

**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 [adaso@cuhk.edu.hk](mailto:adaso@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 1609 (Ms. Ada So).

**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)
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**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)     Car parking (max. 2)

**Signature:** \_\_\_\_\_

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

**OFFICE USE ONLY**

Booking: Accepted/Rejected

Application form received by: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

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

Confirmed no. of participants by caterer: \_\_\_\_\_

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

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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.