



Facility Booking Request Form

SECTION 1 : APPLICANT PARTICULARS

Organization : _____
Contact Person : _____ Email Address : _____
Address : _____
Contact No. : (HP) _____ (O) _____

2nd Contact : _____
Person : _____
Email Address : _____
Address : _____
Contact No. : (HP) _____ (O) _____

Emergency contact person for the event (if different from above)

Name: _____ Contact No.: _____

SECTION 2 : DESCRIPTION

Event Description: _____

Date	Start Time	End Time	Venue	Facilities Requirements	Official Use only

Additional Details:

Terms and Conditions

- *The organization will be liable to any damages to the facility during the events*
- *Applicant must be a Singaporean or Singapore PR or a person who has a valid pass.*
- *Applicants must submit the complete application form to Estate & Resource Division at least seven (7) days in advance. The application will be processed on a first-come-first served basis.*
- *Applicant will be informed of their applications results within 4 days upon receipt of the completed application form.*
- *Facility booking is subject to the availability of the venue and/or use by the Academy.*
- *Events held in the Academy shall not involve any political and/or religious activities.*
- *A detailed description of the event must be written in the application form*
- *Your event will be interrupted if the event affects the Academy's image.*
- *Applicant will be held responsible for the safety of the students, staff and HWA's campus during the set-up and course of event.*

Applicant's signature

Date