REGENT
HONG KONG

Colleague Discount - Hotel R&B Dining / Cake Order Form
員工優惠—酒店餐廳用膳/蛋糕訂購申請表

Employee Name 姓名	Position 職位
Staff ID No. 員工號碼	Department 部門

(Select one option only 僅選擇一項)

☐ In-House Dining Discount 餐飲折扣 (☐ Colleague 同事 ☐ Operations Committee 部門主管/經理)

☐ Gift Certificate 餐飲禮券

Date & Time for In-House Dining 用膳日期及時間	
Name of Dining Restaurant 用膳餐廳	
Number of Dining Persons 用膳人數	

IMPORTANT NOTE 注意事項

1) Please refer to Policy & Procedure "Colleague Food & Beverage Discount Policy" for relevant procedure of using Food & Beverage discount.
有關享用此員工優惠的詳情，請參閱「員工餐飲優惠」政策和程序。
2) Original Completed and Signed Form will be kept by Dining Restaurant concerned.
簽署表格正本由用膳餐廳妥存。
3) Colleague are required to secure a confirmed table reservation before completing this form.
員工填妥此表格前必先到餐廳訂位。

☐ 20% off Cake Discount 八折蛋糕折扣 (Maximum of 1 cake per order 每次最多可預訂一個)

Cake Selection 蛋糕款式	
Cake Size 蛋糕尺寸	☐ For 2-4 Serving 供二至四位享用 ☐ For 4-8 Serving 供四至八位享用 ☐ For 8-12 Serving 供八至十二位享用
Personalized Message on Chocolate Plaque (Maximum of 28 English letters or 12 Chinese characters) 朱古力牌祝賀語句（最多 28 個英文字母 或 12 個中文字）	
Pick-up Date & Time 提取日期及時間	
Collection Location & Time 提取地點及時間	Lobby Lounge 大堂酒廊 Available time 適用時間: 12:00 – 21:00

IMPORTANT NOTE 注意事項

1. Submit your order to the Lobby Lounge at least 2 days in advance. Cake order services may be temporarily suspended during peak periods without prior notice. Standard cake options are subject to availability for same-day orders.
請於取貨日前最少 2 天向大堂酒廊提交訂購表格。預訂服務或會因營運情況作出調整而不作另行通知。
當天訂購之款式需視乎供應情況而定。
2. Full payment is required upon ordering. Once confirmed, orders cannot be changed, cancelled, or refunded.
請於訂購時全額付款。訂單一經確認，恕不接受任何更改、取消或退款。
3. Staff discounts may not apply to special promotional cakes or during blackout dates.
員工折扣或不適用於特定日期或指定推廣系列蛋糕。
4. Discounted items are strictly for personal consumption and must not be resold.
享有優惠之蛋糕僅供個人享用，嚴禁轉售或作任何商業用途。

Date & Signature of Colleague 員工簽署及日期

Date & Signature of Department Head Concerned
(Operations Committee / EXCOM)
部門主管/經理簽署及日期