



APPLICATION FOR EVENT SPACE

Applicant's Name:			
Name of Company:			
Company Address:			
Tel No:		Name of In-Charge:	
HP No:		Position:	
E-mail Address:			
Center:			
Location / Floor Area Required:			
Type of Promotion / Event / Activities:		1)	
		2)	
Date:			
Duration:	_____ DD/MM/YY (Commencement Date)	_____ DD/MM/YY (Commencement Date)	
Set-up Date & Tear-down Date:	_____ DD/MM/YY (Commencement Date)	_____ DD/MM/YY (Commencement Date)	
Any Additional Power Supply Required: <u>(Please specify voltage & power point plan)</u>	Yes / No		
Applied by, ----- Name: Date:	Company Stamp,		

Supporting info (Please tick)

<input type="checkbox"/>	Proposal	<input type="checkbox"/>	Visual Layout Plan / Artist Impression
<input type="checkbox"/>	Itinerary & Event Programmes Flow	<input type="checkbox"/>	Publicity / Media Support
<input type="checkbox"/>	Sponsorship	<input type="checkbox"/>	Others:

Remarks:

- Kindly provide all sufficient details in order to avoid any delay. Space / dates are subject to availability at the time of booking.
- Recommended booking period shall be within 10 days (2 weekends). Event, promos roadshow which more than 10 day (2 weekends), it's subject to the Management's final approval. Booking will be confirmed upon receiving Letter of Offer.
- Organizer agree to comply with the terms and conditions laid down by the Licensor in Section E as well as those imposed by the other relevant authorities and to be responsible for applying for, and obtaining, all the relevant approvals and licenses (music, sales, etc) from the respective authorities.
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FOR OFFICE USE ONLY		(Ref: / / / /)	
Received By:		Date:	
Verified By:		Date:	
Approved By:		Date:	
Deposit Received By:		Date:	
Rental Received By:		Date:	