



Diocesan School Old Boys' Association

Application for Class Reunion

DBS is proud to host reunions and special events for our alumni and their families and friends. This is the chance to relive your proud moments as a DBS student by attending a Morning Assembly in the school hall, as well as organising a reunion dinner reminiscing on the fond memories with your classmates. We look forward to welcoming you back to the alma mater and celebrating with you at your class reunion.

Reunion Package:

- ❖ Dinner in the Boarders' Dining Hall (Glass Pavilion) or New Day Boys' Dining Hall
- ❖ Standard P.A. system for dinner
(*Incl. microphones, speakers and projector¹*)
- ❖ Seating at one regular Morning Assembly
(*Subject to availability; maximum participants: 25*)



To apply:

Please complete the form and return to the DSOBA office by email at least ten weeks before the proposed date of your reunion dinner. We will let you know the outcome of your application once we have finished processing the same.

Inquiries:

Ms. Karen Cheung
Tel.: 2713-5268
Email: karen.cheung@dsoba.org

Ms. Yuna Chan
Tel.: 2713-5268
Email: yuna.chan@dsoba.org

¹ Subject to availability. For details please contact DSOBA after making the application and paying the deposit.

“...that we may build from age to age; an undefiled heritage.”
“...that we may build from age to age; an undefiled heritage.”



Diocesan School Old Boys' Association Application for Class Reunion

Application Form

Particulars of the Applicant²:

Name: _____ Graduating Class / Year: _____

Contact No.: _____ Email: _____

Second Contact Person²:

Name: _____ Graduating Class / Year: _____

Contact No.: _____ Email: _____

Details of the Reunion Event(s)³:

	<u>Dinner⁴</u>	<u>Morning Assembly⁵</u>
Proposed Date		
Estimated No. of Participants		

Choice of Venue⁶: New DB Dining Hall Glass Pavilion

Choice of Buffet or Set Dinner⁷: Buffet Set Dinner

Special Dietary Requirement(s): _____

Dinner Settings:

Wine Glasses: Yes No

Reception Desk: Yes No

Table Setting: Round Tables Rectangular Tables

Table Cloth: Yes No

P.A. System⁸: Yes No

Special Requests: _____

² The DSOBA will contact the Applicant ONLY, not his assistant, delegate or representative, with the exception of the Second Contact Person who will be in touch when the Applicant cannot be reached.

³ Please state "N/A" if inapplicable.

⁴ Please note that dinner is not available on Sunday nights. The Boarders' Dining Hall (Glass Pavilion) can accommodate a capacity of 40 to 130 participants whereas the New Day Boys' Dining Hall can accommodate a capacity of 40 to 110 participants.

⁵ Subject to availability as advised by the school. To ensure the smooth running of the Morning Assembly, the attendance from your class shall be limited to a maximum of 25 people only.

⁶ Please indicate your preferred choice which will be allocated subject to availability.

⁷ Please see attached a copy of the menu provided by our caterer for your consideration.

⁸ Subject to availability. For details please contact DSOBA after making the application and paying the deposit.





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Notes to Applicants

Before the Dinner

- A non-refundable deposit in the sum of HK\$10,000.00 shall be made to the DSOBA ("Diocesan School Old Boys' Association Ltd." HSBC bank account no. 111-170312-001) when this application is made, with the outstanding balance (the "Balance") to be settled latest 1 month prior to the event.
- Application submitted less than 10 weeks of proposed date of dinner may not be considered.
- Any outsourced drinks/wine for the event shall be delivered to the Tuck Shop latest by 5:30 p.m. one (1) day before the event. No corkage fees shall be applied.
- Choice of menu and headcount must be confirmed latest 2 weeks prior to the event.
- Notice shall be given to DSOBA for any proposed attendance of non-DBS old boys at the time of making the application. No external performance party is allowed.

During the Dinner

- At all given times an air of mutual respect and respect for the school shall be maintained.
- Food and beverage shall only be consumed at your chosen venue within the school.
- Smoking is strictly prohibited in accordance with the law.
- The venue shall be kept in a tidy condition throughout and no affixing of any decoration shall be allowed on the walls and/or the windows.
- The earliest time of entry for your dinner is set at 6:00 p.m. No services or drinks will be made available before the entry time.
- The service staff will begin tidying up the venue at 9:00 p.m.
- The official closing time for your dinner is set at 9:30 p.m. and the participants will be asked to leave as soon as practicable.
- An additional service charge of HK\$500 per hour shall be applied for late dismissal after 9:30 p.m. unless with special approval given by the school.

Cancellation Policy

- In the event that a cancellation is made 2 weeks prior to the event, any Balance paid for the event shall be refunded to the applicant subject to the exception below.
- In case of a black rainstorm warning, typhoon signal number 3 (or higher) hoisted at 12:00 noon on the date of the event, the applicant shall be entitled to request for a postponement of the event (on such later date subject to availability, with additional charges payable to cover the extra preparatory costs) or a cancellation of the event, with any Balance paid for the event refunded to the applicant.

** For the avoidance of doubt the DSOBA shall have the absolute discretion in case of any dispute.*

Signature: _____ Date: _____

Headmaster's Approval: _____ Date: _____

Mr. R.K.Y. Cheng

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