



# Kellett School

## Application for Hire of School Venues & Facilities

SECTION I – PARTICULARS OF APPLICANT					
Name of Applicant:				Position held by Applicant:	
Name of Organisation:					
(Applicant should submit a photocopy of valid Business Registration Certificate or other supporting document(s) to illustrate the nature of the organization)					
Address:					
Office Telephone:		Mobile Telephone:		Fax No.:	
E-mail:					
SECTION II – DATES & VENUES					
Date(s) and Time required:					
Venue(s) required:					
Please see over for complete request of additional equipment and services.					
SECTION III – PARTICULARS OF EVENT					
Name of Event:					
Purpose:					
(To facilitate the process of your request, please submit as much detail as possible, attach extra pages if applicable)					
Total No. of Participants:		Total No. of Adults:		Total No. of those under 18 yo:	
Is a fee being charged?	No		Yes		\$
SECTION IV – DECLARATION/UNDERTAKING					
1. I hereby confirm that I am duly authorized by the above named organization to apply for hiring of Kellett School's facilities and venues. 2. I confirm that the above information is true and correct and I agree to abide by the General Information and Terms & Conditions for Hirers. 3. I further understand that the acceptance of this booking application will be subject to the School's final confirmation.					
Signature of Applicant:				Company Name:	
Name of Applicant:		Company Chop:			
Date:					

**NOTE:**

- Please complete this form in BLOCK LETTERS
- This completed form, together with all supporting documents should be returned to:  
 BOOKINGS OFFICE – KELLETT SCHOOL  
 7 Lam Hing Street, Kowloon Bay  
 or faxed to: +852 2305 2292  
 or e-mailed to: [bookings@kellettschool.com](mailto:bookings@kellettschool.com)
- All details of the event should be stated – use additional details if necessary.

For Office Use Only (Kellett Staff should initial and date)					
Received by:		Approved:	YES	NO	Response Issued by:



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## Application for Hire of School Venues & Facilities Additional Equipment & Services Request

SECTION V – ADDITIONAL CHARGES		
Service/Equipment	Charge \$	Amount Requested
Use of sound system (minimum 4 hours with 1 technician and a maximum of 2 microphones) for functions outside of Theatre, Black Box & Dance Studio	200/hr	
Use of grand piano in the Theatre (including one tuning service)	1000/per day	
Use of each projection equipment where such equipment is not already installed (minimum 2 hours)	100/hr	
Use of each wireless microphone	50/session	
Catering services (not inclusive of catering costs)	600/day	
Use of one follow spot (not including technician)	300/session	
Use of one smoke machine (not including technician)	200/session	
Use of one choir riser (excluding technician set-up)	150/day	
Use of each piece of staging (excluding technician set-up)	100/day	
Parking (parking may be available on select occasions)	100/entry	
Additional Security (minimum 4 hours)	200/hr	
Lifeguards (minimum 4 hours – compulsory with hire of pool)	200/hr	
Additional Lifeguards	95/hr	
Additional Technicians (minimum 4 hours)	200/hr	
Additional Front of House Staff (minimum 4 hours)	200/hr	
Tables		
Chairs		
<b>NOTE:</b> 1. Unless otherwise noted, a session is defined as four hours 2. Two lifeguards are compulsory with pool hire. The figure of \$200 includes a Pool Supervisor (\$105) and Lifeguard (\$95)		

**NOTE:** Please add further information on an additional page if necessary

Upon receipt of this application you will be forwarded a response which will confirm your booking - the confirmation will include a list of charges and an invoice. If we are unable to fulfill your request we will contact you.