

SHAW COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG
香港中文大學逸夫書院

RESERVATION FORM FOR VISITING SCHOLARS FLATS
訪問學人單位申請表

Please refer to the General Information overleaf and return the completed form to College Secretary of Shaw College or by fax 2603 5427. 請閱讀背頁的須知事項並擲回已填妥之申請表格予逸夫書院院務主任或傳真至2603 5427。

NEW RESERVATION 新申請 AMENDMENT 更改資料 CANCELLATION 取消申請
(Please the appropriate 請適用者)

PART I 第一部份- Particulars of Guest 訪客資料			
English Name 英文姓名: _____		Chinese Name (optional) 中文姓名 (如有): _____	
Title 稱謂: * Prof. 教授 / Dr. 博士 / Mr. 先生 / Ms. 女士 _____		Number of Accompanying Person(s) 攜同人數: _____	
(Please circle the appropriate 請圈出適用者)			
University / Institution 所屬學府或機構: _____		Country 國家: _____	
Purpose of Visit 訪校目的: _____			
Arrival Date 入住日期: _____		Departure Date 退房日期: _____	
		Total: () nights (住宿晚數)	
Type of accommodation requested (see "General Information" overleaf) 房間類別 (參閱背頁"須知事項")			Room Rate 租金 (HK\$)
			Per night 每晚* Monthly 月租*
a. Suite with one Double Bed 套房連一張雙人床	[LG1A, LG1B, LG1C, LG1D]*	<input type="checkbox"/>	410 / 460 / 470 8,100/ 9,000/ 9,300
b. Suite with one Double Bed 套房連一張雙/單人床 /Single Bed	[G01A, G01B, G01C, G01D, G01E]*	<input type="checkbox"/>	280 / 310 4,400 / 5,000 / 7,200 440 / 480 / 9,700
Remarks: Please mark <input checked="" type="checkbox"/> and circle the appropriate mark * 備註: 請在方格內加上 <input checked="" type="checkbox"/> 及請在 * 圈出適用者			
Payment method 付款方式		Inter-departmental transfer use only :	
<input type="checkbox"/> by guest 客人支付	Account to be charged : _____		
<input type="checkbox"/> by applicant 申請人支付	Company Code : _____		
<input type="checkbox"/> by department 學系 / 部門支付	Cost Centre/Project/Business Area Code : _____		
Applicant (Person to contact in University) 申請人 (校內聯絡人)			
Name 姓名: _____		Department 學系 / 部門: _____	
Post 職位: _____		Phone No. 聯絡電話: _____	Fax 傳真: _____
Endorsed by Department Chairman / Head of Unit 學系 / 部門主管批核			
Name 姓名		Signature 簽署	
		Date 日期	
PART II - FOR OFFICE USE ONLY 第二部份- 只供逸夫書院填寫			
Flat reserved 預留單位: _____		Period 時期: _____ / _____ / _____ to _____ / _____ / _____	
		dd	mm yy
		dd	mm yy
Room Rate 租金: \$ _____ x _____ months + \$ _____ x _____ nights	Total Room Rate 總租金: HK\$ _____		
Please pay attention to Paragraph 6 (Extension of stay) of General Information overleaf. 有關住宿申請, 請留意背頁第6段須知事項。			
Confirmed by 確認: _____		Date 日期: _____	
College Secretary, Shaw College 逸夫書院院務主任			

General Information

須知事項

1. Bookings are subject to confirmation by receipt of Part II of the Reservation Form.
所有預留之房間必須有第二部份確認方為有效。
2. Room Rate and related information 房租收費及其他資料

Suite/ Flat 套房/ 單位	Type 類別	Estimate Size (sq. ft.) 估計面積 (平方呎)	Room Rate (include the utility expenses) 租金(包括基本設施 (水、電、石油氣)費用 (HK\$)
G01A	Room with one double bed 套房連一張雙人床 -with private bath & lavatory 私人浴室及洗手間	188	440/night 每晚 7,200/month 每月
G01B	Room with one single bed 套房連一張單人床 - with common bath & lavatory 公共浴室及洗手間	94	280/night 每晚 4,400/month 每月
G01C	Room with one double bed 套房連一張雙人床 -with common bath & lavatory 公共浴室及洗手間	119	310/night 每晚 5,000/month 每月
G01D	Room with one double bed 套房連一張雙人床 - with common bath & lavatory 公共浴室及洗手間	133	310/night 每晚 5,000/month 每月
G01E	Room with one double bed 套房連一張雙人床 -with private bath & lavatory 私人浴室及洗手間	357	480/night 每晚 9,700/month 每月
LG1A	Suite with 1 double bed 套房連一張雙人床 - with private bath & lavatory 私人浴室及洗手間	365	460/night 每晚 9,000/month 每月
LG1B		400	470/night 每晚 9,300/month 每月
LG1C		390	470/night 每晚 9,300/month 每月
LG1D		305	410/night 每晚 8,100/month 每月

Note

- a. Flat G01A/B/C/D/E are equipped with in-room facilities, such as furnished air-conditioning, microwave, refrigerator and heater.
 - b. Flat LG1A/B/C/D are self-contained single rooms in Flat LG1 with a common kitchen, washing machine, microwave and refrigerator.
3. The minimum rental period is one week and reservation should be submitted from three months to seven working days before the scheduled check-in date.
租住時期最少為一星期，而有關申請需於入住日期三個月至七個工作天前遞交。
 4. Cancellation of booking should be made at least 7 days before arrival date. Otherwise Shaw College will charge the room rate as cancellation fee.
如欲取消申請，必須抵達日前七天通知。否則書院將收取租金作為取消費用。
 5. Check-in time 入住時間：14:00；Check-out time 退房時間：12:00
 6. Rental paid is not refundable or transferable.
已付的租金不可退還或轉讓。
 7. Application for extension of stay should be submitted two months in advance before the expiry date.
如欲申請延長住宿時間，請於住宿期完結前兩個月提出。
 8. The domestic service and personal hygiene items will NOT be provided.
租住期內將不提供房間清潔服務，並請自備個人衛生用品。
 9. Please contact 3943 7360 or email to amywks@cuhk.edu.hk should your guest arrives after office hour for further arrangement.
到達時間如非辦公時間，請預先聯絡3943 7360 或電郵 amywks@cuhk.edu.hk 作適當安排。
 10. Shaw College reserves the right to revise the room rate and general information without prior notice.
逸夫書院有權更改租金及須知事項而不予事先通知。