BOOKING OF COLLEGE STUDENT CANTEEN
(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 (polly@cuhk.edu.hk) or fax (fax number: 2603 7384).

2. Confirmation of Booking and Deposit
   Bookings will be considered by the College Catering Services Committee on a case-by-case basis. Successful bookings will be confirmed by email. Please submit a cheque of HK$500 payable to “The Chinese University of Hong Kong” as deposit to the College Office (Room G03, G/F, East Block, Wu Yee Sun College) as instructed after email confirmation.

3. Amendments or Cancellations
   Deposit will not be refunded should there be any amendments and cancellations made less than 14 days before the event date.

4. Venue and AV equipment Rental
   The venue booking is free of charge, but a minimum catering charge of HK$30 per head applies to student activities and $80 per head applies to non-student activities. For booking of the whole canteen, a minimum catering charge of $7,000 for student activities and $16,000 for non-student activities (per breakfast/lunch/dinner session) is required. Please liaise with the Canteen Operator (Tel: 2603 0007) on the catering services to be provided after the booking is confirmed.
   Projection Screen and AV equipment can be rented at a charge of HK$400 per event. Recruitment of a student helper is needed to provide AV support to the event and the organization needs to pay the student helper fee.

5. Eligibility
   - CUHK staff member
   - CUHK student representing a legitimate organization
   - CUHK alumni
   - Outside body with valid booking of University facilities

6. General Regulations and Responsibilities
   - Booking time of canteen is 7:45am – 8:45pm, from Monday to Saturday, except public holidays.
   - Applicant should not transfer the booking to other University units or outsiders, with the understanding that the applicant is held responsible for the venue throughout the entire booking period.
   - Applicant should be responsible for the misbehavior of the participants, and should ensure that the participants do not conduct any dangerous activities or cause nuisance to other users.
   - 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 banners, posters or decorations, etc. are allowed to be attached to the interior fixtures of the Student Canteen.
   - Deposit will not be refunded if the venue is not returned by the end of the agreed booking time.
Wu Yee Sun College
The Chinese University of Hong Kong

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

Name of applicant: ___________________ Email: ___________________
Organization: ___________________ Telephone: ___________________

Name of Event: ___________________

(Remarks: Please submit a proposal or relevant information of the event together with the Booking Form)

Expected no. of Participants: ___________________ (a maximum of 300 participants will be accepted)
Date of Event: ___________________ (DD / MM / YYYY)
Time of Event: ___________________
Organizer: ___________________
☐ University Units / Student Bodies: ___________________
☐ Outside Bodies: ___________________

AV System and Other Equipment:
☐ Yes (A rental of HK$400 per event and student helper fee is required. Cheque is made payable to “The Chinese University of Hong Kong”)
☐ ____ pc(s) of Mic (Max. 2 pcs)
☐ ____ pc(s) of Table Mic Stand (Max. 2pcs)
☐ Projection Screen and VGA Cable (3m)
☐ ____ pc(s) of Tripod Mic Stand (Max. 2pcs)
☐ Lectern
☐ No

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

I read through and understand the General Regulations of booking the College Student Canteen, and I agree to take up the applicant’s responsibility as set out in the General Regulations. I also understand that CUHK, the College and the Caterer shall not be liable to pay damage or compensation as a result of the damage to properties, death or injury suffered by the applicant or users resulting from any cause arising from the booking or use of the Canteen.

Applicant Signature (with Organization Chop) ___________________ Date: ___________________

OFFICE USE ONLY

Booking accepted / rejected
Approved by: ___________________ Date: ___________________
Copy sent to: ___________________ Date: ___________________
☐ Caterer
☐ Applicant
AV Rental received by: ___________________ Date: ___________________
Deposit received by: ___________________ Date: ___________________
Deposit refunded by: ___________________ Date: ___________________