

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

**Staff Common Room**

**Room Reservation Form - UCSCR Member**

*(Please email to [crystallai@cuhk.edu.hk](mailto: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 \$1500 (Minimum) Additional Hour @\$500	Hour Reserved: From _____ To _____ Total _____ hours	\$ _____
	<input type="checkbox"/> Conference Room: <i>(Sitting Capacity: under 15)</i> First Three Hours \$500 (Minimum) Additional Hour @\$150	Hour Reserved: From _____ To _____ Total _____ hours	\$ _____
Attendant Charge: Each Attendant \$150 x 3 hours = \$450 (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 \$10 per head for coffee, tea and distilled water (Minimum Charge)

**Total:** \$ 10 x \_\_\_\_\_ persons = \$ \_\_\_\_\_

B. Coffee/Tea \$10 x \_\_\_\_\_ cups = \$ \_\_\_\_\_; Soft Drinks \$10 x \_\_\_\_\_ cans = \$ \_\_\_\_\_;

Distilled Water(1.8L) \$20 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.\*\*\***