

Cookery Demo Room - Booking Rules & Regulations for External Users

Eligible Users:

Lee Woo Sing College Cookery Demo Room is now open for trial run for all CUHK Departments, Full-time Staff & Students to book for organizing non-profit making cooking event for their staff, students, families and friends.

The eligible user is required to attend a 20-minute workshop at the Cookery Demo Room after receiving confirmation of the booking, but before the event. This user must stay at the Cookery Demo Room during the whole event.

Opening Hours & Booking (5 days advanced booking is required):

Opening Hours	Special Offer for Trial Run - Rental Fee & Deposit
Monday to Sunday from 10:00am to 10:00pm	HK\$600/ 2 hours & HK\$300/ extra hour Deposit: HK\$1,000 per booking

Capacity:

Maximum number of participants per session: 20 persons.

Booking Procedures

1. Please fill in the attached “Rental of Cookery Demo Room - Booking Form for External Users” together with “Cookery Demo Room – Cookware & Equipment Pre-Booking Form” if cookware & equipment are required.
2. Please email the Booking Form to wscollege@cuhk.edu.hk at least 5 working days in advance but not more than 1 month prior to the event date.
3. The College will verify the eligibility of the applicant to confirm the booking.
4. Transfer of booking is not allowed.
5. Please settle the rental fees & deposit in cash at the College Office within 5 working days after receiving confirmation of the booking. A receipt will be issued to you for room check-in and deposit refund. Deposit will not be refundable if the users fail to present the original receipt.
6. The College reserves the right to disapprove any booking.

Cancellation of Booking:

Please send an email to wscollege@cuhk.edu.hk at least 5 working days in advance, if you would like to cancel your booking. Otherwise, no rental fee will be refunded. There will be a charge of HK\$300 being administrative fee.

Procedures on Room Check-in / Check-out:

1. The eligible user is required to sign the Check-in Form at our lobby counter with your original booking receipt and CU Link Card.
2. Our lobby counter staff will give Four Visitor Passes to the eligible user for arranging the guest to get in and out of the gate at our G/F Lobby.
3. The eligible user can assign his/her participants to check-in the room if the schedule is not fit, but notification should be email to the College 3 working days in advance.
4. The staff on duty will escort the users to the Cookery Demo Room and provide the required cooking appliance and equipment for checking.
5. For Checking-out, please contact our lobby counter staff on 3943-4703 for the checkout service when you are ready to leave the Cookery Demo Room.
6. 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.
7. The College reserves the right to stop any activities that do not comply with our booking rules.
8. Please collect the deposit at the College Office within 2 weeks after the event, if the venue, cookware and equipment return in good conditions.
9. 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, cookware and equipment messy & dirty;
 - Violation of any terms under the conditions of use.

Conditions of Use:

1. Please supervise your guest when using the appliances/ equipment for avoiding accidents.
2. No decorations are allowed to stick onto the walls, ceilings or windows.
3. Please do not use fire.
4. Please do not leave cooking foods unattended.
5. Removal of any appliances, utensils, glasses, dishes, pots, pans, and/or any properties from the Cookery Demo Room is prohibited.
6. 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.
7. Please ensure that all appliances, utensils and kitchenwares are wash and clean.
8. All the surfaces including counter-top, sink, & floors are clean.

9. 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.
10. Please remove your food from the refrigerator after use.
11. The College reserves the right to remove and dispose of any material after the Event.
12. 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 during the event.***

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