Name of Applicant: ____________________________________________
(In Block Letters)
Department: ___________________ Address: ________ Tel.: ________ Date: ________

1. Date and time of use
   Date: _________________ from ________ am/pm to ________ am/pm

2. Name of Event: _____________________________________________

3. Venue: ____________________________________________________

4. Description of service required: _________________________________

5. Equipment required:
   Indicate the type(s) and no(s). of equipment required.
   | P. A. System | Portable Screen | Portable LCD Video Projector | Others/Accessories |
   | Port. P. A. | Microphone (Wire) | Conference Microphone |
   | Microphone (Wireless) | Video Conference Camera |
   | Mic Stand (Floor) | Wireless Presenter |
   | Mic Stand (Table) | CD/DVD/Blu-ray Player |
   | Audio Recording | Technician Stand-by □ No / □ Yes Time: __________ to __________ |

6. Account code for the related operation charge for this booking, if booking is accepted.
   Company Code ______________________________ Cost Ctr/Project/ ________ Business Area Code ________ Account Code ________
   Compulsory fields

Remarks:
1. Hourly rate for technician’s stand-by and support service charge is HK$420/technician, including equipment set-up, testing, pre-function rehearsal and technician’s stand-by and support.
2. Off-hour service will be charged in accordance with the charging scale as approved by the University.
3. There is no guarantee that each off-hour request can be accommodated.
4. Requests for such services should be made at least SEVEN working days in advance.

________________________________________  __________________________________________
Applicant Signature                        Endorsed By (Dept. Head)

Please send the completed form to:
Audio Visual Services Unit
LG2/F, Lady Shaw Building
This form can be downloaded at www.avsu.cuhk.edu.hk

July 2023