1. **Particulars of Applicant**

Name of Department / Office:

Name of Applicant: Position:

Email: Fax. No: Ext.:

1. **Booking Details (**Bookings can be made not more than three months in advance.)

Date: Time:

Name of the Event:

Expected Number of Participants:

Contact Person (on-site) / Mobile: /

1. **Equipment Options**
* Computer 🞏 80 inch TV Screen
* Sound System (with 2 Handheld Microphones)
* Others:

Remarks:

1. Staff **MUST** be present throughout the booking period.
2. Please read carefully the Guidelines and Rules before submission of the booking form.
3. Please fill in the form and send it to Career Centre either by fax (3411 8042) or via email (bucareer@hkbu.edu.hk).
4. The booking should not be regarded as completed unless after receipt of the official confirmation from Career Centre.

Signature and Stamp: Date:

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**Confirmation to Applicant**

**For Office Use Only**

🞏 Approved Career Centre’s Signature and Stamp:

🞏 Room Not Available Date: