

Application For Use of Facilities

Section A – Please fill in all blanks

Name of Applicant: _____ Designation: _____
 Church/Organisation: _____
 Address: _____ S()
 Contact No.: (HP) _____ (O) _____ (Fax) _____
 Email: _____
 Purpose of booking: _____
 Total No. of persons: _____

Section B – Please tick the preferred room & fill in the details

Date of usage	Time		Place	Please Tick <input checked="" type="checkbox"/>	No of pax
	Start	End			
1st Floor					
			01-19 Conference Room (36 pax)		
			01-11 Eatery (60 pax)		
2nd Floor					
			02-11 (Aircon) Hall A (120 pax)		
			02-12 (Aircon) Hall B (120 pax)		
3rd Floor (For seminar/camp/retreat)					
			03-09 Shaw Hall (240 pax)		
2 Aircon Classrooms (with beds)					
			03-08 (Aircon + bed) (24 pax)		
			03-10 (Aircon + bed) (24 pax)		
11 Non-Aircon Classrooms (max 20 pax each) (without beds)					
Unit nos: 03-02 to 03-07 & 03-11 to 03-15					
			No. of rooms needed :		

Other matters:

I hereby undertake to abide by the conditions stated by the Diocese of Singapore.

 Signature of Applicant

 Date

For official use:

Section C - To be completed for Camp Bookings / Multiple-Day Bookings

	Venue	Date of Usage	Time	
			Start	End
1	01-19 Conference Room (36 pax)			
2	01-11 Eatery (60 pax)			
3	02-11 (Aircon) Hall A (120 pax)			
4	02-12 (Aircon) Hall B (120 pax)			
5	03-09 (Aircon) Shaw Hall (240 pax)			