

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

**Application to Use the Function Rooms / Fortune Café / 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>  5 * / 6 * / 7 * / 8 * / 9 * / 10*</u> <input type="checkbox"/> Seminar Room, 1/F Centenary Building <input type="checkbox"/> Fortune Cafe, 1/F Clubhouse Building (3:30 p.m. – 5:30 p.m.) <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\$100) <input type="checkbox"/> Mobile amplifier (Free) <input type="checkbox"/> Mahjong (HK\$50/table) <input type="checkbox"/> Overhead projector with screen (HK\$100) <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 <b>Function Rooms no. 5, 6, 7, 8, 9 and 10</b> 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 <b>Function Rooms no. 8, 9 and 10</b> for the parties / functions of any external organizations.

