<input type="checkbox"/> 15.6" Laptop (OS: Chinese MS Window)				
<input type="checkbox"/> Water Dispenser				
<input type="checkbox"/> 18.5L Bottle Water				
<input type="checkbox"/> Laserpointer				
<input type="checkbox"/> Microphone stand				
<input type="checkbox"/> Flipboard				
<input type="checkbox"/> Others (To be considered case by case)				
Remarks (To be filled in by JTIA)				

**[5] Promotion Arrangement**

Depending on actual conditions, JTIA will reserve the right to any promotion arrangement.

Items	Promotion Date	Remark 1 (To be filled in by applicant)	Remark 2 (To be filled in by JTIA)
<input type="checkbox"/> JTIA facebook			
<input type="checkbox"/> JTIA Instagram			
<input type="checkbox"/> JTIA Website			
<input type="checkbox"/> On-site Banner*			
<input type="checkbox"/> Pull-up Banner*			
<input type="checkbox"/> Leaflets			
<input type="checkbox"/> On-site Poster			
<input type="checkbox"/> E-newsletter			
<input type="checkbox"/> Others			

\* Please refer to the section about "Extra Chargeable items" in "Venue Booking Handbook" .

- Social Media Platform Promotion Package : HK3,000
  - Facebook post X1 (with \$1000 boosting) (around 10K fans)
  - IG post X1 (around 3K fans)
  - E-newsletter X1 (regular on 1st / 15th every month) (Over 50K client)

\* When designing posters or promotions material, if you want to add the address of JTIA, please indicate: 800 Castle Peak Road, Mei Foo, Kowloon

Remarks (To be filled in by JTIA)

**Venue Application Approval (To be filled in by JTIA)**

(1) Application processed by: Staff: _____  Date: _____	(2) Application Result: <input type="checkbox"/> Approved; Venue Fee: _____ <input type="checkbox"/> Rejected  Approved by: _____ Date: _____
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Remarks: