

Venue Reservation Form
Assumption University – Hua Mak Campus

Subject: Request for Venue Usage Permission at Assumption University, Hua Mak Campus

To: Vice President for Administrative Affairs, Assumption University

I, Mr./Ms./Mrs. _____ **ID Card /Passport No.** _____

☐ General Public ☐ Alumni, Faculty of _____ ID: _____

Would like to request permission to use a venue at Assumption University, Hua Mak Campus, as follows:

☐ **Seminar Room, DE Montfort Hall, 1st Floor** Date: _____ Time: _____

Usage Fee: 15,000 THB/day (Excluding 5,000 THB Insurance)

☐ **Auditorium Room, STS. Philip & Bernard Hall, 2nd Floor** Date: _____ Time: _____

Usage Fee: 20,000 THB/day (Excluding 5,000 THB Insurance)

☐ **Salle D'Expo, Assumption Hall, 1st Floor** Date: _____ Time: _____

Usage Fee: 18,000 THB/day (Excluding 5,000 THB Insurance)

☐ **Hall of Fame, Coronation Hall, 1st Floor** Date: _____ Time: _____

Usage Fee: 20,000 THB/day (Excluding 5,000 THB Insurance)

☐ **Sky Lounge, Coronation Hall, 12th Floor** Date: _____ Time: _____

Usage Fee: 12,000 THB/day (Excluding 5,000 THB Insurance)

☐ **Other (Please specify):** _____ Date: _____ Time: _____

Purpose of Use

☐ For seminar/training on the topic: _____

☐ Other: _____

In using the venue, I and all attendees will exercise caution not to cause any damage to the university's property or reputation, and we agree to strictly follow all regulations. In the event of any damage, I accept full responsibility for all costs incurred.

If I cancel the reservation for any reason, I agree to forfeit the entire deposit as a donation to the university.

If the university needs to use the venue for its own purposes, I agree to allow cancellation of my reservation, provided I am informed no less than 15 days in advance. I understand that the full deposit will be refunded, and I will not claim any damages.

Respectfully submitted for your consideration. I hereby confirm my acknowledgment and agreement to the terms and that the information provided is true and accurate.

Applicant: _____

Tel: _____

Email: _____

☐ Approved

☐ Not Approved because: _____

MR. JAKKIT PANTUB

Head of Physical Plant Department (Hua Mak Campus)

☐ Approved (Must follow university regulations)

☐ Not Approved because: _____

MS. CHONGTIP NAWIKANJANA

Vice President for Administrative Affairs

Venue Usage Regulations – Assumption University

To ensure smooth and policy-compliant venue usage and to maintain a positive image of the university, the following regulations apply:

1. Users must be credible individuals with stable occupations and permanent residence.
2. Applications must be submitted using the university's form at least 7 days in advance.
3. For film shoots, dramas, music videos, advertisements, etc., a storyboard, lyrics, costumes, or clear concept must be submitted.
4. Foreign productions must submit a film board at least 7 days prior to shooting.
5. All content must not be obscene, contain vulgar language, contradict university principles or religious foundations, or violate laws or moral standards.
6. University logos or symbols must not be included in any content without written permission.
7. Alcohol consumption and gambling are strictly prohibited. Smoking is permitted only in designated areas.
8. Catering is allowed only in designated areas and must be properly cleaned. All waste must be removed from the premises.
9. If the actual activities differ from the approved application, the university reserves the right to suspend or cancel the activity until compliance is achieved.
10. Users must comply with all entry/exit and on-site regulations and follow all university instructions. Violations may result in cancellation and liability for any damages.
11. Users must prevent disturbances and are fully responsible for any damage caused by themselves or their team.

Please use Thai Baht currency.

