University Guest House System — Deposit Form B
Deposit Payment (Own A/C)
For Booking of Guest Room under the UGH System

(1) *This form is to be completed by the person/ Department/ Unit making booking for guest(s) who intend(s) to stay in the guest room(s) under the UGH System on own account.*

(2) *Completed form must be accompanied by a cheque/bankdraft bearing the amount of the appropriate deposit for the booking in question.*

(3) *The cheque/bankdraft should be made payable to "The Chinese University of Hong Kong" and sent to the General Manager of the UGH System, Yali Guest House, The Chinese University of Hong Kong, Shatin, N.T., Hong Kong. Fax: (852) 2603 5272*

Booking Details

*Name of Guest(s):*_____

*Booking Dates:*_____ *(nights)*

Location of room(s) booked: 1) ☐*Chan Kwan Tung Building* *2)* ☐*UGH II*

Room Type	*No. of room(s)*	*Daily Rental*
1) ☐ *single / twin / superior room at Chan Kwan Tung Building*	_____	_____
2) ☐ *twin room / Suite at UGH II*	_____	_____

*Booked by:*_____ *of*_____ *Department*

*Telephone:*_____ *Fax:*_____

Deposit Amount Due

Note:

- *Scale of Deposit Payment:*
  For booking of 1 to 4 nights: *deposit equivalent to 1 night's rental*
  For booking of 5 nights or more: *deposit equivalent to 2 nights' rental*
- *All advanced bookings without deposit payment will be held for guests only up to four weeks before their scheduled arrival.*
- *Deposit can be fully or partly refunded if cancellation or amendment is given at least 2 weeks before the scheduled arrival.*

Deposit Amount: HK$_____

☐ 1 night's rental ☐ 2 nights' rental

Cash/Cheque/Credit Card sent by:_____ Signature:_____

Date:_____

Receipt

This is to acknowledge the receipt of HK$_____ from_____ for the above mentioned booking of guest room(s) under the UGH System.

Staff Signature:_____ Date:_____

UGH SYSTEM