

**UNITED COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG**

**Staff Common Room
Room Reservation Form**

(Please email to crystallai@cuhk.edu.hk, Enquiry Tel.: 3943 7571 Ms Crystal Lai)

Name: Prof Dr Mr Mrs Ms _____ (in Chinese) _____

Department: _____

Tel.: _____ Fax: _____ E-mail: _____

Date of Function: _____ Time of Function: _____ No. of Participants: _____

Nature: Tea-break am / pm Lunch Dinner Meeting Seminar

Date of Set-up: _____ Time of Set-up: _____

Signature: _____ Date: _____

Room to be Reserved:	<input type="checkbox"/> Dining Room: <i>(Sitting Capacity: under 100)</i> First Three Hours \$1950 (Minimum) Additional Hour @\$650	Hour Reserved: From _____ To _____ Total _____ hours	\$ _____
	<input type="checkbox"/> Conference Room: <i>(Sitting Capacity: under 15)</i> First Three Hours \$650 (Minimum) Additional Hour @\$195	Hour Reserved: From _____ To _____ Total _____ hours	\$ _____
Attendant Charge: Each Attendant \$200 x 3 hours = \$600 (Minimum) <i>(N.B. Each 14 participants needs one attendant)</i>		No. of Attendants(s) Required: _____	\$ _____

Set-up Requirements:

Reception Table			Microphone (Wireless) (Nos.1-2)		
Long Dining Table (8' x 3') (Nos. 1-8)			Microphone with Wooden Lectern		
Small Round Table (Nos. 1-16) <i>(Sitting Capacity: up to 6 persons each)</i>			Laser Pointer		
			Overhead Projector plus Screen		\$ 50
Microphone (Wire with stand) PA included			Computer and LCD Projector plus Screen		\$ 100
Microphone (Wireless with stand) PA included					

Drinks:

A. Lunch or Dinner \$15 per head for coffee, tea and distilled water (Minimum Charge)

Total: \$ 15 x _____ persons = \$ _____

B. Coffee/Tea \$15 x _____ cups = \$ _____; Soft Drinks \$15 x _____ cans = \$ _____;

Distilled Water(1.8L) \$25 x _____ bottles = \$ _____

Others: _____ = \$ _____ **Total:** \$ _____

Total Expenses at UC Staff Common Room: \$ _____

Payment Instructions:

- Official Company Code: _____ Cost Centre: _____ A/C Code: _____
 Checked / Received by: _____ Approved by Budget Holder: _____
 Endorsed by: _____ (College Secretary, UC)
- Private Membership No.: _____

Please credit to SCR account (Company Code: C760, Cost Ctr: UCSCR, Account Code: 490028).

***** Please return this Form to United College Staff Common Room for further action.*****