



Application Form for Hiring a Wedding Venue (Year 2022 / 2023)

Application Details

Groom's Name: (Chi.) _____ (Eng.) _____	Bride's Name: (Chi.) _____ (Eng.) _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____
Address: _____ _____	Address: _____ _____

Please attach a copy of your HKID.

JTIA complies with the Personal Data (Privacy) Ordinance and is committed to protecting your personal data. It will only be used for the purposes of applying for this event.

Event Details

Date: ____ Day ____ Month ____ Year (Day of the week ____)

No. of guests in the wedding party: _____ people

Please mark in the appropriate box for selecting the wedding timeslot (this includes the setting up and dismantling):

- Time slot 1: 07:00-12:00 Time slot 2: 13:00-18:00 Time slot 3: 13:00-24:00
 Other time slot: (please specify) From _____ - _____ (* To charge additional admin fee HKD3,000 and subject to the availability)

Venue (for wedding) (Please mark in the appropriate box)

- Outdoor Atrium Theatre (Block I, Middle Zone)
 Lecture Hall (1/F, Block J, Middle Zone) Resource Centre (1/F, Block G, Middle Zone)
 Bamboo (High Zone) The Pond (Low Zone)

Venue (for makeup / rest room) (Please mark in the appropriate box)

- Activity Room 6

Starting Time of Wedding Ceremony

(Please specify) _____ - _____

Hotel Suite

- Required Required and upgraded to decoration plan Not Required

If required, please specify:

Check-in (Arrival date): _____ Checkout (Departure date): _____



Please Note:

1. If applicants cancel the venue rental, all payment received cannot be reimbursed.
2. Applicants who wish to change the date and time of the venue rental are required to notify JTIA at least three months before the event. Depending on whether the new rental arrangements can be accommodated, JTIA has the right to refuse the relevant requirements of the applicants.
3. If applicants arrange any meals at the venue, extra cleaning fees HK\$1,000 will be imposed.
4. If applicants employ any contractor for venue decorations at our historic complex that may involve posting, hanging or tying, please provide the proposal or design layout to JTIA for approval.
5. JTIA may arrange reschedule in following cases:
 - a) If the Black Rainstorm Warning, No. 8 Gale or Storm or above Signal is hoisted four hours before the event, the event will be postponed;
 - b) Social exigencies;
 - c) Government policy regarding marriage registry.Applicants must submit the rescheduled booking within one month for JTIA approval.
6. JTIA will reply within 7 working days after receiving the application form.
7. JTIA reserves the right to accept or reject any applications. In case of a dispute, JTIA reserves the right of final decision.
8. JTIA is a non-smoking venue. If any participants are found to violate JTIA's rules, they will be warned verbally. After repeated appeals and warnings, individuals will be fined HK\$1,000. JTIA reserves the right of final decision.
9. Fireworks, paper streamers, petals strewing, glitter power, and dyes, should not be exercised in our complex. If any of the above conditions are found, the fine will be HK\$2,000.
10. All glassware, such as beer, red or white wine glassware, should be cleared up by the party providing the beverages. If the glassware needs to be handled by JTIA, an extra cleaning fee will be charged based on quantity. The minimum cleaning charge will be HK\$500.
11. All catering banquets will arrange drinks such as red wine/ coffee/tea, and must be pre-covered by preservation. If any damage or dye are found, JTIA reserves the right to investigate.

Payment Method

JTIA will confirm the application by email and provide the payment method details. Applicants must pay by the specified date. If applicants fail to do so, the application will be cancelled without further notice.

If you have any queries, please feel free to contact us at 2100 2892 or 2100 2828.

I/the organization has read the venue rental instructions and comply with JTIA's arrangements.

Signature and company chop (if applicable)

Date



Official use

Application period: Day _____ Month _____ Year _____

Person in charge: _____

Result: Accept Decline (please specify) _____