## UNITED COLLEGE

## THE CHINESE UNIVERSITY OF HONG KONG

## **Staff Common Room**

## **Room Reservation Form**

(Please email to <a href="mailto:crystallai@cuhk.edu.hk">crystallai@cuhk.edu.hk</a>, Enquiry Tel.: 3943 7571 Ms Crystal Lai)

Microphone (Wire with stand) PA included  Grant CD Project on the stand of the stand of the standard of the st	Name: $\square Prof \square Dr \square$	Mr Mrs Ms		(in	Chinese)		
Date of Function:	Department:						
Nature:   Tea-break am   / pm   Lunch   Dinner   Meeting   Seminar	Tel.:	Fax:	E-	mail:			
Date of Set-up:	Date of Function:	Tim	ne of Function: _	No. of Participants:			
Citing Capacity: under 100    First Three Hours   \$1950 (Minimum)   Additional Hour @\$650   Total   hours   hours   hours	Date of Set-up:	Vature: Tea-break am / pm Lunch   Date of Set-up:		Time of Set-up:	Dinner ☐ Meeting ☐ Seminar ☐  Time of Set-up:		
Attendant Charge:  Each Attendant \$200 x 3 hours = \$600 (Minimum)  (N.B. Each 14 participants needs one attendant)  Set-up Requirements:  Reception Table  Long Dinning Table (8' x 3') (Nos. 1-8)  Small Round Table (Nos. 1-16)  (Sitting Capacity: up to 6 persons each)  Microphone (Wire with stand) PA included  Microphone (Wireless with stand) PA included  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: \$	Room to be Reserved:	(Sitting Capacity: First Three Ho \$1950 (Minin Additional Hot Conference Roo (Sitting Capacity: First Three Hou \$650 (Minim	urs mum) ur @\$650 m: under 15) urs	From To Total Hour Reserved: From To	hours		
Reception Table	Additional Hour @\$195  Attendant Charge:  Each Attendant \$200 x 3 hours = \$600 (Minimum)  (N.B. Each 14 participants needs one attendant)						
Long Dinning Table (8' x 3') (Nos. 1-8)  Small Round Table (Nos. 1-16)  (Sitting Capacity: up to 6 persons each)  Microphone (Wire with stand) PA included  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: \$							
Small Round Table (Nos. 1-16)       Laser Pointer         (Sitting Capacity: up to 6 persons each)       Overhead Projector plus Screen       \$	Reception Table						
Small Round Table (Nos. 1-16)       Overhead Projector plus Screen       \$	Long Dinning Table (8' x 3') (Nos. 1-8)			Microphone	with Wooden Lectern		
Microphone (Wire with stand)       PA included       Computer and LCD Projector plus Screen       \$ 100         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 = \$       Total: \$						5	§ <u>50</u>
Microphone (Wireless with stand)       PA included       \$	Microphone (Wire with stand) PA included						
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: \$				•			100
Total Expenses at UC Staff Common Room: \$	A. Lunch or Dinner  Total: \$ 15 x  B. Coffee/Tea \$15 :  Distilled Water(1.	persons = \$	; So	oft Drinks \$15 x _	cans = \$		
Payment Instructions:	Payment Instructions	<b>:</b>					
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. \*\*\*