Chung Chi College, The Chinese University of Hong Kong

Application form of booking Chung Chi Tang 1/F Dining Venue 2026/2027

(A) Booking Procedure

1. The Office only accepts application from registered student organizations and units in The Chinese University of Hong Kong. This application form could be obtained at Chung Chi College Student Development Office in person or downloaded from College website:www.ccc.cuhk.edu.hk/en/content.php?wid=1227
2. **Open for Application: First semester: 31 August,2026 (Mon); Second semester: 28 December, 2026 (Mon).**
3. The party is not allowed to book the G/F and 1/F Dining Hall at the same time. No new application could be accepted by the same party upon their former booking end.
4. This form should be completed with event proposal, certificate of registration student organization and other supporting documents and returned to Chung Chi College Student Development Office in person within office hour with applicant's CU link card at least 7 working days before destinated event starts for further consideration.
5. Upon approval, the booking should be confirmed by submitting a deposit of HKD500 and 100% of the total rental fee within 7 working days. If the deposit is not balanced before the deadline, application will be considered as cancelled. For cancellation of booking 7 days ahead, full refund of rental fee and deposit will be arranged; For cancellation of booking less than 7 working days, no refund will be entertained.
6. The booking party should contact the caterer of Chung Chi Tang student canteen for the food and beverage arrangement of their event. Chung Chi Tang student canteen Caterer contact phone：5480 1252 （Manager Ma）
7. No profit-making function is allowed. If event has fund-raising purpose, please download and completed the (Application form of Fund-raising by Student Organization) and hand-in the approved application by the Office of Student Affairs or the corresponding College office with your supporting documents.
8. To ensure the venue will not be used as profit-making function, the booking Party is required to hand-in their event financial report within 4 weeks after the event ended for inspection. Failure to hand-in the report will result in confiscation of deposit for venue maintenance.
9. NO Subletting of venue and facilities is allowed. In case of violation, booking right of the party will be suspended until further notice. Chung Chi College will decide the length of suspension and notify the party in due course. No refund of rental fee or deposit will be entertained by Chung Chi College Student Development Office.
10. Chung Chi College Student Development Office reserves the right to decline any booking in any circumstances and for whatever reasons.

(B）Booking Terms and Conditions

1. The booking Party could apply for rehearsal time in advance. An half hour briefing will be given to users for rehearsing and testing purpose. The user should visit Chung Chi College Student Development Office to obtain the equipment. Our staff will then give a briefing to users on how to use the audio and lighting system on site.
2. No poster, banner or decoration is allowed t to be hung at the venue. Otherwise, deposit will be confiscated.
3. Party must restore and return the venue on time (included clear-up time) for on-time closure of canteen. Late return will result in confiscation of deposit. If there is any fault and damages discover on venue or equipment, the booking party should compensate according to its degree of damage, that is, the cost of repairing or replacing those damaged equipment based on the price.
4. Student must obligate college maximum volume limit. Exceed such limit will be treated as violate regulation and deposit will be confiscated.
5. If the HDMI cables have any damage, HKD200 of the deposit will be confiscated as compensation.
6. The booking party should dispose waste outside designated refuse collection points: Large size refuse and banner should dispose to the refuse collection point near Madam S. H. Ho Hall and Garden road; Small size refuse should be wrapped by plastic bags and dispose to the large green garbage boxes on PSC G/F.
7. Deposit must be claimed within 4 weeks after the event end. Otherwise, deposit will be confiscated for Chung Chi Tang maintenance purpose.

For enquiries, please contact Chung Chi College Student Development Office at 3943 6845 ／ 3943 6993.

Ref. no.：_____

Department/Organization Full name： (Student organization should enclosed with registration cert.)				
PIC：	Post：	Email：		
College：	Major：	Year：	Student id：	phone：
Event name：			Date of booking： (DD) / (MM) / (YYYY)	
Charged event： □ Yes ／ □ No	No. of participants：_____ (CC) + _____ (CUHK) + _____ (Non-CUHK) = _____			

A. Venue booking

Venue*	Participant limit	Lunch（non-semester） 12:00 n.n. – 2:30 p.m.	Tea- time 3:00 p.m. – 5:30 p.m.	Dinner 5:45 p.m. – 8:45 p.m.#
VIP Room	16 (1 table）	☐ HKD200	☐ HKD200	☐ HKD200
CCT 1/F South	30 (2 tables)	☐ HKD300	☐ HKD300	☐ HKD300
	60 (4-5 tables)	☐ HKD600	☐ HKD600	☐ HKD600
CCT 1/F Lobby	120 (6-10 tables）	☐ HKD800	☐ HKD800	☐ HKD800

* Refer to 'Chung Chi Tang 1/F dining area floor plan'
# Booking time end at 8:45 p.m. for canteen cleaning purpose

**CCSDO approval: □ event proposal and financial budget □ certificate of registration □ CU link card
Room: □ VIP room □ CCT 1/F South □ CCT 1/F lobby

B. Equipment and facility rental

Audio （cost: $200）	☐ Wireless MIC： □ 1 □ 2（Each Mic require 2 AA battery(self-prepare)）
	☐ Hand-carry loud speaker
Stage	☐ Required □ Not required
Rehearsal	☐ Not required：No rehearsal needed, only need to obtain equipment before the event at 5pm. ☐ Required ：CCSDO staff will have a tutorial on how to use the audio system half an hour before the event started at 5pm.

