

Venue Booking Guidelines

Eligible users

Members of HKU Medical Alumni Association (HKUMAA), HKU Medical Faculty alumni and Departments/ Schools/ Centres/ Units of HKU are eligible to reserve the Alumni Chamber for events and functions such as lunch/ dinner gatherings and cocktail receptions. Advance bookings are accepted within the specified periods as listed below:

User	Earliest time for booking	Deadline for booking
HKU Medical Faculty alumni reserving the venue for class reunion	Please contact Ms Wendy Cheung at Tel: 3917 9459/ Email: wendycws@hku.hk direct for further arrangement.	
HKUMAA members	6 months in advance	1 week in advance
Departments/ Schools/ Centres/ Units of HKU Medical Faculty	4 months in advance	3 days in advance
Other HKU Medical Faculty alumni	2 months in advance	2 weeks in advance

Remarks:

- The Alumni Chamber is fitted with professional equipment and is best for academic and social functions. Gatherings and cocktail receptions organised by HKUMAA, anniversary alumni classes or any units of HKU Medical Faculty have priority over private functions organised by any individual members/ alumni of the Medical Faculty. Booking for private functions will be confirmed 1 month prior to the event date at the earliest.
- Reservation by other units of HKU will be considered on a case-by-case basis.

Booking rate

Booking Duration	Room Rate
Minimum 4 hours	HK\$800 [#]
Additional hours	HK\$200 [#] per every additional hour
	<i>[#] HKUMAA members enjoy a 20% discount on the booking rate</i>

Remarks:

- The Alumni Chamber must be booked at a minimum of 4 hours at HK\$800. HK\$200/ hour will be charged for every additional hour. HKUMAA members enjoy a 20% discount on the booking rate.
- Room rate is waived if the Alumni Chamber is reserved for functions hosted by HKUMAA, President and Vice-Chancellor, Registrar, Dean of Medicine of HKU, Departments/ Schools/ Centres/ Units of HKU Medical Faculty and HKU Medical Faculty alumni class reunions. (Note*: Minimum F&B charge still applies, please refer to details under “Catering service” below.)
- Reservation of the Alumni Chamber does not include reservation of 7/F restaurant area. If you wish to reserve the restaurant as well or if you have any other requests, please put in the “Remarks” column of the [online booking form](#) for consideration.
- Time used for the setting up and resumption of the furniture to the original setting should be included in the reserved session.
- If the booking is cancelled in less than 2 weeks in advance, the paid room rate will not be refunded.

Setting of Alumni Chamber

- The Alumni Chamber is ideal for functions such as cocktail receptions. There are a total of 48 chairs grouped with 4 round marble coffee tables, and 16 pieces of rectangular dining table. 20 extra chairs are available upon request. Please click [here](#) to check the preset Alumni Chamber setting.
- Users will be responsible for the setting up and resuming of the furniture to original setting. If you place order of catering service from the caterer of 7/F restaurant, you can liaise with the caterer to set up and resume the furniture to original setting for you.

Catering service

- For bookings within 09:00 – 18:00 on weekdays (except school and public holidays), all users are required to place F&B order of no less than HK\$55 per person from the caterer of 7/F restaurant.
- For bookings after 18:00 on weekdays, weekends, school and public holidays, users are required to pay a fixed cost of HK\$1,000, as well as to place F&B order of no less than HK\$150 per person from the caterer of 7/F restaurant.
- For bookings within 09:00 – 18:00 on weekends, school and public holidays, users are required to pay a fixed cost of HK\$1,000, as well as to place F&B order of no

less than HK\$55 per person (minimum 12 people) from the caterer of 7/F restaurant.

- Contact person of the caterer of 7/F restaurant is: Mr Dickson Chiang (Tel: 9148 4833/ Email: dchiang.finefood@gmail.com).

Booking procedures

Please check the availability of the Alumni Chamber by contacting the HKUMAA Secretariat Mr Henry Chu at 3917 9305 before filling in the online booking form [here](#).

Booking will be confirmed by email within 10 working days upon receipt of the Form (Enquiry: 3917 9305).