



Shaw College Staff Association Common Room Booking Form

Date of function: _____ Private function Departmental function¹

Title of function: _____

Name of applicant: _____ Membership no. : _____

Department: _____ Telephone: _____

Email address: _____

Expected number of participants: _____ (No. of members: _____ No. of non-members²: _____)
(Staff: _____ Students: _____ Alumni: _____ others: _____)

Function / Setup (max. capacity)	Time and Charges
Catering function <input type="checkbox"/> Round-table seating (36) <input type="checkbox"/> Cocktail setting (60) <input type="checkbox"/> Lecture/ function	Time: _____ a.m./ noon / p.m. to _____ a.m. / noon / p.m., Total* _____ Hrs. Charges: \$50 x _____ Hrs. = \$_____ <i>(*Minimum hours per booking: 3, time period booked should include set-up time and clean-up time.)</i>

I read through and understand the General Regulations for the Reservation of Shaw College Staff Association Common Room, and I agree to take up the applicant's responsibility as set out in the General Regulations. Please charge against my account/ I enclose signed Inter-departmental Transfer Form[#] for the booking fee. Please send me the confirmation slip.

Applicant's signature

Date

[#] Please delete as appropriate

(For departmental¹ function, please sign and chop the following part.)

Department¹ chop

Endorsed by Department¹ Head

Date

Remarks

1. Refers to College/ Department/ Unit of CUHK.
2. Guest cards for door access by non-members are available for HK\$200 refundable deposit per card. (No. of cards requested: _____)

OFFICE USE ONLY

Booking form received by		Date:	
Booking approved/ rejected by		Date:	
Decoration approved/ rejected by		Date:	
Confirmation issued by		Date:	