



# 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

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

<b><u>Pick up:</u></b> Applicant's Signature:  _____  Studio Management Office:  _____	<b><u>Equipment Return:</u></b> Applicant's Signature:  _____  Studio Management Office:  _____	<b><u>Approved by Lecturer/ Program Director:</u></b>     _____
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