

**ST. MARGARET'S CHURCH**  
**APPLICATION FOR BOOKING OF THE PARISH HALL**

Name of Organization \_\_\_\_\_

Group Leader \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_(Office) \_\_\_\_\_(Mobile)

**PARTICULARS OF THE PROPOSED FUNCTION**

1. Name / Type \_\_\_\_\_

2. Purpose \_\_\_\_\_

3. Is the function open to the public? Yes  No

4. Admission fees (if any) \_\_\_\_\_

5. Expected attendance \_\_\_\_\_

6. Performance Date \_\_\_\_\_

Time From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

7. Rehearsal Date \_\_\_\_\_

Time From \_\_\_\_\_ To \_\_\_\_\_

**PAYMENT TERMS**

1. A deposit of HK\$500.00 should be paid upon acceptance of the application. If not, no reservation of the hall will be made.
2. The outstanding amount should be settled two week before the actual performance date. Without which, the reservation of the hall will be automatically cancelled.
3. Cheques should be crossed and payable to "ST. MARGARET'S CHURCH".

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**FOR OFFICE USE ONLY**

Organization \_\_\_\_\_

Utensils to be used \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Remarks \_\_\_\_\_

**SCALE OF RENT CHARGES** (Please tick  if applicable)

1. Schedule A Performance of Music concerts, drama and functions considered as entertainment by the Parish.
 

Charges	1. Diocesan societies	
	\$1,760 per session	<input type="checkbox"/>
	\$500 per each additional hour	<input type="checkbox"/>
	2. Private	
	\$2,200 per session	<input type="checkbox"/>
	\$700 per each additional hour	<input type="checkbox"/>
  
2. Schedule B Meetings, lectures and ceremony and other functions which are not considered as entertainment by the Parish, and no admission charges are made.
 

Charges	1. Diocesan societies	
	\$1,320 per session	<input type="checkbox"/>
	\$400 per each additional hour	<input type="checkbox"/>
	2. Private	
	\$1,980 per session	<input type="checkbox"/>
	\$600 per each additional hour	<input type="checkbox"/>
  
3. Schedule C Rehearsal of any kind without audience
 

Charges	50% deduction for	Schedule A: 1, 2	<input type="checkbox"/>
		Schedule B: 1, 2	<input type="checkbox"/>
  
4. Schedule D Use of Grand Piano (Performance & Rehearsal )
 

Charges	1. \$300 for Diocesan societies	<input type="checkbox"/>
	2. \$500 for Private	<input type="checkbox"/>

※ Please note that per session is not exceeding 4 hours.

**REGULATIONS**

1. Furniture and equipments to be arranged by the party concerned and returned in good condition to the Parish after use. Rubbish should be collected and dumped in the garbage bins beside the car park.
2. PA System to be operated under the guidance of the Parish technicians. No applicants are allowed to fix their own Hi-Fi equipments without the supervision of the Parish technicians or staff.
3. Borrowed equipment must be returned immediately to the parish office after use. Users will be liable to compensation for any loss or damages.
4. Decorative items to be put up and taken down by the party concerned and is permitted only inside the Parish hall. Precautions should be made so that the walls will not be damaged.
5. Smoking is strictly forbidden especially in the back stage area. Any damages caused by such, the applicant has to reimburse the Parish (St. Margaret's Church) the full amount of the said damages.
6. I/We, the undersigned, understand and will observe the above terms and regulations prescribed by St. Margaret's Church.

Date \_\_\_\_\_

Signature \_\_\_\_\_