

**THE CHINESE UNIVERSITY OF HONG KONG**

**Benjamin Franklin Centre**

**Zi Jin Room (子衿廳) / Lu Ming Room (鹿鳴廳) Booking Form**

**(This form must be completed and returned by internal mail at least 2 working days in advance)**

To: Canteens Management Sub-Committee (c/o Business Office)

I wish to book the Zi Jin Room (子衿廳) / Lu Ming Room (鹿鳴廳)<sup>Note 1</sup> for \_\_\_\_\_ persons on:-

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

Time: \_\_\_\_\_

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

Time: \_\_\_\_\_

I would contact the caterer direct to work out the menu and the table arrangement at 29943698 (Phone No.) or 29943438 (Fax No.).

I hereby authorize the University to charge the rental<sup>Note 2</sup> to:-

University Account<sup>Note 3</sup>

Cost Centre/Project/Business Area Code \_\_\_\_\_ Account Code \_\_\_\_\_

Private Account

My next month's salary<sup>Note 4</sup> (Staff ID No. \_\_\_\_\_, Full name: \_\_\_\_\_)

By cheque (No. \_\_\_\_\_)

Others \_\_\_\_\_

Name of Budget Holder / Applicant: \_\_\_\_\_

Authorised Signature: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Post: \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_

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

Note 1 Zi Jin Room (子衿廳) can accommodate 32 persons (2 large and 2 small tables), and will normally be reserved for a minimum of 12 persons. Lu Ming Room (鹿鳴廳) can accommodate 68 persons (5 large and 2 small tables), and will normally be reserved for a minimum of 36 persons.

Note 2 HK\$220 per session for Zi Jin Room (子衿廳), HK\$350 per session for Lu Ming Room (鹿鳴廳). Cancellation can only be accepted 2 working days before the function. Otherwise rental will still be levied.

Note 3 In case the rental is to be charged to a University account, the name of applicant and the signature must be the budget holder's.

Note 4 In case the rental is to be charged to salary, the applicant must sign this form personally.

**REPLY SLIP**

To: \_\_\_\_\_

**Benjamin Franklin Centre**

**Zi Jin Room (子衿廳) / Lu Ming Room (鹿鳴廳)**

This is to confirm the acceptance of your booking of the captioned room as follows:-

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

Time: \_\_\_\_\_

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

Time: \_\_\_\_\_

- A rental of \_\_\_\_\_ will be payable to the University and charged to University Account/Private Account.

I regret that the room(s) that you want to book is/are not available.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Canteens Management Sub-Committee

March 11, 2014