



HONG KONG CHU HAI COLLEGE

J & C DEPT. EQUIPMENT REQUEST FORM

REF NO: _____

Student Number:	Department:
Applicant:	Course Code:
Tel. No.:	Purpose:
Pick up Date: (DD/MM/YYYY)	Return Date: (DD/MM/YYYY)

1. CAMCORDER	
2. LIGHTING	
3. AUDIO	
4. TRIPOD	
5. ACCESSORIES	
6. OTHERS	

TERMS and CONDITIONS

1. The equipment(s) must be picked up and returned in person by the applicant.
2. If the equipment(s) cannot be returned on time, please contact the studio officer.
 I have read and accepted the terms and conditions above.
3. The applicant will be responsible for all damaged and missing item(s).
4. Request must be made at least 3 working days prior to the pick-up date.
 All items and accompanied accessories are received in good

Pick up:

Applicant's Signature:

Studio Management Office:

Equipment Return:

Applicant's Signature:

Studio Management Office: