

### Step 1

#### Venue Enquiry Form

Complete Venue Enquiry Form

### Step 2

#### Event Proposal

Provide a detailed event proposal including but not limited to the following:

- i. **Proposed event period**
- ii. **Company/ Organizer background and profile**
- iii. **Proposed event plans and details**
- iv. **Past event photos**
- v. **Target audience and implementation, including marketing plans**

Note: PMQ is a destination for creative experience. Priority will generally be given to event applications that are related to Design or Arts.

### Step 3

#### Assessment & Approval

Submit completed enquiry form and event proposal for assessment and approval. Acknowledgement and feedback will be issued within 14 working days.

### Step 4

#### Quotation Preparation

Official quotation for venue hire will be issued upon approval of event proposal.

### Step 5

#### Quotation Confirmation and Signing of Contract

Upon the confirmation of the quotation, a Event License Agreement and Rules & Regulations will be issued. The venue(s) booking will be confirmed once the signed agreement and the initial deposit is received.

#### Remarks:

1. Standard **Venue Hiring Hours:**  
Qube: 0800-2200; Courtyard & Marketplace and HUB: 0800-2200
2. Overnight work is allowed at Qube.
3. No overnight work is allowed at Courtyard & Marketplace.
4. The quotation only covers the venue rental. All charges for catering and equipment rental are not included.
5. All public events at the Qube and Courtyard & Marketplace are required to apply for **Temporary Place of Public Entertainment (TPPE) licence**.
6. All catering service at Qube must be exclusively provided by:  
**LOUISE/ JIA Group Catering Team (info@jiagroup.co)**
7. PMQ Management Co. Ltd. reserves the right to reject any event application which, in its absolute discretion, contains objectionable or offensive content.
8. PMQ Management Co. Ltd. reserves the right to change the above application procedures upon notice. In case of any dispute, the decision of PMQ shall be final.

Application Date (DD/MM/YYYY): \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Category:  Commercial  Non-Profit - Source of Funding: \_\_\_\_\_

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

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

Business Phone No.: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**PROGRAMME/ EVENT DESCRIPTION**

Title of Event: \_\_\_\_\_

Public Event Admission Fee:  Yes, price range: \_\_\_\_\_  No

Private Event Sales Activity:  Yes, describe: \_\_\_\_\_  No

Target Audience: \_\_\_\_\_

Estimated No. of Visitors (per day/ whole event period): \_\_\_\_\_

First time event/ Venue of the event in the past: \_\_\_\_\_

**NATURE OF PROGRAMME/ EVENT**

Exhibition  Conference  Performance  Bazaar/ Market

Corporate Event  Retail - Please state the price range: \_\_\_\_\_

Others (Please specify): \_\_\_\_\_

**PROGRAMME/ EVENT PERIOD (DD/MM/YYYY)**

**1<sup>st</sup> Choice** Move-in/ Set up: \_\_\_\_\_ Move-out: \_\_\_\_\_

Event Period: \_\_\_\_\_

**2<sup>nd</sup> Choice** Move-in/ Set up: \_\_\_\_\_ Move-out: \_\_\_\_\_

Event Period: \_\_\_\_\_

**PROPOSED LICENSED AREA**

Qube  Courtyard & Marketplace  HUB  Pop-up Unit  Taste Library

Others (Please specify): \_\_\_\_\_