

Hong Kong Community College

Application for Outdoor Rental of Music Equipment by HKCC Student / Staff Organisations

(A) Details of Applicants:

Name of Applicant: _____ Student/ Staff No.: _____

Organization / Dept.: _____

Post Title: _____ Contact No.: _____

(B) Details of Event: (* Please put a "√" in the appropriate box.)

Title of Event: _____

Date(s): _____ Time: _____ Venue: HHB WK PolyU

Equipment Hiring Period: **Move out:** (Date) _____ (Time) _____ (*should be after 9:00 am*)

Return back: (Date) _____ (Time) _____ (*should be prior to 9:00 pm*)

Hiring Charges*: \$60 (0 – 4 hrs) \$120 (4 – 8 hrs) \$180 (more than 8 hrs)

(Please attach the endorsed 'Requisition for Payment' form with this application for the payment arrangement. If the music equipment is used for College event, the hiring charge will be waived.)

Conditions of Issue:-

- (1) All applications must be submitted to HKCC Information Kiosk **10 working days in advance**. Applicants will be informed of the application result by phone or via email in due course.
- (2) Applications must be sent to **HKCC SDC/ SU Advisor / HKCCSU Student Organisation Officers for endorsement** first.
- (3) Approval of application will be subject to the availability of the equipment. Applicants are encouraged to check with the General Office (Enquiry hotline: 3746-0123) on the availability of the equipment before submitting applications.
- (4) The music equipment can only be used within the area of **PolyU Hung Hom Bay campus, PolyU West Kowloon campus and PolyU main campus**.
- (5) Successful applicants are responsible for the transportation of the equipment between the music room and the venue of the event, and they are requested to return the equipment **by the deadline of the load period**.
- (6) The applicant who signed on this form will be responsible for any loss of or damage to the equipment on loan to him/her, and he/she is required to bear all costs of repair and/or replacement whenever necessary.
- (7) **The College reserves the right to revise the above policy and procedures and/or refuse your application when and where appropriate without prior notification.**

* Please put a "√" in the appropriate box(es) below to indicate the items requested:

The items marked with "#" need to be collected at Information Kiosk of WK Campus and be returned to IK (WK) after use.

Item	Equipment	Quantity	Requested*	Item	Equipment	Quantity	Requested*
1	Drum and Cymbal Set	1 set		11	Autolock Speaker Stand	2	
2	Drum Stool / Drum Throne	1		12	Bass Cabinet	1	
3	16-Input USB Mixing Console	1		13	Keyboard Stand	1	
4	Passive Speaker	2		14	Mixer Case	1	
5	Guitar Amplifier	1		15	Instrument Cable	4	
6	Keyboard Amplifier	1		16	Speaker Cable	2	
7	Keys-electric Piano	1		17	Mic Cable	2	
8	Boom Mic Stand	3		#18	Mic Cable (Extra)	2	
9	Music Stand	3		#19	Vocal Microphone	2	
10	250W Power Amplifier	1		#20	Guitar Cable- 8M	3	

I confirm the above information is true and correct and I understand and agree all conditions for use of music equipment.

Signature of Applicant (Name: _____) Date _____

Signature of HKCC SDC / SU Advisor / Student Organisation Officers * (Name: _____) Date _____

* Please delete where inappropriate

For Office Use Only: Form received by: _____ Date: _____

This application is:

Approved Request sent to CFM by: _____ Date: _____ College stamp:
Requisition for Payment Form sent to _____ by _____ Date: _____

Not Approved because: The equipment is booked by another user.
 The equipment is under repair.
 Other reasons: _____

Result notification to applicant by: _____ Date: _____