

Booking Form

Yun Chi Hsien, New Asia College, The Chinese University of Hong Kong

Booking Instructions and Conditions of Use

(1) Booking Charges

Venue	Projector & PA System	Monday to Friday (minimum 2 hours)		Saturday, Sunday and Public Holiday (minimum 4 hours)
		9am – 5 pm	5pm – 10 pm	9am – 10pm
Dining Hall	\$1,500	\$500/hr (11am – 3pm NOT available for booking)	\$600 /hr	\$600/hr
Function Room	\$500	\$200/hr	\$300/hr	\$300/hr

- 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) Overtime Allowance for Supporting Staff

Monday to Friday (minimum 2 hours)		Saturday, Sunday and Public Holiday (minimum 4 hours)
9am – 5 pm	5pm – 10 pm	9am – 10pm
N/A	\$170/hr for each minor staff	\$170/hr for each minor staff

- i. There is no discount on the overtime allowance for supporting staff.

(3) Request of Booking:

Enquiries on venue availability can be addressed to Ms. Michelle Chan, Dean of Students' Office, New Asia College at 3943-7627.

- i. Dining Hall: 3 months advanced booking is accepted.
- ii. Function Room: 1 month advanced booking is accepted.
- iii. Booking is only open to members of NACSA, NACAA, NACGA, Departments/Units of CUHK, and New Asia Middle School. For outside parties, special approval is under the discretion of the College Head.

(4) Confirmation of Booking

- i. All bookings will be confirmed 10 days prior to the date of event.

(5) 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 (except overtime allowance for supporting staff) will be charged if cancellation is made within 7 days prior to the date of event.

(6) Conditions of Use:

- i. The College reserves the right to reject any booking.
- ii. Any part of an hour during the booking period will be rounded up to one whole hour in counting the number of hours reserved and overtime allowance for supporting staff.
- iii. Organizers of events must ensure that no infringement occurs on the premises of Yun Chi Hsien either of the laws of Hong Kong (including but not limited to laws in relation to copyright and Intellectual Property Rights) or the regulations of the College or The Chinese University of Hong Kong.
- iv. 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.
- v. 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.
- vi. All bookings will be cancelled if typhoon signal No. 8 or above / Black Rainstorm Warning is hoisted on the day of the event.
- vii. 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.
- viii. The College reserves the right to change the above without further notification.

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☐ 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

Venue	Setting	Hour Reserved (Including move-in/out, set-up & function itself)	Projector/ P.A System	Supporting Staff	Amount
<input type="checkbox"/> Dining Hall	<input type="checkbox"/> _____ x 12-person table (max:8) <input type="checkbox"/> 120-person conference	From _____ To _____ Total _____ hrs	<input type="checkbox"/> \$1,500 Mic: _____ (max:4)	<input type="checkbox"/> (max.: 1; working hours align with no. of hours reserved)	\$ _____
<input type="checkbox"/> Function Room	<input type="checkbox"/> _____ x 12-person table (max:2) <input type="checkbox"/> 50-person conference	From _____ To _____ Total _____ hrs	<input type="checkbox"/> \$500 Mic: _____ (max:2)		\$ _____
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 ☐)Overtime Allowance for Supporting Staff: \$_____ (Cash ☐ Cheque ☐)

Approved by: _____