

**THE CHINESE UNIVERSITY OF HK  
UNIVERSITY GUEST HOUSE SYSTEM**

SCR Restaurant  
Special Function Order Form

*( To be completed by Department/Unit or SCR Member planning special function at SCR which would require special booking of menu or room. All bookings are subject to confirmation by the F & B Manager of SCR. For enquiries, please ring Ext. 7915 or 26036202)*

**Nature of the special function:**

Breakfast    Lunch    Tea    Dinner    BBQ    Meeting    Others \_\_\_\_\_

**Location:**         Restaurant         Function Room I         Function Room II         House II

**Date & Time:** \_\_\_\_\_

**Hosted by:** \_\_\_\_\_

**Total no. of guests to be attend:** \_\_\_\_\_ pax

**Special menu required:**

Yes, menu price \_\_\_\_\_

No

**Account Chargeable:**    SCR Membership Name: \_\_\_\_\_ SCR No.: \_\_\_\_\_

Department Account No.: \_\_\_\_\_ of \_\_\_\_\_

Alumni Card No.: \_\_\_\_\_

**Other requirements:**

Please confirm total no. of pax in 7 days advance

This Order Form is Valid for 3 days

Booking made by: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Date: \_\_\_\_\_