



**APPLICATION FOR USING FUNCTION ROOM AT
KOWLOON BAY TRAINING CENTRE**

Please return this completed application form to CITA by e-mail: booking@cita.org.hk or fax: 2795 0452.

1. Booking of Function Rooms & Equipment

(Please put a ✓ in the as appropriate)

Function Rooms		Floor	Function Room Charges (per session)	Equipment Required	Equipment Service Charges (per session)
<input type="checkbox"/>	Seminar Room	G/F	HK\$3,600	<input type="checkbox"/> Visualizer	
				<input type="checkbox"/> LCD Projector	--
				<input type="checkbox"/> Notebook Computer	--
				<input type="checkbox"/> Flip Chart / White Board Reception table(s): <input type="checkbox"/> 1 table with 2 chairs or <input type="checkbox"/> 2 tables with 4 chairs <input type="checkbox"/> Others may be available on request. Please state _____	--
<input type="checkbox"/>	Lecture Hall	1/F	HK\$8,000	<input type="checkbox"/> Visualizer	
				<input type="checkbox"/> LCD Projector	--
				<input type="checkbox"/> Notebook Computer	--
				<input type="checkbox"/> Flip Chart / White Board Reception table(s): <input type="checkbox"/> 1 table with 2 chairs or <input type="checkbox"/> 2 tables with 4 chairs <input type="checkbox"/> Others may be available on request. Please state _____	--
<input type="checkbox"/>	Board Room	1/F	HK\$2,100	<input type="checkbox"/> Visualizer	
				<input type="checkbox"/> LCD Projector	--
				<input type="checkbox"/> Notebook Computer	--
				<input type="checkbox"/> Flip Chart / White Board Reception table(s): <input type="checkbox"/> 1 table with 2 chairs or <input type="checkbox"/> 2 tables with 4 chairs <input type="checkbox"/> Others may be available on request. Please state _____	--
<input type="checkbox"/>	Exhibition Hall	2/F	HK\$6,000	<input type="checkbox"/> Visualizer	
				<input type="checkbox"/> LCD Projector	--
				<input type="checkbox"/> Notebook Computer	--
				<input type="checkbox"/> Flip Chart / White Board Reception table(s): <input type="checkbox"/> 1 table with 2 chairs or <input type="checkbox"/> 2 tables with 4 chairs <input type="checkbox"/> Others may be available on request. Please state _____	--

Others		Description	Charges
<input type="checkbox"/>	Additional Service Charge	For Non-office Hour, please state the number of non-office hour to be booked: _____	HK\$300 per hour
Schedule Available for Service (including set up & move out) <ul style="list-style-type: none"> Office Hour - Monday to Saturday (9:00 a.m. - 1:00 p.m. or 2:00 p.m. - 6:00 p.m.) 4 hours per session Non-office hour booking will be subjected to an additional charge. Overtime of 15 minutes or more will be charged at full hourly rate 			

2. Particulars of Applicant

Name of Organization /

Company

Name of Signatory

Mr / Ms*

Position

Contact No.

Fax No.

E-mail

Correspondence Address

(*Delete as appropriate.)

3. Particulars of the Function

Name of the Function

Name of Organizer

Type of the Function

Seminar/Workshop Meeting Exhibition Others _____

Proposed Booking Date

Proposed Booking Time
(Including setup & move out)

AM Session (9:00 a.m. – 1:00 p.m.)
Full-day: 2 sessions (9:00 a.m. – 6:00 p.m.)

PM Session (2:00 p.m. – 6:00 p.m.)
Others (From _____ to _____)

Estimate number of participants

