



香港青年協會
the hongkong federation of youth groups

M21.hk

M21 Venues Booking form

I Information of Applicant/ Organization

Nature : *Individual/ Full time student/Non-profit Organization/ Charity / Government Dept./ Business Company/ School

Name of Company/ Organization/ School : _____

M21member : *Yes/ No, member card no.: _____ First Application : *Yes/ No (remarks)

Name of Applicant (in Chinese) : _____ Name of Applicant (in English) : _____

Position : _____ Contact No. : _____

Fax No. : _____ Email Address : _____

Mail Address : _____

Name of Person In charge on event day : _____ Contact No. : _____

Name of Event(If applicable) : _____

II Booking Venue(s)

Date	Time	Venue	Purpose	No. of Participants	Eating
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No
					Yes / No

*If needed, please fill in the "Additional Services application form"

Please note: If rehearsal or setup is needed, please book the time as well.

Name and signature of applicant : Date:	<input type="checkbox"/> My company/organization/school and I agree on the regulations of hire. (Company Chop)
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Remarks:

1. For the first application, please hand in the Business Registration, Student ID card or R88 for Charity Organization.
2. Please hand in the form by email, fax , mail or hand in directly to M21
3. After this form is received, M21 will reply and send the quotation to you by email in three working days.