

**BOOKING OF COLLEGE STAFF CANTEEN****Booking Form****Important Note:**

1. Please refer to "Booking Guidelines and General Regulation" overleaf before submitting the booking form.
2. Completed form should be sent to the Wu Yee Sun College Office by email to polly@cuhk.edu.hk or fax at 2603 7384 at least 5 working days in advance.
3. For cancellation and amendments, the caterer must be informed of at least 3 working days before the event date.
4. The College reserves the final right to accept or decline any bookings.

PART I : Information of Applicant			
Department/Unit:			
Name of Applicant (Hosted by):			
Name of Contact Person:		Phone:	
Email:		Fax:	
Name of Function:		Expected no. of participants:	
Event Date: (DD / MM / YY)		Event Time:	☐ Lunch: 12:00nn – 2:30pm ☐ Dinner: 6:00pm – 8:30pm

PART II: Staff Dining Room to be Reserved & Booking Fee		
Zone A (VIP Dining Room) (A table of Max. 16 pax) Min. booking : 2 pax 貴賓廳 (包場)	Zone B (Outside VIP Dining Room) (2 tables - Max. 12 pax per table) Min. booking : 10 pax 非貴賓廳 (不設包場)	Zone A & B (Staff Canteen) (Max. 40 pax) Min. booking : 20 pax 教職員飯堂 (包場)
☐ College Members (Overseers/Fellows/Cabinet Members) Booking Fee : Waived	☐ College Members (Overseers/Fellows/Cabinet Members) Booking Fee : Waived	☐ College Members (Overseers/Fellows/Cabinet Members) Booking Fee : HK\$200
☐ College Members (<u>Except</u> Overseers/Fellows/Cabinet Members) Booking Fee : HK\$100	☐ College Members (<u>Except</u> Overseers/Fellows/Cabinet Members) Booking Fee : Waived	☐ College Members (<u>Except</u> Overseers/Fellows/Cabinet Members) Booking Fee : HK\$200
☐ AAPC Meeting Members Booking Fee : Waived	☐ AAPC Meeting Members Booking Fee : Waived	☐ AAPC Meeting Members Booking Fee : HK\$400
	☐ Other CUHK Staff Members (<u>Except</u> AAPC Meeting Members) Booking Fee : Waived	☐ Other CUHK Staff Members (<u>Except</u> AAPC Meeting Members) Booking Fee : HK\$400
☐ AV Request (projector)		☐ AV Request (projector and mic)

PART III: Payment Method (if applicable)		
☐ By Inter-departmental Billing and Transfer (IBT)		
Company Code:	Cost Centre/Project/Business Area Code:	Account Code:
☐ By cheque (payable to "The Chinese University of Hong Kong")		☐ By Cash

Applicant's Signature

Date

FOR OFFICE USE ONLY			
Result:	Approved / Rejected	Signature:	Date:
Booking Fee:	Waived / HK\$100 / HK\$200 / HK\$400		Fee Received Date:
Copy sent to:	☐ Caterer (Hardcopy / Email)		Date:
	☐ Applicant (Hardcopy / Email)		Date:



BOOKING OF COLLEGE STAFF CANTEEN

Booking Guidelines and General Regulations

1. Request of Booking

Bookings should be made by email (polly@cuhk.edu.hk) or fax (fax number: 2603 7384) at least 5 working days in advance.

2. Confirmation of Booking

- Successful bookings will be confirmed by email. Please settle the booking fee as instructed after email confirmation. The booking fee is listed on the front page of the booking form.
- Booking parties must use the catering services provided by the College Student Canteen. After the booking is accepted, booking parties are required to contact the caterer at 2455 6888 / 5139 9088 to confirm the menu and notify the caterer of any changes to the number of people.
- The College reserves the final right to accept or decline any bookings.

3. Amendments or Cancellations

- For cancellations and amendments, the caterer must be informed of at least 3 working days before the event date.

4. Eligibility

- For booking of Zone A, bookings must be made by an applicant who is a Wu Yee Sun College staff member or AAPC Meeting member.
- For booking of Zone B or entire Staff Canteen (Zone A & B), bookings must be made by an applicant who is a CUHK staff member.

5. General Regulations

- The College Staff Canteen (Zone A & B) will be reserved for College Cabinet Meetings, Roundtable Luncheon/Dinner, and Luncheon/Dinner following College Overseers'/Assembly of Fellows' Meetings or College Inauguration/Closing/Graduation Ceremonies.
- Priority of bookings will be given to the official functions of Wu Yee Sun College.
- Applicant should not transfer the booking to other University units or outsiders, with the understanding that the applicant is held responsible for the venue throughout the entire booking period.
- Applicant should also be responsible for any damage to or loss of equipment, furniture, and/or fixtures, and/or a cleaning fee if extra cleaning is deemed necessary by the College.
- For booking of Zone A or entire Staff Canteen (Zone A & B), basic audio and AV equipment can be provided upon request. No manpower support will be provided during the booking period.
- No parking space will be reserved for the booking parties.

6. Floor Plan

