

# **THEi Dining Society**

## **Spring Restaurant**

### **Service and Food and Beverage Event Guide**

#### **1. Training Restaurant**

1.1 The Spring Restaurant is a training restaurant located on the 5<sup>th</sup> floor of THEi (CW) Campus

#### **1.2 Spring Staff Lunch Service Hours**

Lunch                      12:00 – 14:00 (Last Order at 13:00)

- Please refer to Website for meal service schedules and menu.  
<https://www.thei.edu.hk/life-at-thei/campuses-facilities/spring-restaurant>
- Schedules may vary with school timetables without prior notice.
- Staff meals are served during the stated service hours.

#### **2. Private Event Advance Reservations and Bookings**

Reservations :                      Two weeks before the service date

Reservation Contact:              [thei-spring@thei.edu.hk](mailto:thei-spring@thei.edu.hk)

09:00 – 17:00 (Monday to Friday, not available on holidays)

Reservations are made on a “first-come, first-served” basis

No. of Guests :                      Maximum 6 people (including the member) per reservation in each occasion. (No special arrangement is permitted for more than 6 persons.)

Cancellation :                      At least 48 hours before the service date

#### **3. Private Events and Service Requests**

Private events and/or food and beverage service requests must be approved two weeks in advance by the Catering Director and the Head of Department of Hospitality and Business Management .

#### **4. Car Parking**

Is not available

#### **5. Billing Arrangements**

5.1 Patrons are required to settle the bills upon departure, by VISA, Master Card, AE or Octopus – cash is not accepted.

5.2 There is no service charge, and tipping to students is not accepted.

5.3 Membership card must be produced upon settlement of bill.

5.4 Take away service is not encouraged.

**6. Alcohol**

\$50 per bottle corkage fee will be charged for self-brought-in wine.

**7. Dress Code**

Proper business attire or smart casual is appropriate.

**8. Mobile Phones and Pagers**

Please turn all mobile phones and pagers to vibration mode prior to entering the Training Restaurants.

**9. Replacement Membership Card**

All replacement membership cards will be charged a fee of \$100.00

**10. Communication**

10.1 Patrons are encouraged to communicate with students in English in order to develop communication skills and confidence.

**11. Exclusion**

11.1 No current students will be served in any training restaurants.

11.2 No alcoholic beverages should be ordered, and consumed by persons aged under 18.

**Address of THEi Dining Society:**

THEi Dining Society

Department of Hospitality and Business Management  
The Technological and Higher Education Institute of Hong Kong (Chai Wan)  
Spring Restaurant Room N525, 5/F (North Block)  
133 Shing Tai Road  
Chai Wan, Hong Kong

**Email:**

[thei-spring@thei.edu.hk](mailto:thei-spring@thei.edu.hk)

**Website:**

<https://www.thei.edu.hk/life-at-thei/campuses-facilities/spring-restaurant>