

Club Manager
 Craigengower Cricket Club
 Hong Kong
 [Fax: 2890 5501 or Email: booking@ccc1894.com]

**Application to Use the Function Rooms /
 Banquet Hall / Seminar Room / Leighton Room**

I intend to hold a private party at the Club's food & beverage / conference facility, and wish to seek the Club's approval to my application. Details of my party are as follows :

Day of the Party	(Mon / Tue / Wed / Thu / Fri / Sat / Sun)
Time	From _____ to _____
Venue to be Used (please "✓" as appropriate) <i>*Members are kindly advised to refer to the rules governing the "Cancellation Procedures", "Minimum Spending" and "Room Rental" (if applicable)*</i>	<input type="checkbox"/> Function Room No. <u>1 / 2 / 3 / 3A / 5 / 6 / 7 / 8* / 9* / 10*</u> <input type="checkbox"/> Banquet Hall, 1/F Centenary Building* <input type="checkbox"/> Seminar Room, 1/F Centenary Building <input type="checkbox"/> Leighton Room, 1/F Clubhouse Building (the game of mahjong is not allowed at the Leighton Room)
Nature of the Function (please provide detail description)	
Estimated No. of Attendance	
Menu	<input type="checkbox"/> Chinese <input type="checkbox"/> European <input type="checkbox"/> Banquet <input type="checkbox"/> Buffet <input type="checkbox"/> Set <input type="checkbox"/> Others _____
Entertainment	<input type="checkbox"/> Entertainment will <u>not</u> be provided by the booking Member. <input type="checkbox"/> Entertainment will be provided by the booking Member. _____ _____ (please provide details of the entertainment)
Decoration	<input type="checkbox"/> Decorative material will <u>not</u> be displayed by the booking Member. <input type="checkbox"/> Decorative material will be displayed by the booking Member. _____ _____ (please provide details of the decorative material)
Equipment to be provided by the Club	<input type="checkbox"/> Electronic keyboard (HK\$250) <input type="checkbox"/> Flipchart (HK\$50) <input type="checkbox"/> LCD projector with screen (HK\$50) <input type="checkbox"/> Mobile amplifier (Free) <input type="checkbox"/> Mahjong (HK\$50/table) <input type="checkbox"/> Overhead projector with screen (HK\$50) <input type="checkbox"/> P.A. system (HK\$1,000) <input type="checkbox"/> Screen (HK\$50) <input type="checkbox"/> Whiteboard (Free)
*Room Rental	A fee of HK\$3,000 (lunch session) or HK\$6,000 (dinner session) should be paid for the use of the Banquet Hall for the parties / functions of any external organizations. A fee of HK\$2,000 (lunch session) or HK\$4,000 (dinner session) should be paid for the use of Function Rooms no. 8, 9 and 10 for the parties / functions of any external organizations.

I do make the following declaration in respect of the booking of the F&B / conference facility at the Club : -

1. While using the facilities, all Members and guests (“the attendants”) who are at the respective facilities including dining rooms, function rooms, terraces and open areas of the Club **are prohibited from engaging in sales, marketing, promotional and / or commercial activities / functions.**
2. I understand that banners, signages, posters, names or logos of any external organizations may not be displayed in the Club if the Banquet Hall / Function rooms no. 8, 9 and 10 is / are booked in the name of a Member for his/her private party such as birthday party or wedding banquet etc.
3. The Club premises, including the facilities booked, are not open to the public.
4. Guest, attending my party **should be accompanied by me or an adult Member at all time.**
5. Although festivity related functions are acceptable, the attendants must not in any way cause or create excessive noise, nuisance and / or annoyance to others who are present at the Club. At times, auxiliary (CD) music & other instruments, platform, poster and loudspeaker are permitted to be used ; prior approval in writing by the management of the Club is necessary.
6. All attendants must abide by the Club rules and regulations at all times.
7. Any concealment / non-disclosure of the functions intended and non-compliance of the Club Rules and Regulations by the booking Member may result in the attendants being removed from Club area and the deposit forfeited. In addition, loss and damage of the Club, if any, is to be assessed of which the booking Member will be personally liable.
8. I fully understand that the management of the Club has the right to refuse hiring of the facilities to any booking Member without giving any reason or at all.
9. I understand that cancellation of the booking of the food & beverage facilities would be accepted according to the “Cancellation Procedures” as stipulated in the “Fact sheet for the Booking of the Banquet Hall, Function Rooms, Leighton Room and Seminar Room”.
10. **I know I may be subject to disciplinary action or expulsion as a member if I am found to be knowingly making a false declaration.**

_____	_____	_____
Member’s Name	Membership No.	Contact Tel No.
_____	_____	
Member’s Signature	Date	

For Club Office Use
Application received by _____ on _____
Booking entered by _____ checked by _____
Application approved / disapproved by _____ on _____
Confirmation prepared by _____ checked by _____