

**Chung Chi College Staff Club**  
**The Chinese University of Hong Kong**

**BOOKING OF FUNCTION ROOMS**

**Booking Instructions and General Regulations:**

**1. Eligible Users:**

The function rooms of the Clubhouse are primarily for use by members of the Chung Chi College Staff Club to host staff functions except for wedding receptions. For wedding reception, please contact our Club Executive Assistant for the appropriate form.

**2. Request of Booking:**

Bookings should be made by telephone (at 3943 9696) followed by sending the original filled forms to the Club, at least two weeks before the date of function.

**3. Time Available for Booking:**

<b>Function Room(s) in the Clubhouse</b> <i>Floor Plan is available on our Club's official website: <a href="http://www.cuhk.edu.hk/ccs/staffclub">www.cuhk.edu.hk/ccs/staffclub</a></i>	<b>All Sessions</b>
Function Room 1 / 2 / 3 / 3A / 3B	College / Departmental / Faculty / Private Function
Function Room 4 / 5	College / Departmental / Faculty Function Private Function (Upon special approval)
VIP Room/Request for two or more function rooms	Upon special approval

<b>Function Room in Orchid Lodge Clubhouse</b>	<b>All Sessions on Weekdays</b>	<b>All Sessions on Saturdays &amp; Public Holidays</b>
Function Room 6	College / Departmental / Faculty / Private Function	Upon special approval

**4. Confirmation of Booking**

All bookings will be confirmed 10 days prior to the date of function. Once the booking is confirmed, the booking fee should be provided at least three working days before the function date and it is non-refundable. The fee is listed on the booking form for reference.

The Club reserves the right to disapprove any booking. Please contact our Club Assistant at 3943 9696 for further enquiries

**5. General Regulations and Responsibility of the Member(s) Concerned**

- Applicant shall accompany their guests at all times during the function.
- Applicant should not transfer the booking to other University members or outsiders, with the understanding that members are held responsible for the venue throughout the entire booking period.
- Applicant booking the function room(s) should be responsible for the misbehavior of the participants.
- The installed AV and Broadcasting System of the Clubhouse is for live broadcasting and projecting event-related information. Applicant should own the copyright for all the contents and digital audio-visual contents projected or arrange all necessary licenses for the event. Under any circumstances, "Chung Chi College Staff Club or Chung Chi College or The Chinese University of Hong Kong" will not bear any responsibility, legal liability or liability for any losses in relation to copyright and invalid license.
- 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. All these will be charged to the member(s)/department(s) concerned accordingly. The Club will appraise the amount of compensation.
- Except with the prior written approval of the Club, posting banners, posters or decoration, etc. on the interior fixtures are not allowed in the Clubhouse. The cost of restoration on any damage or loss will be charged to the member(s)/department (s) concerned.
- Performing Lion Dance or using Firecrackers are not allowed in the Clubhouse.
- Reservation of the Table Stands is required in advance.

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**Booking Form for Function Rooms**

 New booking Amendment Cancellation

Name of Member (applicant): \_\_\_\_\_ Membership no: \_\_\_\_\_

Name of function: \_\_\_\_\_ Date of function: \_\_\_\_\_ (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) (day of the week)

Organizer:  Private ▲  University units  CCC Staff Club / College Office / College committee

Expected: \_\_\_\_\_ participants / \_\_\_\_\_ table(s) ▲ Number of participants should be under 72, and only Function Rooms 1, 2 and 3 are available for private functions.

Name of Organizer / Department: \_\_\_\_\_ Tel. no.: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Email: \_\_\_\_\_

Room(s) in the Clubhouse (seating capacity) (Floor Plan is available on our Club's official website)				Session 1 11:30 a.m. - 2:30 p.m.	Session 2 2:30 p.m. - 4:30 p.m.	Session 3 5:30 p.m. - 10:00 p.m.
Lower Floor	VIP Room #		(~ 12 - 24)	\$200 / Table <input type="checkbox"/>	\$200 / Table <input type="checkbox"/>	\$200 / Table <input type="checkbox"/>
	Function Room	1	(~ 12)	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>
	Function Room	1 + 2	(~ 72)	\$300 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$300 <input type="checkbox"/>
Upper Floor	Function Room	3	(~ 50)	\$200 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$200 <input type="checkbox"/>
		3A/B*	(~ 12 - 24)	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>
	Function Room	4	(~ 100)	\$400 <input type="checkbox"/>	\$200 <input type="checkbox"/>	\$400 <input type="checkbox"/>
	Function Room	5	(~ 50)	\$200 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$200 <input type="checkbox"/>
<input type="checkbox"/> Screen rental fee: \$50 each / <input type="checkbox"/> P.A. system rental fee: \$350						
# Booking for VIP Room and two or more function rooms together require special approval						
Room in the Orchid Lodge Clubhouse (Monday – Friday)				Session 1 9:00 a.m. - 12:00 noon	Session 2 2:30 p.m. – 5:00 p.m.	Session 3 5:00 p.m. - 8:00 p.m.
Function Room 6 (23)				\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$100 <input type="checkbox"/>

To: Chung Chi College Staff Club  
(Tel: 3943 9696 / Fax: 2603 7503 / website: [www.cuhk.edu.hk/ccs/staffclub](http://www.cuhk.edu.hk/ccs/staffclub))

I read through and understand the General Regulations of booking function room(s), and I agree to take up the applicant's responsibility as set out in the General Regulations.

Please send me the confirmation slip and I shall present it to the Caterer for further arrangement. Booking fees of the Function Room(s) HK\$\_\_\_\_\_ (cash / cheque payable to "The Chinese University of Hong Kong" / signed Inter-departmental Transfer Form)\* shall be provided at least three working days before the function date.

\*Please delete as appropriate \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Endorsement from Department/Faculty (for departmental/faculty function only)**

\_\_\_\_\_ Department/Unit chop \_\_\_\_\_ Endorsed by Department/Unit Head \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Form received: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> amendment: \_\_\_\_\_ Approved

2<sup>nd</sup> amendment: \_\_\_\_\_ Rejected

3<sup>rd</sup> amendment: \_\_\_\_\_ To Caterer