

Colleague Hotel R&B Dining Form

員工於酒店餐廳用膳申請表

Employee Name 姓名	Position 職位
Employee ID No. 員工號碼	Department 部門
Discount Entitlement 折扣優惠	30% / 50% (please delete inappropriate item) (請刪去不適用者)

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	

1) Date & Signature of Hotel Employee 用膳員工簽署及日期	
2) Date & Signature of Department Head Concerned (Operations Committee / EXCOM) 部門主管簽署及日期	

IMPORTANT NOTE 注意事項

- 1) Hotel employees are required to secure a confirmed table reservation before completing this Form.
員工填妥此表格前必先至餐廳訂位。
- 2) 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。
- 3) Original Completed and Signed Form kept by Dining Restaurant Concerned.
簽署表格正本由用膳餐廳妥存。