



CHU HAI COLLEGE OF HIGHER EDUCATION

J & C DEPT. EQUIPMENT REQUEST FORM REF NO : _____

| | |
|-----------------|---------------------------|
| Student Number: | Department: |
| Applicant: | Course Code: |
| Tel. No.: | Purpose: |
| Pick up Date: | 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. | 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"/> I have read and accepted the terms and conditions above. | <input type="checkbox"/> All items and accompanied accessories are received in good condition. |
| Pick up: Applicant's Signature: _____ Studio Management Office: _____ | Equipment Return: Applicant's Signature: _____ Studio Management Office: _____ |