



Island School **Sha Tin Wai**  
 Area 5A  
 Pok Hong Estate  
 Sha Tin, New Territories  
 Tel: (852) 2524-7135  
 Fax: (852) 2840-1673 / (852) 2167-6356

Island School **Tai Wai**  
 Estate Secondary School No 2  
 Sun Chui Estate  
 Sha Tin, New Territories  
 website: www.island.edu.hk  
 e-mail: school@online.island.edu.hk



Principal: Stephen Loggie

# Island School - Facility Hire Application Form

Please send the completed application form to [school@online.island.edu.hk](mailto:school@online.island.edu.hk)

## About the Hirer

Name of the Organisation/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## About the Event / Program

Name and description of the event: \_\_\_\_\_

Maximum number of participants: \_\_\_\_\_

Proposed date(s) of the hire: \_\_\_\_\_

Proposed time(s) of the hire: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Which campus would you like to use?  Sha Tin Wai  Tai Wai  Either

Which facilities would you like to hire:

	Please Tick	Comments
<i>School Hall / Indoor Sports hall</i>		
<i>Outdoor Basketball Court</i>		
<i>Covered Playground</i>		
<i>Multi-Purpose Room</i>		
<i>Classroom</i>		

Do you need audio visual or IT support?  Yes  No

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Would you like a tour of Island School facilities?  Yes  No

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## Notes

1. Prior to a booking being confirmed, the Hirer must provide the following details:
  - a. Purpose for hiring the facilities including expected number of participants (including instructors), type of facilities required, hire period (dates and times) and contact details (see form above).
  - b. Current company business registration
  - c. Public liability insurance for HKD \$20Million, if applicable. (Island School will advise if Public Liability insurance is required)
  - d. Details of instructors or people delivering the programme including their name(s) and proof that instructor is legally allowed to work in Hong Kong, eg HKID card or work visa. If instructors change during the hire period, the hirer must provide the name of the new instructor(s) and their HKID card / work visa (if applicable) to Island School as soon as possible.
2. Island School reserves the right to reject any application for the use of facilities.
3. Applications are assessed on a first-come-first served basis and distribution of facilities will be done accordingly. Priority will be given wherever possible to local organisations in order to benefit the local community of which the School is a part of.
4. Island School accepts in good faith the information provided by individual hirers. It is incumbent on the individual company to ensure the authenticity of any information provided. In the case of information being invalid or untrue no responsibility will be accepted by Island School should a case of negligence be presented.
5. There is no parking available at Island School. Please use public transport where possible.
6. Please refer to the [Price List](#) for the terms and condition of hire.
7. If you have any questions or queries, please contact Business Manager on [school@online.island.edu.hk](mailto:school@online.island.edu.hk) or 3762 7900.