

KUCspace

Booking Form

Name of Organisation: _____

Contact Person : _____ Contact Number: _____

Email : _____

Date for Booking: _____ Time: _____

Pax number : Adults: _____ Children: _____

Purpose of Booking : _____

Do you need ? :

Projector

Sound System

White Board

Mic

These you need to know:

Booking & payment:

- Set up and decoration of the space should be done by within the time of booking. Use of the kitchen is not included in the booking.
- Once application form has been submitted, rental fee must be paid in full within two weeks of the submission date, if fee is not received within said time we will cancel the application and release the booking date.
- Should you require a site visit please contact us by Email and make an appointment.
- You are welcome to pay by cash in person to KUCspace during our opening hours on Monday to Friday, !2 noon – 2 pm (excluding public holidays) or by cheque to "Kowloon Union Church" and post to : KUC Space, No. 2 Jordan Road, Kowloon. Payment can also be submitted to the Church Office , Mon – Fri 9 am – 5pm

Cancellation and refund:

- Refund of 50% in case of cancellation 4 weeks ahead of event and no refund in case of cancellation within 4 weeks.

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#### FOR STAFF USE

Booking Taken by : \_\_\_\_\_ Confirmed by: \_\_\_\_\_

Staffing requirements: \_\_\_\_\_ Duty Time : \_\_\_\_\_

Amount to be charged: \_\_\_\_\_ Bill Prepared By: \_\_\_\_\_

Received on : \_\_\_\_\_ Payment details: \_\_\_\_\_ Receipt # \_\_\_\_\_

Address: No. 2 Jordan Road, Kowloon. Telephone: 9081 2941

E-mail: [kucspacejordan@gmail.com](mailto:kucspacejordan@gmail.com)

[www.facebook.com/kucspace](http://www.facebook.com/kucspace)