

Booking no. _____

Name of student society : _____

Name of approved activity : _____

(Please specify the activity according to the approved funding list by SAO)

No. of participants : _____ (maximum capacity: 280)

Booking Details

Venue: MC JCC (Please indicate your priority: 1-first choice, 2-second choice)

Monday to Friday (16 hours per month at maximum)

Booking Date	Time	(Office use)	Booking Date	Time	(Office use)

Saturday to Sunday (8 hours per month at maximum)

Booking Date	Time	(Office use)	Booking Date	Time	(Office use)

Is venue setting required? (\$900/hour) Quantity of folding tables: _____ Quantity of chairs: _____

Contact Person: _____ Position: _____
 Student no.: _____ Tel no.: _____
 Email: _____ Date: _____

Society Stamp

- * Note: 1. Societies should clear all items they have brought into the Hall at the end of the booking period.
 2. For enquiries, please call Ms Law at 2768 6202.

For SU use only

- The activity has sufficient CSA approved funding.
 Opening balance of funding is _____.
- The activity has no CSA approved funding and should be declined.

SU Stamp