

**Centro Pastoral Diocesano Da Juventude**

**VENUE BOOKING**

NAME OF ORGANIZATION : \_\_\_\_\_ TEL NO. : \_\_\_\_\_

NAME OF OFFICER-IN-CHARGE : \_\_\_\_\_ TEL NO. : \_\_\_\_\_

USE OF VENUE : \_\_\_\_\_

DATE : \_\_\_\_\_

TIME : FROM \_\_\_\_\_ TO \_\_\_\_\_

NO.OF PARTICIPANTS : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_ OFFICIAL CHOP : \_\_\_\_\_ DATE : \_\_\_\_\_

**NOTES : PLEASE READ THE NOTES BEFORE FILLING OUT THIS FORM**

1. Approval of venue booking is subject to room availability.
2. The application request has to be submitted to Pastoral Center at least 7 working days prior to the function date.
3. Successful booking(s) will be confirmed by phone at least 3 days prior to the function date.
4. To cancel a confirmed booking, the cancellation request has to be submitted to Pastoral Center at least 3 working days prior to the function date. However, the charge will not be refunded.
5. Pastoral Center reserves the rights to reject an application without giving any reasons.

**Fee charging of rental room:**

- \* Three hours for One section : Hall (capacity: 50 peoples maximum)\$MOP100 per section  
Activity room (capacity: 30 peoples)\$MOP50 per section

**Fee charging equipment:**

- \* Air conditioner using : Hall (\$50/per hour), Room(\$30/per hour)