

LEE WOO SING COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG

Booking No.: _____

Booking Form for Richard M.W. Ho Lounge

Important Notes:

1. Completed form should be sent to the Lee Woo Sing College Office (Fax No. 3749 5900) or by email to mandytsoi@cuhk.edu.hk at least 10 days in advance
2. After the booking is accepted, caterer (Perfect Buds Catering Limited) will be informed of the arrangement. Please contact the caterer immediately at **6032 7228 (Mr. Li)** for any subsequent changes of the booking. For cancellation, please contact the caterer at least 3 days before the event.
3. The caterer will contact the applicant one working day before the event and the charges will be based on the number of participants confirmed by then.
4. Under The Smoking (Public Health) (Amendment) Ordinance, the entire University campus (including indoor and outdoor areas) has been designated as NO SMOKING area with effect from January 1, 2007.
For enquiries, please contact the College Office at 3943 1634 (Ms. Mandy Tsoi).

Members of Lee Woo Sing College (WS) **AAPC Members** **Others** (Please tick in appropriate box)

Name of Applicant (Hosted by): _____ **Post:** _____

Department/Unit: _____ **Staff Club No. (if applicable):** _____

Name of Contact Person: _____ **Post:** _____

Contact Person Phone no.: _____ **Fax no.:** _____ **Email:** _____

Date of Function: _____ **Time:** Lunch: 12:00pm-3:00pm

Name of Function: _____ Dinner: 6:00pm-9:00pm

No. of Participants: _____ Other time (Please specify: _____)

Nature of Function:

- Official Meal Official Gathering LWS Student Society Function
 Private Gathering Others: (please specify: _____)

Location to Book: Lounge I (Min. booking: 1 table/10 persons) (Max. capacity.: 1 table for 16 persons)

(Please specify) Lounge II (Min. booking: 2 tables/20 persons) (Max. capacity: 2 or 3 tables for 36 persons)

Whole Lounge (Lounge I&II) (Min. booking: 3 tables/30 persons) (Max. cap.: 3 or 4 tables for 52 persons)

(Minimum booking fee is inclusive of food, 10% service charge and venue rental for the first 3 hours, discount price is for Member of WS/AAPC only.)

Chinese Banquet

(Min. booking: 10 persons):

Please liaise with Mr. Li (Tel. 6032 7228) of the caterer for tailor-made menu.

(Member of WS and University AAPC enjoy a discount of HK\$30 off per head for booking)

Other Request: (No extra charges during office hours while staff overtime charges is required for manpower support outside office hour)

Wire mic. and speaker AV equipment (60" TV display)

Signature: _____

Date: _____

OFFICE USE ONLY

Booking: Accepted/Rejected

Application form received by: _____

Date: _____

Approved by: _____

Date: _____

Confirmed no. of participants by caterer: _____

Date: _____

**LEE WOO SING COLLEGE
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Richard M.W. Ho Lounge

Booking Instruction and General Information

1. The Lounge I and II are primarily for use by Lee Woo Sing College (College Office, Committee of Overseers, Master, Affiliates, Student Societies, Alumni) and University AAPC members/ CU Colleges/ Departments/ Units.
2. Priority of booking will be given to the Official functions of Lee Woo Sing College, University AAPC members, College affiliates, CU Colleges, Departments and Units.
3. Booking should be made at least 10 days in advance to the LWS College Office.
4. Minimum booking fee is inclusive of food, 10% service charge and venue rental for the first 3 hours (beverages is exclusive). Upon special request, a group less than 10 persons for Chinese Banquet may be considered with an extra 10% service charge.
5. Member of Lee Woo Sing College and University AAPC enjoy a discount of HK\$30 off per head for booking (except self-service BBQ).
6. Booking parties must use catering services by Perfect Buds Catering Limited with a minimum meal charge. Minimum charge is for a booking of three hours, additional \$200 for extra hour.
7. Special conditions:
Booking parties must agree to give way to other parties who have a higher priority in case of an urgent arrangement. The booking parties will be relocated immediately, if possible, to another private location of the same floor for their functions.
8. Parking space up to two cars can be reserved upon request.
9. Basic audio and AV equipment can be provided with no extra charges during office hours while staff overtime charges is required for manpower support outside office hour.