

ST. ANDREW'S PARISH /ST. VINTCENT'S CHURCH

(HANG HAU)

Pilgrimage / Booking Venue Application Form

Parish / School / Group Name: _____.

Institution Address : _____.

Applicant Name : _____ **Contact No. :** _____.

Booking Date : (YYYY/MM/DD) _____ (Day of Week: _____)

Time : From _____ **To** _____.

No. of Participants : _____ (Approximate)

Note :

1. Only applications within 6 months will be accepted. After submitting the application form, please contact us to inquire about the application progress.
2. Venues and equipment are provided for groups booked. Please use them with care. If any damage occurs, the church reserves the right to pursue compensation.
3. Please arrange the borrowed chairs in the hall yourself. (Additional tables and chairs please discuss separately). Please put back to original place after use.
4. Please inform the office in advance of any layout of the venue and clear up afterwards. Please use Blu Tack for any posters or instructions post on the wall.
5. No eating in any venue.
6. Please specify the process for parties use two or more venues.
7. Please arrange a conservator to guard the toilets for parties more than 50 students/children.
8. Strictly forbidden to move any equipment in the church.

Remark :

1. Persons in charge of organizations using our venues should remind group members to pay attention of safety. In case of any accidents, our venue will not be responsible, and applicant should handle by themselves.
2. Please send the completed form via email: bookingroom@tkoacc.org.hk or fax:2701 6736. Confirmation will be made by the office.
3. Please inform us via email or fax at least one week in advance for any cancellation.
4. Fees: Voluntary donations are welcome.
5. Please feel free to contact office at 2623 5576 if there are any questions.

Signature : _____.

Date : _____.

Please put ✓ inside ☐

Church

Content : Mass ☐ Ceremony ☐ Eucharistic Adoration ☐ Tour ☐

Guided Tour : Required ☐ Not Required ☐

Items borrow : Microphone ☐ Projector ☐ Organ ☐

Liturgical ☐ (Sacred Vessels/ Thurible / Host / Alcohol / Water)

Note : Please bring your own Vestments, Altar robes, Computers and accessories.

Hall (Maximum 200)

Content : Retreats ☐ Seminar ☐ Meeting ☐ Recreational activities ☐

Items borrow : Stage ☐ Stage Lighting ☐ Microphone ☐

Tables ☐ Chairs (Max: 200) ☐ Whiteboard ☐

Note : Please bring your own Projector, computers and accessories.

Activity Room

Content : Meeting ☐ Course ☐ Television ☐

Other : _____.

Note : Please bring your own projector and/or computers.

Activity Schedule :

_____.

_____.

_____.

_____	Approved by office Date : code :

