

## Booking Application Form

**For Official use only:**

Application Date: \_\_\_\_\_

Application No.: \_\_\_\_\_

Please peruse the "Detailed Conditions of Use" before application.

**1. Application Details:**

Name of Organization/Company: \_\_\_\_\_

(same as Organization/Company chop)

Nature of Organization/Company:

- Non-profit (applicable to non-profit organizations which are exempt from tax under section 88 of Inland Revenue Ordinance of HK, and the tertiary education institutes, primary and secondary schools in HK)
- Others (applicable to Government-registered organization)

Name of Applicant: \_\_\_\_\_ Phone No. \_\_\_\_\_

(should be aged 18 or above and attendance in booking)

E-mail Address: \_\_\_\_\_ Fax No. \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

**2. Name and Nature of Activity:** \_\_\_\_\_

**Participants:**  Primary to Form 3  Form 4 to tertiary  Working Youth  Teachers  Pastoral Staff

 Others : \_\_\_\_\_

**3. Venue Requirement:**

Date	Time	No. of Person	Venue				
			Auditorium (200ppl)	Room 1 (25ppl)	Room 2 (50ppl)	*Room 1+2 (90ppl)	
						Combined Use	Separated Use

\* If there is case of combined use and separated use during the event, please specify the time period.

**4. Equipment Requirement: (\*extra charge is needed)**

*HDMI LCD Projector with Note Book	
PA System with microphone	
White Board	

Organization Chop

We will comply with all regulations and conditions set out for the use of the Centre, and we will take full responsibility in the event of any violation of the regulations and conditions and any accidents howsoever caused. I certify that I have the authority to bind our group by signing this application form.

Signature of Applicant: \_\_\_\_\_

Position Held: \_\_\_\_\_ Date: \_\_\_\_\_

Under the Hong Kong Personal Data (Privacy) Ordinance, your personal data is only used for purposes of receipting, communication on youth ministries, fundraising, employment recruitment and purposes in line with the mission of Breakthrough. Breakthrough will not sell, rent, or transfer your personal data to any person or organization. For enquiries, please contact us at 2632 0111.

Please return the completed form by fax (2730 7899), email (btc@breakthrough.org.hk), or mail (Breakthrough Youth Village, 33 A Kung Kok Shan Road, Shatin N.T. "Attn: BTC Admin Team")