

Kowloon Union Church

BOOKING FORM

for use of Sanctuary / Lower Fellowship Hall / Conference Room / Upper Room

The space can be booked for worship, prayer, meeting, fellowship, forum, training and workshop. All activities held in the church should be in line with the church's purpose and mission.

PLEASE NOTE:

- (1) Smoking is prohibited in church premises; (2) Food and drink are prohibited in sanctuary (3) All electrical items must be switched off upon departure.

Name of Organization _____

Contact Person Name _____

Telephone _____

E-mail _____

Date of Booking _____

Time of Booking (to include setting up and clearing away) _____

Nature of Program _____

Number of Participants _____

Venue	Fee/ Hour HK\$	Maximum Capacity	Facilities Available	Please tick as appropriate
Sanctuary	700	148	Piano, Sound System	
Lower Fellowship Hall	500	80	Sound System, Table and Chairs	
Conference Room	200	15	Table and Chairs	
Upper Room	100	15	Table and Chairs	

Applicant's Name & Signature:

Date:

For Office Use Only

Approved By: _____ Date _____

Staff/Caretaker: _____

Payment: _____