



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:

1. Please complete this form in BLOCK LETTERS
2. 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
3. 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:



Kellett School

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		
NOTE: 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.