HONG KONG BAPTIST UNIVERSITY

Ref No: _____

Reservation for Banquet / Buffet Service at HKBU Lounge

General Enquiries: 3411 5603 / 3411 5688   Fax: 3411 5627

Notes:
1. Banquet/buffet service is offered at the HKBU Lounge to support functions/events held by the Faculties/Depts/Offices of the University.
2. Faculties/Depts/Offices should reserve the venue in the Venues and Facilities Booking System before requesting the catering service.
3. The form should be signed by the Budget Controller and endorsed by the Office of the President and Vice-Chancellor/Provost/ Vice-Presidents/Associate Vice-Presidents, Deans of Faculties/Schools, the Director of AVA, Heads of Departments or Directors of Offices.
4. The completed form has to be sent to the Estates Office **at least 14 working days in advance**.
5. To change or cancel the reservation, please notify the Estates Office as early as possible.

Section I: Event Information

Faculty/Dept/Office _____   Purpose of Event _____

Number of Guests _____   Date _____   Time _____

❑ Banquet Service (Max :24*)   ❑ A la carte menu with budget of HK$ _____

Set menu cost (for 12 persons)   ❑ HK$3,080 (A / B)   ❑ HK$3,880 (C)   ❑ HK$4,280 (D)   ❑ HK$4,980 (E)

❑ Buffet Service   (20-50 persons)   Budget of HK$ _____

Beverage   Others (please specify) _____

Contact Person _____   Ext _____   Fax _____

Section II: Authorisation for Banquet/Buffet Service Payment

Account for
Debiting Service Charge _____

Signature of
Budget Controller _____   Name _____   Date _____

Section III: Endorsement of Banquet/Buffet Service

Signature _____   Date _____
    (Name   )

Section IV: Confirmation of Banquet/Buffet Service *(For Estates Office Use only)*

To   Accounting & Systems Section, Finance Office   From   Estates Office

cc _____   Date _____

The above banquet/buffet has been completed. Please transfer the service charge, HK$_____, from the user department account as stated above to the Banquet – Operation Fund Misc Inc (Int) (Account code: 11.41.2521.163116.135622.00.00 (DLB)). For any enquiries relating to the above, please contact our Ms. Rachel Wong on ext. 5603.

For Finance Office Use Only	Transfer JV No:		Acctg Period:	
Dr Account		$		
Cr Account	11.41.2521.163116.135622.00.00 (DLB)	$		
Prepared by:	Input by:		Approved by:	
Date:	Date:		Date:	

❑   Please tick whichever is appropriate.

eof26 (May 2020)