



APPLICATION FOR USE OF PSHK HEADQUARTERS

- NOTE: 1. Application form should be submitted to the Booking Manager. 2. The applicant must read the 'PSHK HQs Terms and Condition of Use'. 3. Please use separate form for booking each venue. Repeated applications will not be accepted. 4. Priority will be given to the General Council of PSHK and its members. 5. Booking will ONLY be confirmed upon the applicant's receipt of a written confirmation from PSHK and full payment accepted by PSHK. 6. Written cancellation must be received by PSHK not later than 5 working days before the date of use. Only 50% of the payment made will be refunded if more than 5 working days notice is given. No refund will be made if 5 or less days written notice is given to cancel the booking. 7. Permit for use of facility is not transferable.

I) PARTICULARS OF APPLICANT
Name of Applicant / Responsible Person (Full BLOCK letters) Contact Tel./Mobile & Fax No.
PSHK membership No. / Name of Organisation e-mail
Contact Address

II) DETAILS OF APPLICATION
Name of Event: Nature of Event:
No. of Pharmacist: No. of Non-Pharmacist: *Insurance No:
Table with columns: Month and Year, Date of Event (1st Choice, 2nd Choice), Time of Event (to)
If this application is approved, I undertake to observe the terms and conditions of hire. I also agree to indemnify the PSHK against all actions, claims and/or demands by any person who suffers or sustains any loss, damage or injury arising out of or as a result of the use of the premises by me or any person so authorized by me due to the act or negligence on my/our part.
*I understand that I am responsible for taking out an appropriate insurance policy for the above-mentioned event.
I undertake to comply with the condition that I must be one of the users of the premises and will not transfer the booking to other(s).
Date: Signature: on behalf of the applicant

The information provided on this form will be used for application for booking of the premises of the PSHK. For correction of or access to the personal data thus provided, please contact the Booking Manager.

Table with 4 columns: Seating Capacity, Hourly Rate (HK\$) minimum 2 hours, Total booking fees. Rows include options for 41-60 persons, 21-40 persons, and 20 persons.

Discounts may be offered to pharmaceutical association. *Hourly rate (HK\$150) or 18.00-22.00 hours (HK\$500).

The General Council of PSHK reserves the right to all final decisions relating to discounts or to refuse any booking without giving any reason therefor.

Booking and enquiry: Email: pharmacist@pshk.hk or fax to: 23763091.

A written confirmation will be sent out by PSHK. Upon confirmation of booking, payment can be made on line or by cheque. The cheque should be made to "The Pharmaceutical Society of Hong Kong" and send to Room 1303, Rightful Centre, 12 Tak Hing Street, Jordan, Hong Kong together with this booking form.

For office use only
This is to acknowledge receipt of the booking fees and the above booking is hereby confirmed.
Signature: for and on behalf of PSHK