



STUDENT HALLS OF RESIDENCE
Hall Management Section (SAO)

Official Use Only S/N.: _____

Booking of Guest Rooms in Summer Period by PolyU Dept

Please fax the completed form to (852) 3162 3000

* delete where inappropriate; tick in the box.

PART A: PARTICULARS OF THE HOST DEPARTMENT

1. Name of Dept./Office/Centre*: _____

Name of Organiser: Prof./Dr./ Mr./ Mrs./ Miss* _____
(Surname) (Given Name) (Position)

Office Tel.: _____ Mobile: _____ Fax: _____ Email: _____

Name of Coordinator: Prof./Dr./Mr./Mrs./Miss* _____
(Surname) (Given Name) (Position)

Office Tel.: _____ Mobile: _____ Fax: _____ Email: _____

2. Name and nature of the event requiring guest room accommodation :

PART B: PARTICULARS OF THE BOOKING

3. Guests Detail (Please submit full name list in the separate sheet attached)

	No. of Guests	Sex	Arrival Date	Departure Date	Room Type (see part D (1) on page 2)
1)		M / F*			D.O./S.O.*
2)		M / F*			D.O./S.O.*
3)		M / F*			D.O./S.O.*
4)		M / F*			D.O./S.O.*

4. Payment method:

Transferred from Department Account _____ as endorsed by _____
(Signature of Head of Department)

PART C: ACKNOWLEDGEMENT

I understand and accept contract terms listed in Part D and "Notes to the Organiser of a Group Booking":

Signature of Organiser & Chop of the Organisation

Date

PART D: ROOM RATE, PAYMENT TERMS AND ROOM CONDITIONS

1. Room Rate

Every room provides two single beds. **Double Occupancy** is suitable for two guests in same sex who stay in the same lodging period. Guest who is singled out or comes alone should book **Single Occupancy**, he/she will not be assigned to live with stranger during his/her stay. Room rates are:

Double Occupancy (D.O.) (per person per night)	Single Occupancy (S.O.) (per person per night)
\$200	\$300

2. Booking Procedures

(A) Booking Form

The organiser is required to submit a fully completed and duly signed Guest Room Booking Form to the Student Halls of Residence (The Hall) for action. Incomplete form will lead to unsuccessful application without further notice. Verbal conversation and emails are regarded as enquiry without securing the booking.

(B) Acknowledgement Fax

The organiser will receive an acknowledgement note within 14 working days informing the booking status:

- Room availability
- Period of booking
- Total room charge
- Payment schedule of deposit, caution money and remaining balance, etc.
- Payment means

(C) Payment

The following payment items should be made to the Hall via departmental transfer according to the payment schedule of acknowledgement note. Failure in settling any relevant charges according to the payment schedule will also invalidate the booking without further notice:

- Deposit equivalent to 50% of the total room charge will be deducted as part of total room charge. All deposit charges settled are non-refundable.
- Remaining balance should be paid at least 1 month before check-in. All charges settled are non-refundable.
- Caution money equivalent to 20% of the total room charge is refundable subject to satisfactory inventory checking upon check-out. It will be deducted to cover the charges regarding any damage or loss of inventory or hall property incurred by the organiser, coordinator or group members. The organiser is required to clear any outstanding charges or fees if the caution money is not sufficient.

(D) Confirmation letter

The organiser will receive a confirmation letter after settling all charges. He/she should show the letter to the reception counter upon check-in.

3. Reduction and Cancellation

All requests of reduction and cancellation should be sent to the Hall in writing. A surcharge will be required for any cancellation or reduction of rooms/lodging days:

(A) Reduction in room quantities and/or residence period

Advance Notice Period for Reduction	Surcharge
<3 months but ≥ 2 months :	50% of total reduced room charge
< 2 months but ≥ 1 month :	75% of total reduced room charge
< 1 month :	100% of total reduced room charge

(B) Cancellation

All deposit charges settled will be forfeited.

4. The organiser should delegate a group leader to reside in the hall during the booking period. Both of the organiser and the group leader are responsible for coordinating between guests and the Hall during the

renting period. They should read and fulfill all obligations stated in “Notes to the Organiser of a Group Booking” and “Notes to Guests” and should deliver the important notes to the guests before check-in.

5. Charges for booking of venue/function rooms in the Hall will be quoted based on particular request of separate function room booking.
6. Check-in time is 14:00 and check-out time is 12:00 noon in normal circumstances. Late check-out after 12:00 will cost an additional one night room charge.
7. The guest(s) shall be responsible for their personal belongings on the hall premises, and be liable for the loss of or damage to the Key-card, Guest Card or any inventory items in the room assigned. No concierge service will be provided. Guest can book additional rooms to store luggage if necessary.
8. Given the design of two adjoining rooms sharing a communal washroom and shower facility, the guests shall be required to share these provisions/facilities with guests in the adjoining room. As the rule that residents of different genders will NOT be accommodated in the same room has to be strictly enforced, guests of different genders (even for married couples) will be assigned to different floors.
9. Smoking is prohibited in the indoor area of the hall premises.
10. The information collected in this form will be used by SAO and will be released to relevant party(ies) as deemed necessary for activities relating to hall education/operation/activities
11. The Hall Management Section of Student Affairs Office maintains the right to adjust the room rate, cancel/terminate the booking or residence at three days' prior notice and make necessary amendments to the terms and conditions as deemed appropriate.



STUDENT HALLS OF RESIDENCE

Hall Management Section (SAO)

Name List for Guest Room Booking

	Name	HKID/ Passport No.	Sex	Arrival Date	Departure Date	Room Type	(Office use) Room No.
1)	(Group Leader)		M / F*			D.O./S.O.*	
2)			M / F*			D.O./S.O.*	
3)			M / F*			D.O./S.O.*	
4)			M / F*			D.O./S.O.*	
5)			M / F*			D.O./S.O.*	
6)			M / F*			D.O./S.O.*	
7)			M / F*			D.O./S.O.*	
8)			M / F*			D.O./S.O.*	
9)			M / F*			D.O./S.O.*	
10)			M / F*			D.O./S.O.*	
11)			M / F*			D.O./S.O.*	
12)			M / F*			D.O./S.O.*	
13)			M / F*			D.O./S.O.*	
14)			M / F*			D.O./S.O.*	
15)			M / F*			D.O./S.O.*	
16)			M / F*			D.O./S.O.*	
17)			M / F*			D.O./S.O.*	
18)			M / F*			D.O./S.O.*	
19)			M / F*			D.O./S.O.*	
20)			M / F*			D.O./S.O.*	
21)			M / F*			D.O./S.O.*	
22)			M / F*			D.O./S.O.*	
23)			M / F*			D.O./S.O.*	
24)			M / F*			D.O./S.O.*	
25)			M / F*			D.O./S.O.*	
26)			M / F*			D.O./S.O.*	
27)			M / F*			D.O./S.O.*	
28)			M / F*			D.O./S.O.*	
29)			M / F*			D.O./S.O.*	
30)			M / F*			D.O./S.O.*	

* delete where inappropriate