



55TH ANNIVERSARY DINNER RESERVATION FORM

PERSONAL PARTICULARS

* Please delete as appropriate

Please check the appropriate box

Name	(English) *Mr. / Ms.	(Chinese)	
Relationship with school	# <input type="checkbox"/> Alumnus	Year of Graduation: _____	Last Class Attended: F. _____
	# <input type="checkbox"/> Parent	Name of Student: _____	Class: F. _____
Home Address			
Contact	(Office / Home)	(Mobile)	(Email)

RESERVATION DETAILS

Please fill out **EITHER** of the following tables.

Please check the appropriate box

Use this table for submissions <u>ON/BEFORE 31st August 2016.</u>			
(Early Bird Discount APPLIES)			
	Unit	Unit Price and Quantity	Subtotal
# <input type="checkbox"/>	Whole Table (12 seats @)	\$500 x 10 (2 free for every 12 seats) x _____ [No. of table(s) (12 seats each)]	\$
# <input type="checkbox"/>	Half Table (6 seats @)	\$500 x 5 (1 free for every 6 seats) x _____ [No. of half table(s) (6 seats each)]	\$
# <input type="checkbox"/>	Seat	\$500 x _____ [No. of seats]	\$
TOTAL AMOUNT PAYABLE			\$

Use this table for submissions <u>AFTER 31st August 2016.</u>			
(Early Bird Discount DOES NOT APPLY)			
	Unit	Unit Price and Quantity	Subtotal
# <input type="checkbox"/>	Whole Table (12 seats @)	\$500 x 12 x _____ [No. of table(s) (12 seats @)]	\$
# <input type="checkbox"/>	Half Table (6 seats @)	\$500 x 6 x _____ [No. of half table(s) (6 seats @)]	\$
# <input type="checkbox"/>	Seat	\$500 x _____ [No. of seats]	\$
TOTAL AMOUNT PAYABLE			\$

PREFERRED LOCATION OF DINING

School Hall

Playground (Refer to point 3 overleaf)

SPONSORSHIP / DONATION

* Please delete as appropriate

Please check the appropriate box

<input type="checkbox"/> I would like to support the 55th Anniversary Dinner by sponsoring table prizes. (Refer to point 6 overleaf)
<input type="checkbox"/> I would like to support the 55th Anniversary Dinner by sponsoring lucky draw prizes. (Refer to point 6 overleaf)
<input type="checkbox"/> I would like to donate \$ _____ to the school for the *school's development projects / other purposes (Please specify: _____). (Refer to point 7 overleaf)

PAYMENT METHOD

Please check the appropriate box

<input type="checkbox"/> Cash
<input type="checkbox"/> Cheque [Please cross your cheque and make it payable to "The IMC of Bishop Hall Jubilee School"]
Cheque Amount: \$ _____ Cheque Number: _____ Bank: _____

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Received on: _____ Checked by: _____ Receipt No.: _____

Remarks



Points to Note:

1. The 55th Anniversary Dinner will be held from 6:00 p.m. to 10:00 p.m. on 19th November 2016 at the school hall and the playground.
2. Tickets are sold on a first-come-first-served basis as seats are limited.
3. In case of rain, tables will be set at the Activity Centre and/or in classrooms instead of at the playground. Tables at the school hall will be unaffected.
4. Seats will be allocated on a first-come-first-served basis according to the order of reservation. We will follow guests' preferred location of dining as indicated on the form as far as possible until either location is full. To ensure you will be allocated the seat you prefer, you are advised to reserve early. The school reserves the right of final decision.
5. The early bird discount of getting 2 seats free for each table reserved and/or 1 seat free for every half table reserved (i.e. \$5,000 and \$2,500 for one table and half a table respectively) will be valid until 31st August 2016.
6. If you indicate on the form that you would like to sponsor table prizes or lucky draw prizes, the school office will get in touch with you.
7. Completed reservation form can be submitted **with cash/cheque** in person at the school office.

You may also mail and address your completed form and cheque to **55th Anniversary Dinner Committee, Bishop Hall Jubilee School, 2C Oxford Road, Kowloon Tong, Kowloon**. Do NOT send cash by mail.

In either case, if you pay by cheque, write the following at the back:

- i. your name;
- ii. contact number; and
- iii. purpose (i.e. **Dinner Fees, Donation OR Dinner Fees & Donation**).

[You may specify the way you want your donation to be used. If unspecified, donations received will be spent on funding the school's development projects.]

8. Once the school receives your reservation form, members of the 55th Anniversary Dinner Committee will either call or email you to confirm your reservation within 5 working days.
9. Your donation is **tax deductible** if it amounts to HKD\$ 100 or more, and you will be issued a receipt for tax deduction.
10. You may collect the tickets in person either at the reception counter on the day of event, or at the school office on or before 12th November 2016. Tickets will be ready for collection in November 2016. If you cannot come in person, you may write an authorization letter specifying the name and HKID number of your representative.
11. Should you have any enquiries, please feel free to contact Ms. Lau Wing Yan or Mr. Kiu Hau Chung on 2336 3034, or email us at mail@bhjs.edu.hk.
12. School office hours for enquiries: 9:00 a.m. – 12:00 noon & 1:30 p.m. – 4:30 p.m.

Thank you very much for your support!