

Application for Event Organized at JCKL

Date of Application: _____

1 Applicant In principle, organizer and applicant must be the same	*Please ✓ the appropriate * ☐ Corporate ☐ Individual ☐ Associate ☐ Family Member ☐ Circle Applicant Name (or Name of Circle): _____ Membership No: _____ TEL No.: _____ Email: _____ Signature: _____	
2 Form of Operation	*Please ✓ the appropriate ☐ Organize ☐ Co-Organize ☐ Co-operate ☐ Sponsor ☐ Other	
3 Name of Event		
4 Date & Time	Date: _____ Reservation Time: _____ Event Time: (Start time) _____ (End time) _____	
5 Venue	*Please ✓ the appropriate * ☐ 1st Hall ☐ 2nd Hall ☐ Others (_____) *Please check availability of venue, make reservation and rental payment at the JCKL office.	
6 Estimated Number of Participants *Must specify	Member	_____ persons / Performers(_____)persons, Guests(_____)persons
	Non-Member	_____ persons / Performers(_____)persons, Guests(_____)persons *Participation of Non-members Approval of Sub-committee-in-charge, admin. committee meeting or committee meeting is required except for the events that concern medical, education and welfare.
	Total	_____ persons
7 Participation Fees	*Please ✓ the appropriate * ☐ None ☐ Yes (RM _____ / person) *If fee is collected, approval of Sub-committee in charge, admin. committee meeting or committee meeting is required. *Collection shall be based on the actual cost and non-profit making. *Item 8 must be filled in.	
8 Estimated Revenue & Expenditure	*Fill in this column only when Items 7 is applicable	
9 Others, Remarks	*External advertising (Yes/No) *Possibility of unspecified non-members entering (Yes/No)	
事務局用	1 事務局のみによる承認: 可 / 関連理事と要相談 2 関連理事への報告: 済 (理事名: _____) 3 関連委員会での承認: 要 (_____ 月 _____ 日予定) / 報告のみ: 可 / 不可 (委員会名: _____) 4 総務委員会での承認: 要 (_____ 月 _____ 日予定) / 報告のみ: 可 / 不可 5 理事会での承認: 要 (_____ 月 _____ 日予定) / 報告のみ: 可 / 不可	