

**BOOKING OF COLLEGE FACILITIES**  
**(for parties other than Wu Yee Sun College Student Organizations)**

**Booking Instructions and General Regulations:**

1. ***Request of Booking***

Bookings should be made by email (andy\_cheung@cuhk.edu.hk) or fax (fax number: 2603 7384).

2. ***Confirmation of Booking***

Successful bookings will be confirmed by email. Please settle the venue rental by cheque (payable to “The Chinese University of Hong Kong”) within 3 working days after the confirmation email is sent. The venue rental is listed in the booking form overleaf.

The College reserves the right to disapprove any booking.

3. ***Amendments or Cancellations***

Venue rental paid will not be refunded for amendments and cancellations made less than 14 days before the event date.

4. ***Classification of Hirers***

**External Hirers**

Activities organized by outside bodies which reside at the College Hostels during the approved summer residence period

**Internal Hirers**

Activities organized or sponsored by CUHK academic/non-academic departments/centres/units

5. ***General Regulations and Responsibilities***

- Applicant should not transfer the booking to other University units or outsiders, with the understanding that the applicant is held responsible for the venue(s) throughout the entire booking period.
- Applicant booking the College facilities should be responsible for the misbehavior of the participants.
- 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.
- Except with the prior written approval of the College, no banner, poster or decoration, etc. are allowed to be attached to the interior fixtures of the venue(s) booked.



*College Theatre*



*Activity Room*



*Seminar Rooms 1-3 (linked)*



*1 Seminar Room*

**Wu Yee Sun College**  
**The Chinese University of Hong Kong**

**Booking Form for College Facilities**  
**(for parties other than Wu Yee Sun College Student Organizations)**

Name of applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
Department / Organization: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Expected no. of participants: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ (DD/MM/YY) Time of Event: \_\_\_\_\_  
Organizer:  University units: \_\_\_\_\_  
 Outside Bodies: \_\_\_\_\_

College Facilities to be Reserved	Internal Hirers	External Hirers
<b>College Theatre</b> Room UG10, UG/F, West Block (130 seats)	<input type="checkbox"/> HK\$380 per 3-hour session	<input type="checkbox"/> HK\$2,000 per 3-hour session
<b>Seminar Room 1</b> Room 112, 1/F, West Block (~29 sq.m)	<input type="checkbox"/> HK\$100 per 3-hour session	<input type="checkbox"/> HK\$280 per 3-hour session
<b>Seminar Room 2</b> Room 113, 1/F, West Block (~29 sq.m)	<input type="checkbox"/> HK\$100 per 3-hour session	<input type="checkbox"/> HK\$280 per 3-hour session
<b>Seminar Room 3</b> Room 114, 1/F, West Block (~29 sq.m)	<input type="checkbox"/> HK\$100 per 3-hour session	<input type="checkbox"/> HK\$280 per 3-hour session
<b>Activity Room</b> Room 116, 1/F, West Block (~33 sq.m)	<input type="checkbox"/> HK\$100 per 3-hour session	<input type="checkbox"/> HK\$280 per 3-hour session

VIP Dining Room (A table of 15 guests)  * For lunch bookings, booking confirmation will only be made 3 days before the event date. For dinner bookings, booking confirmation will only be made 7 days before the event date.	<input type="checkbox"/> Wu Yee Sun College Staff Members – HK\$50 <i>(the charge is waived for College cabinet members)</i>  Name of Wu Yee Sun College Staff Member, if different from applicant: _____	<input type="checkbox"/> CUHK Non-Wu Yee Sun College Staff Members – HK\$100 <i>(the charge is waived for AAPC members and College Masters)</i>  Name of AAPC member or College Master, if different from applicant: _____
Staff Canteen Function Room (40 seats)  * Bookings can only be made for dinners and confirmation will only be made 7 days before the event date.	<input type="checkbox"/> Wu Yee Sun College Staff Members – HK\$100  Name of Wu Yee Sun College Staff Member, if different from applicant: _____	<input type="checkbox"/> CUHK Non-Wu Yee Sun College Staff Members – HK\$300

*Please liaise with the Canteen Operator (Tel: 2603 0007) on the catering services provided after the booking is confirmed.*

To: College Office, Wu Yee Sun College (Email: andy\_cheung@cuhk.edu.hk / Fax: 2603 7384)

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

\_\_\_\_\_  
Applicant Signature (with Organization Chop)

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Booking Accepted / Rejected \_\_\_\_\_

Signature \_\_\_\_\_

Booking Form received by \_\_\_\_\_

Date \_\_\_\_\_

Rental received by \_\_\_\_\_

Date \_\_\_\_\_

Copy sent to \_\_\_\_\_

Caterer

Date \_\_\_\_\_

Applicant

Date \_\_\_\_\_