



HKSKH St. James' Church

Hall & Room Booking Form

Please fill in the below form and submit to us by email (admin@sjchkskh.org) or fax 2838 9870 not less than 14 days before proposed booking, details can be found by calling Mr. Siu at 2572 1856 .

Applicant (Church / Organization) : _____

Address : _____ email : _____

Contact Person : _____ Position : _____ Phone : _____

Nature of Organization : Organization of SKH NGO Education Gov./Public works Commerce
 Other : _____

Activity : (Please tick the appropriate box "✓")

Nature of Activity : Religious Education Social Service Others : _____

Event Name : _____ No. of Attendance : _____

Date : _____ (_____ day) Time : _____

2nd Choice : _____ (_____ day) Time : _____

Does it bring in income to the event : No Yes, \$ _____ per Head / Total \$ _____

Facilities

- G/F Church (suitable size <500 worshiper)
 Electric Organ : Organist _____ Mic. _____ Projector
 David Li Community Hall (Suitable for seminar of size 100 to 400) Mic. ___ TV/Projector
- 1/F Choir Room (for 20 people, with organ)
 Evelyn Tsang Youth Activity Room (for 20 people, with piano)
 Conference Room (for 30-40 people) Youth Activity Room (for 10 people)
- 2/F Sunday-school Room (for 40 people, suitable for children)
 Library (for 80 people, suitable for children)
 Elderly Activity room* (for 30 people) Rev Lui Mission Room* (for 30 people)
 Family Activity room* (for 20 people)
 *These 3 rooms can also be jointly for seminar, suitable for 80 people)

Lending of Facilities :

Seating Arrangement : Chair _____ Table _____ (Please show seating plan if application is accepted)

Other Facilities : TV, Projector & Screen Mic. _____ other _____

#Please note if facilities are damaged, users will need to replace or pay for that item.

Applicant signature & chop

_____ Date : _____

Form: sjc_booking_140823ENG

Internal only : 牧師批閱 Google 日曆 借用場地總表 費用回撥單 收據