## Booking Instructions and Conditions of Use

### (1) Booking Charges

<table>
<thead>
<tr>
<th>Venue</th>
<th>Projector &amp; PA System</th>
<th>Monday to Friday (minimum 2 hours)</th>
<th>Saturday, Sundays and Public Holidays (minimum 4 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>9am – 5 pm</td>
<td>5pm – 10 pm</td>
</tr>
<tr>
<td>Dining Hall</td>
<td>$1,500</td>
<td>$500/hr</td>
<td>$600/hr</td>
</tr>
<tr>
<td>Function Room</td>
<td>$500</td>
<td>$200/hr</td>
<td>$300/hr</td>
</tr>
</tbody>
</table>

i. Members of New Asia College Staff Association (NACSA), New Asia College Alumni Association (NACAA) and New Asia College Golf Association (NACGA) are offered a 50% discount on the booking charges.

### (2) Request of Booking:

Enquiries on venue availability can be addressed to Ms. Priscilla Kwan, Dean of Students’ Office, New Asia College at 3943-7604.

i. Dining Hall: 3 months advanced booking is accepted.

ii. Function Room: 1 month advanced booking is accepted. (Bookings for 12 noon to 2:30 pm can only be confirmed 10 days before the date of the event)

iii. Booking is only open to members of NACSA, NACAA, NACGA, and Departments/Units of CUHK.

### (3) Confirmation of Booking

i. The New Asia College will confirm the booking within 2 weeks upon receipt of the Booking Form.

### (4) Cancellation of Booking:

i. Upon confirmation of the booking by the New Asia College, cancellation has to be made in writing using the Yun Chi Hsien Booking Form.

ii. 50% of the booking fee will be charged if cancellation is made within 7 days prior to the date of event.

### (5) Conditions of Use:

i. The College reserves the right to reject any booking.

ii. Organizers of events must ensure that no infringement occurs on the premises of Yun Chi Hsien either of the laws of Hong Kong or the regulations of the College or The Chinese University of Hong Kong.

iii. Organizers of events are liable for any damage caused by themselves or their guests when using the facilities of Yun Chi Hsien. They must indemnify the College for such damages on demand by the management.

iv. If the University or the College has to make use of the facilities to organize important events, the applicant has the obligation to release the booked facilities. The College reserves the right to make any change to the booking when necessary.

v. All bookings will be cancelled if typhoon signal No. 8 or above / Black Rainstorm Warning is hoisted on the day of the event.

vi. In case of cancellation of a booking because of bad weather, i.e. when typhoon signal no. 8 or above or black rainstorm warning is hoisted, re-allocation of booking or refund of payment without interest will be carried out.

vii. The College reserves the right to change the above without further notification.

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**Venue Projector & PA System**

- **Monday to Friday (minimum 2 hours):**
  - 9am – 5 pm: $500/hr
  - 5pm – 10pm: $600/hr

- **Saturday, Sundays and Public Holidays (minimum 4 hours):**
  - 9am – 10pm: $600/hr
Booking Form
Yun Chi Hsien, New Asia College, The Chinese University of Hong Kong

□ New booking  □ Amendment  □ Cancellation

Applicant’s Name: Prof/Dr/Mr/Ms (Eng) __________________ (Chi) ________________ Membership no.: ____________
Department/Unit: ___________________ Tel No: ___________ E-mail: ___________________

Name of function: __________________ Date of function: _____________ (____) No.of participants: ____________

dd/mm/yy (day of the week)

Organizer: □ NACSA / College Office  □ NACAA / NACGA  □ University units  □ Private

<table>
<thead>
<tr>
<th>Venue</th>
<th>Setting</th>
<th>Hour Reserved (Minimum 2 hours)</th>
<th>Projector/ P.A System</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining Hall</td>
<td>□ _____ x 12-person table (max:12)</td>
<td>From __________</td>
<td>□ $1,500</td>
<td>$_____</td>
</tr>
<tr>
<td></td>
<td>□ 180-person conference</td>
<td>To __________</td>
<td>Mic: ______ (max:4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total _____ hrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function Room</td>
<td>□ _____ x 12-person table (max:3)</td>
<td>From __________</td>
<td>□ $500</td>
<td>$_____</td>
</tr>
<tr>
<td></td>
<td>□ 50-person conference</td>
<td>To __________</td>
<td>Mic: ______ (max:2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total _____ hrs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $______

To: New Asia College Office

I have read and understood, and agree to follow the Booking Instructions and Conditions of Use of Yun Chi Hsien.

I enclose HK$ ________ (cash / cheque payable to “The Chinese University of Hong Kong” / signed Inter-departmental Transfer Form)* for the renting fee for Yun Chi Hsien.

*Please delete as appropriate

Applicant’s Signature: __________________ Date: ______________

Endorsement by Department/ Unit (for Departmental/ Unit function only)

_________________________  __________________________  ____________
Department/Unit chop  Endorsed by Department/Unit Head  Date

For Office Use:
Venue Rental fee: $__________ (Cash □ Cheque □ )
Video/P.A. Equipment: $__________ (Cash □ Cheque □ )
Approved by:__________________________

(6/2013)