

## Chung Chi College Booking Form of BBQ Site

Date of Function : \_\_\_\_\_

Name of Applicant : \_\_\_\_\_

Alumni / Staff / Student Card no. : \_\_\_\_\_

Department / Unit (for staff & students) : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Contact telephone no. : \_\_\_\_\_ (Fax no.) \_\_\_\_\_

Please choose the preferred time slot : (please insert a “ ✓ ” in the appropriate box)

	10:00 a.m.-2:00 p.m.	2:00 p.m.-6:00 p.m.	6:00 p.m.-10:00 p.m.
Chung Chi Students	\$150 <input type="checkbox"/>	\$150 <input type="checkbox"/>	\$150 <input type="checkbox"/>
Chung Chi Staff or Alumni	\$200 <input type="checkbox"/>	\$200 <input type="checkbox"/>	\$200 <input type="checkbox"/>
Other CUHK Staff or Students	\$250 <input type="checkbox"/>	\$250 <input type="checkbox"/>	\$250 <input type="checkbox"/>

*Payment methods :*

1. Cash payment at the Mail Room, G/F, Chung Chi College Office during office hours; or
2. Crossed cheque in favour of “ **The Chinese University of Hong Kong** ” mailed to or delivered in person at the Mail Room, G/F, Chung Chi College Office (Attn: Mrs. Lau), together with the application form, **six days** before the date of function. (Note : Please write the applicant’s name on the back of the cheque.)

\_\_\_\_\_  
Signature Date

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### Chung Chi College Confirmation Slip on BBQ Site Booking

To:

Please be informed that your application for booking of the BBQ site on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ has been approved. Attached please find an official receipt (No: \_\_\_\_\_ ) for the booking.

Please present the receipt to and borrow the key of the BBQ Site from Mrs. Lau at the Mail Room, G/F, Chung Chi College Office during office hours on the date of function and return the key next day after function during office hours (in case of public holidays, please collect the key on the last working day before the holiday and / or return the key on the first working day after the holiday.) Should the key be lost, a compensation fee of HK\$50 would be levied.

Thank you for your attention.

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Chung Chi College Office Date