

**Hong Kong Baptist University  
Office of Student Affairs  
Undergraduate Halls**

**Promotion Counter Booking Form**

**Guidelines on Reservation:**

1. No commercial activity is allowed.
2. Reservations are made on **first-come-first-served** basis.
3. This application form should be submitted to the G4 Service Counter for approval at least **3 working days but not earlier than 1 month** in advance for consideration.
4. Each organization may apply to reserve **ONE** promotion counter for **7 days** only.
5. Applications from non-HKBU party will normally NOT be approved. If approval is granted, the Undergraduate Halls reserves the right to levy a charge on the use of the promotion counter and any equipment loaned.
6. No electricity or audio equipment will be provided. No outside sound equipment shall be brought to the Halls.
7. Users should take good care of all facilities and return them in good condition and order after use.
8. No promotion item (including banner and leaflet) are allowed to be put up on wall.
9. Users will be held responsible for any damage to University properties or breach of the above rules. In addition to compensation, privileges of abusers may be suspended for certain period.

Department/Organization: \_\_\_\_\_

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

Position: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Name of activity: \_\_\_\_\_

Activity Period: (Date) \_\_\_\_\_ to \_\_\_\_\_  
(Time) \_\_\_\_\_ to \_\_\_\_\_

<p><b><u>Counter with Table and Chairs: (1.6m x 1.9m only)</u></b></p> <p><input type="checkbox"/> Opposite to North Tower entrance (North Tower – A)</p> <p><input type="checkbox"/> Opposite to North Tower entrance (North Tower – B)</p> <p><input type="checkbox"/> Facing Courtyard, near staircases (South Tower – A)</p> <p><input type="checkbox"/> Facing Courtyard (South Tower – B)</p> <p>No. of table:      <input type="checkbox"/> 1      (Table size: 0.8m x 1.9m)</p> <p>No. of chairs:      <input type="checkbox"/> 1      <input type="checkbox"/> 2</p> <p><u>Remarks:</u></p> <p>➤ no electricity or audio equipment will be provided</p>	<p><b><u>Counter for Roll up Stand: (1.1m x 1.1m only)</u></b></p> <p><input type="checkbox"/> Outside entrance, next to vending machine (North Tower)</p> <p><input type="checkbox"/> Outside entrance, next to vending machine (South Tower)</p> <p><u>Remarks:</u></p> <p>➤ no electricity or audio equipment will be provided</p> <p>➤ no table &amp; chairs will be provided</p> <p>➤ booking party has to set up and remove the stand all by themselves</p>
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**Declaration: I agree to abide by the guidelines outlined herein, failing which I understand that approval of this reservation may be revoked without advance notice.**

Applicant's Signature: \_\_\_\_\_

Stamp of Department / Organization: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office use only:**

- 1) Venue OK/ input by: \_\_\_\_\_ Date: \_\_\_\_\_      2) Charges: Total: \_\_\_\_\_
- 3) SHO: Approve / Not approve Sign: \_\_\_\_\_ Date: \_\_\_\_\_      ASHM: Approve / Not approve Sign: \_\_\_\_\_ Date: \_\_\_\_\_
- 4) Confirmation issued by: \_\_\_\_\_ Date: \_\_\_\_\_