

**NEW ASIA COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG
VISITING SCHOLAR FLATS/ROOMS
RESERVATION APPLICATION**

No.

<input type="checkbox"/> NEW RESERVATION	<input type="checkbox"/> AMENDMENT	<input type="checkbox"/> CANCELLATION
Name of Guest(s):		
Arrival Date (dd/mm/yy) /Time:		Departure Date (dd/mm/yy) /Time:
Accommodation Required: (Please tick whichever box is appropriate)		
<u>Friendship Lodge</u>		
<input type="checkbox"/> Flat 1A Room A	Two Single Beds (<i>with shared living room</i>)	(HK\$450/night)/(\$3,000/week)
<input type="checkbox"/> Flat 1A Room B	Two Single Beds (<i>with shared living room</i>)	(HK\$450/night)/(\$3,000/week)
<input type="checkbox"/> Flat 1B	One Bedroom (<i>with two single beds</i>)	(HK\$600/night)/(\$4,000/week)
<input type="checkbox"/> Flat 1C	One Bedroom (<i>with two single beds</i>)	(HK\$500/night)/(\$3,300/week)
<input type="checkbox"/> Flat 4A Room A	Two Single Beds (<i>with shared living room</i>)	(HK\$450/night)/(\$3,000/week)
<input type="checkbox"/> Flat 4A Room B	Two Single Beds (<i>with shared living room</i>)	(HK\$450/night)/(\$3,000/week)
<input type="checkbox"/> Flat 4B	One Bedroom (<i>with two single beds</i>)	(HK\$600/night)/(\$4,000/week)
<u>Daisy Li Hall</u>		
<input type="checkbox"/> 709	One Single Bed	(HK\$400/night)/(\$2,500/week)
<input type="checkbox"/> 710	One Single Bed	(HK\$450/night)/(\$3,000/week)
<input type="checkbox"/> 711	Two Single Beds	(HK\$500/night)/(\$3,500/week)
<u>Chih Hsing Hall</u>		
<input type="checkbox"/> G 20	One Single Bed	(HK\$400/night)/(\$2,500/week)
Remarks (if any):		
<u>Reservation by Academic Department</u>		
Name of Applicant: (Prof./Dr./Mr./Ms.) _____ (in block letters)		
Department: _____		Post: _____
Office Telephone: _____		Fax Number: _____
Email address: _____		
Signature: _____		Date: _____

Account Chargeable:		Authorized Signature:
<input type="checkbox"/> Payment on Departmental Account		(Budget Holder)
<i>Company Code:</i>		
<i>Project Code/Cost Centre Code:</i>		
<i>Account Code:</i>		_____
		(Name: _____)
<input type="checkbox"/> Payment by guest(s)		
<u>For College Office Use Only</u>		
Reservation checked by:		Endorsement (if necessary)by:
Reservation confirmed by:		Date:

Please turn overleaf for important notes

Important Notes:

(A) Reservation and confirmation

- *Please return the completed form* to Mr. C.M. Ho together with Departmental endorsement on I/F., Cheng Ming Building, New Asia College.*

** attached the nomination letter or invitation letter of the guest if payment by departmental account.*

- *The rental period should be at least 7 nights and not more than one month.*
- *Reservation will be confirmed TWO MONTHS prior to the arrival of the guests.*
- *Upon confirmation by this Office but fail to check-in are required to pay two nights rental payment for each room. For cancellation of bookings, 2 weeks advance notice is required.*

(B) Check-in and check-out time

Check-in time: after 2:00 p.m. Check-out time: before 11:00 a.m.

(C) Payment

- *Full payment should be made upon the check-in date either in cash or cheque in HK dollars. Cheque should be made payable to “The Chinese University of Hong Kong”. Please pay the rental payment to College Office on I/F., Cheng Ming Building, New Asia College.*

- *Rental payment is not refundable and transferable.*

(D) The Smoking (Public Health)(Amendment) Bill 2005 was passed into law for implementation with effect from 1 January 2007. From that date, the entire university campus (including indoor and outdoor areas), with the exception of certain exempt areas as defined by law (Annex), will be designed as a no smoking area. Friendship Lodge, Daisy Li Hall and Chih Hsing Hall, New Asia College are classified as no smoking area.

(E) The College Head and the College Secretary have the discretion in approving special applications, and this Office reserves the right to make changes to the above terms and conditions when necessary.