

Studio Booking Form

Contact Person: _____

Representing Organization (if applicable): _____

Position held (if applicable): _____

Contact Number: _____ (office) _____ (mobile)

E-mail: _____

Rate

	Purpose	Basic hiring charges (per hour)
1	Practice (Member)	Free
2	Individual Practice (Non-member)	HK\$60
3	Instrument Lesson	HK\$60
4	Ensemble Rehearsal (2-10 people)	HK\$100
5	Ensemble / Band/ Orchestra Rehearsal (11 people or more)	HK\$400

Booking Details

Date (DD/MM/YYYY)	Time	Purpose	Remarks (please state if need to hire instruments*)

Remarks

- Basic hiring charges include air-conditioning and electricity supply. *Instruments hire is upon request and additional charges will be applied. Discounts on hiring charges are negotiable.
- Application should be submitted to any HKPW Committee member in person, by fax or e-mail.
- Time available for booking: 09:00-22:00, all days through the week. Availability of the studio can be checked before application. (Enquiry: 3488 1550)
- Applicant will receive a reply from HKPW as soon as the application is received.
- Upon successful booking, applicant will receive a confirmation with an invoice. Payment should be settled by the due date advised on the invoice.
- Cancellation of booking has to be submitted at least three days before the booking date. Otherwise all paid fees will not be refunded.
- HKPW reserves the rights to modify or terminate the booking at any time and modify the terms without prior notice. HKPW also reserves the final discretion right on all relevant matters.