



JSA Function Room – Reservation Form

To : JSA Office

Fax : 2856-9924

From : _____

Company : _____

Details:

Name of the Function:			
Contact Person:		Department:	
JSA No.:		Tel. No.:	
E-mail address:		Fax No.:	

Requirements:

Date:		No. of Persons: max. 24		Time: From _____ to _____
Room:	Min. 3 hours: (9am – 12pm or 2pm – 5 pm)	<input type="checkbox"/> \$1200	Setting:	<input type="checkbox"/> Computer Training (12 persons) <input type="checkbox"/> U-Shape (20 persons) <input type="checkbox"/> Classroom (24 persons) <input type="checkbox"/> Others (please specify) _____ _____ _____
	Whole day: (9am – 5 pm)	<input type="checkbox"/> \$2500		
	Additional hour:	<input type="checkbox"/> \$300		

Equipment:	<input type="checkbox"/> Flip Chart	<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Projection Screen	<input type="checkbox"/> Video Player	<input type="checkbox"/> Whiteboard
Special Arrangements :	<input type="checkbox"/> Light refreshments <input type="checkbox"/> Meals <input type="checkbox"/> Others: _____				

Signature: _____

Date: _____

Notes to user:

1. Complimentary tea/coffee service will be offered for a maximum of 24 persons in a 3-hour session.
2. Additional charge for tea/coffee is \$10 per person.
3. Should you require to bring your own food & drinks, a cleaning charge of \$200 per meeting will be imposed.
4. Minimum 10 persons are required for special food and beverage arrangements.
5. If cancellation is made in less than 3 working days prior to the function date, a 50% room rental will be charged. Same day cancellation requires full payment.
6. For further details, please contact Michelle Chan on 2579-2477.

For JSA Office Use ONLY

Department:		Room Hire:	\$
Contact Person:		No. of persons:	
Special Arrangements:	<input type="checkbox"/> Additional tea/coffee	_____ X @\$_____ =	\$
	<input type="checkbox"/> Light refreshments	_____ X @\$_____ =	\$
	<input type="checkbox"/> Meals	_____ X @\$_____ =	\$
	<input type="checkbox"/> Others: _____	_____ X @\$_____ =	\$
		Total:	\$

Signature: _____

Date: _____