

CLUB DE RECREIO

For use by members only

The Hon. Secretary
Club de Recreio,
Kowloon.

Date : _____

Dear Sir,

I wish to apply for exclusive use of the Partition Room to hold a private party/Chinese dinner/Buffer dinner for _____ persons and require / do not require the extension to the Partition Room. I can confirm that this booking is for dining purposes only and not for lectures or seminars, or any commercial or business purposes.

on _____ (Date) from _____ (Time)

I understand the extension to the partition room, is available only on weekdays, and I agree not to exceed the condition that the maximum number of persons allowed for Buffet is 70 and for Chinese Menu 6 tables, is 72.

I AGREE TO FULLY SETTLE, BY CASH OR CHEQUE, ALL THE EXPENSES INCURRED IN THE ABOVE FUNCTION WITHIN 7 DAYS UPON RECEIVING THE BILL.

In consideration of the Club de Recreio (hereunder described as the Club) having agreed to allow me and my guests to use the Partition Room.

I hereby agree –

- (a) In the event of any damage being caused to the said place or anything therein or any crockery, glass, utensils or any other article or thing supplied to me or any one upon the said place or acting with my express or implied consent during the period of user as aforesaid I will at my own expense make good all such damage or loss and in the event of my failure to do so within 14 days after the occurrence of such damage or loss I hereby irrevocably authorize the Club to make good such damage or loss and hereby further agree to indemnify the Club against all proper costs, charges and expenses in respect thereof.
- (b) To indemnify the Club against all damages, actions and proceedings costs and expenses arising by reason of any injury to any member or staff of the Club or any party upon the said premises.
- (c) To indemnify the Club in respect of its liability for personal injury or damage to property arising out of the aforesaid user by me of the said premises.

Yours faithfully,

(Signature of Applicant)

Name in Block Letters (A/C No.)

FOR OFFICE USE ONLY

Approved by : _____
Honorary Secretary

No. of Hours : _____

Partition Room Extension Required

Date : _____

Total hiring charges : _____

Scale of charges for the use of the partition room

(Effective 1st May 2017)

(a) For approved use by sports associations e.g. meetings	Free of charge (cost of casual workers, if required, will be charged)
(b) For use by outside organization in which members are directly connected. additional hours at \$200.00 per hour	\$500.00 for 2 hours,* (plus cost of casual workers, according to number of *any attendants)
(c) For use by members for their own parties. *any additional hour at \$50.00 per hour	\$300.00 for 4 hours,* (plus cost of casual workers, according to number of attendants)
(d) Cost of each Casual Worker	\$400.00

**Members reserving the Partition Room on Saturdays, Sundays & Public Holidays must have a minimum of 25 people attending the function.

***For every booking the minimum food and beverage charge is:-

- i) \$1,000.00 for room hired until 6:00pm;
- ii) \$2,000.00 for room hired from 6:00pm to 11:30pm.

BUFFET DINNER

<u>Number of Attendants</u>	<u>No. of Casual Workers Required</u>
14 or under	Nil
15 to 30	One
31 to 50	Two
51 to 70	Three

CHINESE DINNER

<u>Number of Tables</u>	<u>No. of Casual Workers Required</u>
One Under 14 persons	Nil
One Over 14 – 16 persons	One
Two to Three 24 – 36 persons	Two
Four to Five 37 – 60 persons	Three
Six 61 – 72 persons	Four

*****Please be reminded that this booking of the Partition Dining Room, does not include the use of the Multi Purpose Hall, Hockey Pitch and other communal areas of the Club. For use of any sporting facilities, please book separately with the relevant section.**

(Updated 01.05.2017)