WU YEE SUN COLLEGE, THE CHINESE UNIVERSITY OF HONG KONG

BOOKING OF COLLEGE STAFF CANTEEN

Booking Guidelines and General Regulations

1. ***Request of Booking***
   Bookings should be made by email (rubyyttam@cuhk.edu.hk) or fax (fax number: 2603 7384) at least 5 working days in advance.

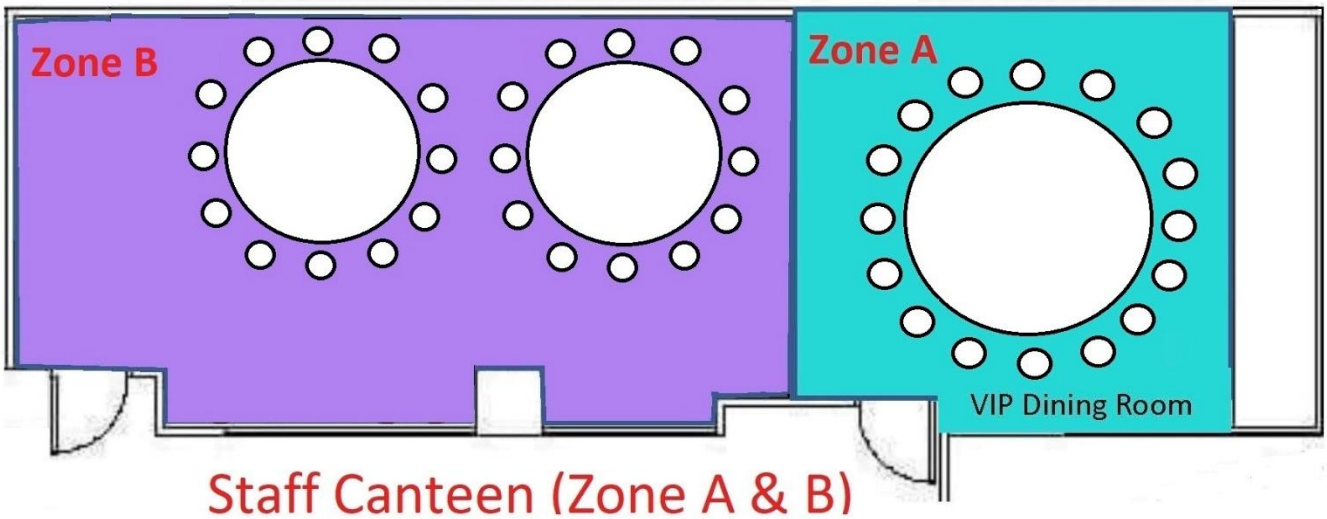
2. ***Confirmation of Booking***
   - Successful bookings will be confirmed by email. Please settle the booking fee as instructed after email confirmation. The booking fee is listed on the booking form.
   - Booking parties must use the catering services provided by the College Student Canteen. After 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***



Form Received: _____

WU YEE SUN COLLEGE, THE CHINESE UNIVERSITY OF HONG KONG

BOOKING OF COLLEGE STAFF CANTEEN

Booking Form

Important Note:

1. Please refer to "Booking Guidelines and General Regulation" before submitting the booking form.
2. Completed form should be sent to the Wu Yee Sun College Office by email to rubyyttam@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 (Except Overseers/Fellows/Cabinet Members) Booking Fee : HK$100	❑ College Members (Except Overseers/Fellows/Cabinet Members) Booking Fee : Waived	❑ College Members (Except 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 (Except AAPC Meeting Members) Booking Fee : Waived	❑ Other CUHK Staff Members (Except AAPC Meeting Members) Booking Fee : HK$400
❑ AV Request (projector)		❑ AV Request (projector and mic)

PART III: Payment Method for Booking Fee (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: