

**Ref No:** \_\_\_\_\_

## Booking of Main Room, University Club

Please read the Terms and Conditions carefully before completing this form.

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### Personal Information Collection Statement

1. The data provided in this form shall be released to relevant units within the University for the purpose of processing venue applications and handling payments.
  2. The data collected will not be disclosed to any third parties other than those specified above without your consent, or unless required by law.
  3. If the data provided is incomplete or inaccurate, we may not be able to process your application.
  4. This form will be destroyed after 3 years upon fulfilling the record retention requirements of the Inland Revenue Ordinance.
  5. You have a right of access and correction in respect of your personal data contained in this form under the Personal Data (Privacy) Ordinance. For requests to correct / update personal data, please contact Catering Committee ([catering@LN.edu.hk](mailto:catering@LN.edu.hk)) for assistance.
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**Part I** (to be completed by applicant)

### To: Catering Committee

Name of Applicant: \_\_\_\_\_ Contact Person (if any): \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Date of Booking: \_\_\_\_\_ Booking Time: \_\_\_\_\_

Function to be held: \_\_\_\_\_

No. of Participants: \_\_\_\_\_

Remarks: \_\_\_\_\_

Please place “✓” in appropriate box.

- I hereby request the Finance Office of Lingnan University to deduct the charges for the booking from the Department/Project/Conference/Seminar: \_\_\_\_\_
  
- I hereby authorize the Finance Office of Lingnan University to deduct the charges for the booking owed by me to the UC from my monthly salary.
  
- I herewith enclose a crossed cheque of \$ \_\_\_\_\_ in settlement of the charges for the booking, payable to “Lingnan University”.

*I, the undersigned, apply for the use of the Main Room of University Club. I agree to observe the Terms and Conditions overleaf. I undertake to compensate the University in full for any loss, damage, or injury during the use of the Function Room as a result of negligence or misuse of facilities on the part of anyone of my party.*

Signature : \_\_\_\_\_  
(Budget Holder)

Date : \_\_\_\_\_

Ref No: \_\_\_\_\_

## APPROVAL OF BOOKING

**Part II** (to be completed by Catering Committee)

**To:** \_\_\_\_\_

The above booking is accepted / rejected. The Main Room of the University Club is reserved for your use on \_\_\_\_\_ from \_\_\_\_\_ a.m./ p.m. to \_\_\_\_\_ a.m./ p.m.

Remarks: \_\_\_\_\_

Signature : \_\_\_\_\_  
(Chairman, Catering Committee)

Date : \_\_\_\_\_

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Ref No: \_\_\_\_\_

**Part III** (to be completed by Catering Committee)

**To: Accounting Section, Finance Office**

Application has been accepted by the Catering Committee. Please kindly proceed to collect the charges.

No. of Hours Occupied: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ HK\$200

Room Charges: \_\_\_\_\_ HK\$ Compensation Charges: \_\_\_\_\_

Total Charges: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature : \_\_\_\_\_  
(Chairman, Catering Committee)

Date : \_\_\_\_\_

# Terms & Conditions



|                                 |     |                                                                                                                                                                                                                                                               |
|---------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General                         | 1   | Members are welcome to book the Main Room of UC for private functions.                                                                                                                                                                                        |
| Hire charges and booking period | 2   | Bookings, which incur a charge at \$200 per hour, will be normally accepted for functions between 12:00p.m. to 3:00p.m. Bookings beyond the above-mentioned period may also be considered.                                                                    |
| Booking information             | 3   | Bookings should be made at least one week in advance but not more than one month in advance. Bookings will be accepted on a first-come-first-served basis.                                                                                                    |
|                                 | 4   | Bookings will be accepted by telephone reservation (ext. 8851) or via e-mail (chanyh@ln.edu.hk) but must be confirmed by completing and returning this form to Mr Eddy Chan within three working days after the telephone/e-mail booking.                     |
|                                 | 5   | The President, Vice-President and Associate Vice-President(s) will be given priority in booking up to three working days in advance of the day of use.                                                                                                        |
| Cancellation of Bookings        | 6   | Cancellation of any bookings should be made by telephone and confirmed in writing at least one day in advance. 20% of the total hire charges will be levied if the function is cancelled less than one day.                                                   |
| Use of the Main Room            | 7   | Applicants shall not, without the prior permission of the Catering Committee, use the Main Room for a purpose other than that stated in the application form or change the nature of the function.                                                            |
|                                 | 8   | Applicants shall not, without the prior permission of the Catering Committee, affix any glue, scotch-tape, gumpaper, nails, spikes, tacks or any other things to the walls or floors or on the fixture, fitting or piece of furniture in the Main Room of UC. |
|                                 | 9   | Applicants shall not, without the prior permission of the Catering Committee, alter all the furnishings and settings in UC.                                                                                                                                   |
|                                 | 10. | Except with the permission of the Catering Committee, all properties brought into the Main Room of UC by the applicants must be removed there from on or before the termination of the hiring or the expiry of the confirmed period of use.                   |
|                                 | 11  | Applicants shall not, without the prior permission of the Catering Committee, permit any banner or similar decoration to be displayed in the Main Room of UC.                                                                                                 |
|                                 | 12  | All servicing including catering, refreshments, stationery, audio-visual facilities, etc., has to be arranged by the applicants. The Catering Committee should be well informed about the arrangements.                                                       |
| Indemnity                       | 13  | Applicants will be responsible for all cost of refurbishment and replacement if there is any damage to the Club's property and other equipment.                                                                                                               |
| Damage to or loss of property   | 14  | The UC does not accept any responsibility or liability for loss, damage and theft of property/ articles brought into the premises.                                                                                                                            |
| Smoking                         | 15  | Applicants shall not permit smoking in any part of the Main Room of UC.                                                                                                                                                                                       |
| Payment                         | 16  | Unless the applicant advises the Catering Committee, otherwise all hire charges will be debited to the applicants.                                                                                                                                            |
| Tipping and gratuities          | 17  | Tipping and gratuities of any kind are strictly prohibited in the UC. Staff found in breach of the rules will face serious disciplinary action.                                                                                                               |