**CCSDO confirm： 1. □ Need audio equipment； 2. □ Need rehearsal； 3.Event time：_____

C. Declaration

I on behalf of the event, confirm that:

1. I agree and undertake to observe the Venue Booking Terms and Conditions accompanying this form and properly use the venue and equipment. If our event violates venue term of uses and caused damage in facilities or equipment. Deposit will be confiscated and further compensation may be needed.
2. After event, venue must be clean-up and restore to its original state to allow canteen for normal business.
3. I understand CCSDO will not refund the deposit or the rental fee if the event eventually cancelled or reduce size.

Applicant Signature：_____ Date：_____ Stamp of organization：_____

D. Payment （CCSDO Use）

1. Rental fee：HK$ _____ 2. Audio Equipment cost：HK$ _____ 3. Deposit：HK$ 500

CCSDO payment received receipt：
CCSDO has already received the above mentioned payment, total HKD$ _____. (Formal receipt will be given when refund the deposit）
If event dated___dd_____mm_____yy fulfilled the term of uses, deposit HKD500 will be refunded.

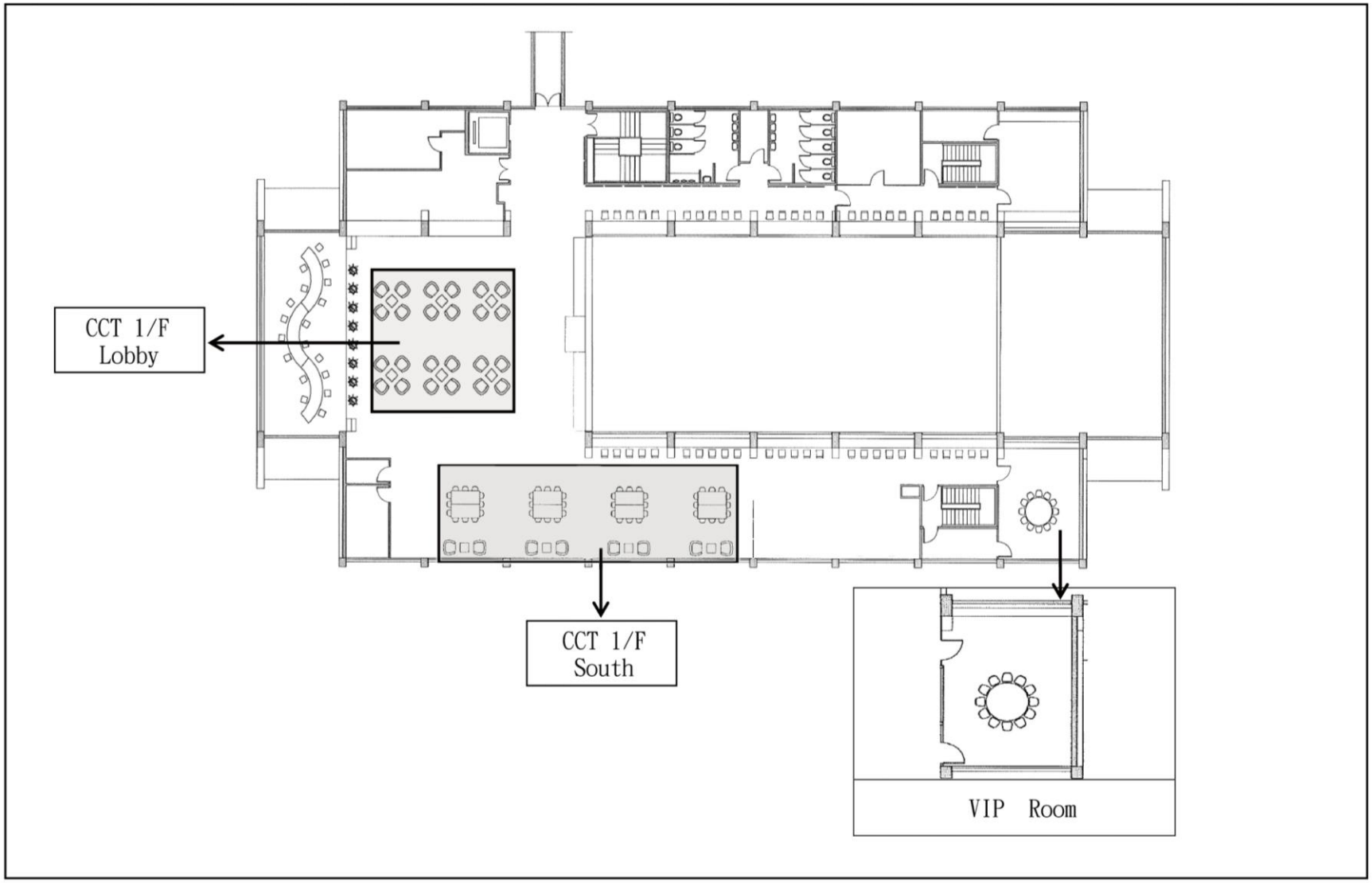
CCSDO confirmation：_____ **Date** ：_____

*** Applicant must keep the copy of this document with event financial report for claiming the deposit within 4 weeks after the event ended.***

【Deposit return receipt】

The deposit of event dated dd mm yy has been refund to our party.

Name of Organization：_____ Signature：_____

PIC ：_____ Date：_____

CCT 1/F Dinning area Floor plan