

## **Cookery Demo Room - Booking Rules & Regulations**

### **Eligible Users:**

The students, staff, tutors, affiliated teachers of Lee Woo Sing College and members of Lee Woo Sing College Staff Club who have attended a “Workshop on Proper Use of Cookery Demo Room’s Equipment” or the cooking classes organized by the College are eligible for making reservations. Guests are accepted only if they are accompanied by the eligible users who have successfully booked the venue.

### **Opening Hours & Booking:**

The Cookery Demo Room is open for trial run for a flexible 2-hour timeslots for booking starting from April 2017. It is available for booking from Monday to Sunday from 10:00am to 10:00pm.

### **Capacity:**

The minimum number of people per session is 3 and the maximum is 20 people.

### **Charges:**

Rental fee: \$60/ 2 hours, additional HK\$30/ extra hour; and a refundable \$500 deposit per booking.

### **Booking Procedures**

1. Please submit the on-line booking at least 3 working days but not more than 2 weeks prior to the event date.
2. Transfer of bookings is not allowed.
3. The College will verify the eligibility of the applicant to confirm the booking.
4. Please settle the rental fees & deposit in cash at the College Office 3 days before the event date. A receipt will be issued to you for room check-in and deposit refund. Deposit will not be refunded if student fails to present the receipt.
5. Please fill in a pre-booked appliances & equipment form before the date of booking for the College to make arrangement.
6. The College reserves the right to disapprove a booking, to remove and dispose of any material, or to stop any activities that do not comply with the above-mentioned rules without notice.

### **Cancellation of booking:**

Please send an email to [wscollege@cuhk.edu.hk](mailto:wscollege@cuhk.edu.hk) at least 2 working days in advance if you would like to cancel a booking. Otherwise, no rental fee will be refunded.

### **Procedure on room check-in / check-out:**

1. User who has made the booking, together with at least 2 participants, has to present the booking receipt and WS cards at lobby counter to check-in the room. The user can assign his/her teammate to check-in the room if the schedule is not fit but notification has to be sent to the College 1 working day in advance.
2. The staff on duty will escort the users to the Cookery Demo Room and provide the required cooking appliance and equipment.
3. Users and all participants have to leave the venue on time. The College will forfeit the deposit if the users fail to comply with this rule. Thus, please approach the lobby counter to confirm your leave time.
4. Please collect the deposit at the College Office within 1 month after the after the date of booking if the stoves and venue are returned in good conditions.
5. The Office would make reasonable deductions from the deposit under the following conditions:
  - Damage of stove, appliances and equipment, furniture;
  - Leaving the Cookery Demo Room messy & dirty;
  - Violation of any terms under the conditions of use.

### **Conditions of Use:**

1. The eligible user is required to sign the sign-in sheet, to be presented during the whole booking section and to sign the check-out sheet.
2. Removal of any appliances, utensils, glasses, dishes, pots, pans, and/or any properties from the Cookery Demo Room is prohibited.
3. Please do not use fire.
4. Please report any damage to our staff immediately. Users are responsible for replacing any loss or damage to the venue including appliances, equipment, furniture and fixtures.
5. Please supervise your guest when using the appliances/ equipment to avoiding accidents.
6. Please do not leave cooking foods unattended – not even for a minute.
7. Please ensure that all appliances, utensils & kitchen wares are washed & clean after use; all the surfaces including counter-top, sink, & floors are clean.

8. Please reinstate the facilities to its original condition immediately after use. The College may forfeit the deposit should the users failed to keep the venue clean after use.
9. No decorations are allowed to stick onto the walls, ceilings or windows.
10. Please remove your food from the refrigerator after use.
11. Users are reminded to take good care of their own safety and belongings. The College bears no responsibilities or liabilities for any loss of personal belongings.

Please contact our staff at the Lobby Counter on 3943-4703 immediately if there is any emergency situation.

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