

## 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**
- VI. **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: 0800-2300; Courtyard & Marketplace: 0800-2200
2. **Overnight** work is allowed at Qube.  
**No overnight** work is allowed at Courtyard & Marketplace.
3. The quotation only covers the venue rental. All charges for catering and equipment rental are not included.
4. All catering service at **Qube** must be exclusively provided by:  
**JIA Group(events@jiagroup.co)**
5. PMQ Management Co. Ltd. reserves the right to reject any event application which, in its absolute discretion, contains objectionable or offensive content.
6. 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: \_\_\_\_\_

Organizer Name: \_\_\_\_\_

Category:  Commercial  Non-Profit If Yes, Source of Funding: \_\_\_\_\_

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

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

Fax No.: \_\_\_\_\_

**COMPANY INFORMATION**

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

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

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

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

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

**PROGRAMME / EVENT DESCRIPTION**

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

Admission Fee  Yes  No If Yes, describe: \_\_\_\_\_

Sales Activity  Yes  No If Yes, describe: \_\_\_\_\_

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

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

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

**NATURE OF EVENT / PROGRAMME**

Exhibition  Conference  Performance

Creative Showcase  Retail If Yes, Price Range \_\_\_\_\_

Others (Please Specify) \_\_\_\_\_

**EVENT PERIOD**

Move In / Set Up \_\_\_\_\_ Move out \_\_\_\_\_

Show Time: (DD/MM/YY) \_\_\_\_\_

**PROPOSED LICENSED AREA:**

The Qube  The Courtyard & Marketplace  Pop-Up  Verandah

Others (Please Specify) \_\_\_\_\_  
\*provided by exclusive catering operator