

# 思源文娛中心場地租用表格

## Booking of Si Yuan Amenities Centre

(Note: Booking of Si Yuan Amenities Centre must be made at least 7 days ahead by completing and forwarding this booking form to Dean of Students' Office, United College)

To: Si Yuan Amenities Centre

(Fax: 2603 5412 Tel: 3943 7574)

From: \_\_\_\_\_

Date: \_\_\_\_\_

1. 租用日期  
Date of using the Centre: \_\_\_\_\_
  2. 時間 由 \_\_\_\_\_ 至 \_\_\_\_\_  
Time: From \_\_\_\_\_ To \_\_\_\_\_
  3. 出席人數 \_\_\_\_\_ 人  
Total number of guests: \_\_\_\_\_ pax \_\_\_\_\_
  4. 活動對象：  
Participants:  中文大學教職員 CUHK Staff  
 中文大學本科生/研究生 CUHK Undergraduates/Postgraduates Students  
 中文大學校友 CUHK Alumni 畢業年份 Year of Graduation : \_\_\_\_\_  
 校外人士 Other Guests \_\_\_\_\_ (請註明 Please specify)
  5. 活動性質  
Nature of Function: \_\_\_\_\_
  6. 如有任何特別要求，請註明  
Special requirements, if any: \_\_\_\_\_
- 租用單位/聯絡人  
Booking made by: \_\_\_\_\_
- 電話/傳真號碼  
Telephone / Fax: \_\_\_\_\_ / \_\_\_\_\_
- 部門/中大職員/校友/其他  
Department / CU Staff / Alumni / Others: \_\_\_\_\_
- 簽署  
Signature: \_\_\_\_\_
- 備註  
Remark: \_\_\_\_\_

### 租用條款:

1. 租用會員或校內單位須於活動四天前繳付港幣 HK\$1,000 為按金。如需取消或更改活動日期，必須最少於兩天前通知思源文娛中心，否則所繳付之按金將被全數沒收。
2. 思源文娛中心同期之推廣優惠將不適用宴會及派對。
3. 租用會員或單位不得於中心內作任何裝飾佈置及進行對他人造成滋擾活動(如放紙花爆)，否則須繳付罰款。館內設施如有任何損毀，會員亦須繳付罰款，罰款金額由聯合書院決定。
4. 聯合書院保留是否批准會員或校內單位租用申請之最終決定權。

### Conditions of Booking:

1. A deposit of HK\$1,000 should be made at least 4 days before the function date. Please notify the Centre at least 2 days before the function date for any cancellation or change of date, otherwise, United College reserves the right to forfeit the deposit in full.
2. All promotion items of the Centre during the same period will not be applied to Functions and Parties.
3. Members are not allowed to make any decorations or alternations to the Centre. Do not conduct any activities that may cause nuisance to other users (e.g. paper firecrackers). Members are liable to pay for damage made to the Centre. United College reserves the right to request the members to pay a fine for making good the Centre.
4. United College reserves the right to accept or reject any bookings.

Official Use Only

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_