

Mass Variety Function/Ceremony 大型綜藝活動/典禮
 Type of Function: Meeting/Seminar 會議/講座 Course/Training 課堂/訓練 Rehearsal 綵排
 活動類別：
 Other, please specify 其他,請註明: _____

Objective: _____
 目的：

Name of Officer-in-charge: _____ Emergency Tel.: _____
 活動負責人姓名： 緊急聯絡電話：

Open (for all) 公開(所有人士)
 Open (for specific group of people) 公開(特定對象):
 Target of Service: Residents in Central & Western District 中西區內居民 Children/Youth 兒童/青少年
 服務對象：
 Elderly 長者 Disabled 傷殘人士
 其他 other: _____
 For members/staffs/tenants 會員/職員/住戶

Estimated no. of Participants: _____ Admission charges: Yes 是
 預計參加人數： 收費： No 否

If yes, please state the amount chargeable per head.

如要收費，請說明每名參加者須繳費用款額。

Application for exemption from payment of charges: Yes 是
 是否擬申請豁免繳費： No 否

5. Facilities applied for (Please read Annex I and II. For use of furniture and equipment, please also specify type and quantity.)
 申請租用的設施 (請參閱附件一及二。如需借用傢具及器材，請註明類別及數量。)

Sai Ying Pun Community Complex 西營盤社區綜合大樓

Venue 場地	Air-Conditioning 空氣調節	Other facilities, please specify quantity 其他設施 (請註明數量)	收費 Charges (For Official use 由本處填寫)
<input type="checkbox"/> Hall 禮堂	<input type="checkbox"/> Required 需要 <input type="checkbox"/> Not Required 不需要	<input type="checkbox"/> Lighting Panel (for special lighting effect) 燈光控制板(供特別燈光效果) ^[1] <input type="checkbox"/> Hi-Fi System 音響系統 ^[2] <input type="checkbox"/> Projector System 投影機系統 <input type="checkbox"/> Wired Handheld Mic. 有線咪 (____) <input type="checkbox"/> Wireless Handheld Mic. 無線咪 (____) ^[3] <input type="checkbox"/> Wireless Tie-clip Mic. 無線衣領夾咪 (____) ^[3] <input type="checkbox"/> Wireless Head Mic 無線頭式夾咪 (____) ^[3] <input type="checkbox"/> Stackable Chair 疊椅 (____) <input type="checkbox"/> Folding Table 摺檯 (____) <input type="checkbox"/> Movable notice board 活動展板 (____) <input type="checkbox"/> Piano 鋼琴 <input type="checkbox"/> Choral Riser 合唱團台階 <input type="checkbox"/> Music stand 譜架	Hour: _____ hr(s) Basic \$ _____ A/C \$ _____ Lighting \$ _____
<input type="checkbox"/> Male Dressing Room 男化妝室 <input type="checkbox"/> Female Dressing Room 女化妝室	<input type="checkbox"/> Required 需要 <input type="checkbox"/> Not Required 不需要	<input type="checkbox"/> Locker(Male) 儲物櫃(男) (____) <input type="checkbox"/> Locker(Female) 儲物櫃(女) (____)	Basic \$ _____ A/C \$ _____
<input type="checkbox"/> Conference Room 會議室	<input type="checkbox"/> Required 需要 <input type="checkbox"/> Not Required 不需要	<input type="checkbox"/> Conference Table 會議桌 <input type="checkbox"/> Conference Chair 會議椅 (____)	Basic \$ _____ A/C \$ _____
			HK\$

Western District Community Centre 西區社區中心

Venue 場地	Air-Conditioning 空氣調節	Other facilities, please specify quantity 其他設施 (請註明數量)	收費 Charges (For Official use 由本處填寫)
<input type="checkbox"/> Conference Room 會議室	<input type="checkbox"/> Required 需要 <input type="checkbox"/> Not Required 不需要	<input type="checkbox"/> P.A. Equipment 廣播系統 <input type="checkbox"/> Projector System 投影機系統 <input type="checkbox"/> Wired Handheld Mic. 有線咪 (____) <input type="checkbox"/> Wireless Handheld Mic. 無線咪 (____) ^[2] <input type="checkbox"/> Stackable Chair 疊椅 (____) <input type="checkbox"/> Folding Table 摺檯 (____) <input type="checkbox"/> Movable wyte-board 活動白板 <input type="checkbox"/> Piano 鋼琴	Hour: _____ hr(s) Basic \$ _____ A/C \$ _____
			HK\$

Remark 附註：

- [1] Applicant is required to employ his/her own qualified technician to operate the lighting panel.
申請人須自行聘用合格技師操作燈光控制板。
- [2] The Hi-Fi System possesses four pre-set modes which serves Cantonese Opera, Drama, Seminar/Meeting and Singing performance respectively. If applicant wishes to operate the system, he/she is required to employ a qualified technician from the maintenance contractor of the Hi-Fi System.
音響系統備有四種情境模式(包括粵劇、話劇、演講/會議及歌唱表現供申請人選擇。如申請人欲自行操作音響系統，申請人須向音響系統的維修承辦商聘用合格技師操作該系統。
- [3] Applicant is advised to bring his/her own 2A batteries for using wireless microphones.
申請人請自備 2A 電池供以使用無線咪。

6. I hereby declare that I / and co-organizer* belong to the following groups of organizations (* Please delete as appropriate)

本機構現謹聲明本機構/協辦機構*是屬於以下團體 (*請刪去不適用者)。

Applicant Co-organizer Please “✓” the appropriate box
申請機構 協辦機構 (請在適當的空格內填上「✓」號)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. subvented welfare agencies
資助福利團體 |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. subvented educational institutions, subvented schools or non-profit making schools
資助教育機構、津貼學校或非牟利學校 |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Offices of the Legislative Councillors and District Councillors
立法會議員辦事處和區議員辦事處 |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. charitable organizations
慈善團體 |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. non-profit making organizations (Note: Please submit valid supporting documents or the organization's constitution)
非牟利團體(註：請提交有效證明文件或會章) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. local committees recognized by the Government
政府認可地方委員會 |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Government Departments
政府部門 |

(If more than one co-organizer, please use a separate sheet to list out their groups of organizations as required above. 如多於一個協辦機構，請按以上要求另紙列出它們所屬的團體類別。)

I understand that in applying for exemption for payment of charges, the applicant and the co-organizer (if any) should satisfy the conditions set out in Annex III and should not take any profit out of the activity.

本人明白如申請豁免收費，申請人及其協辦機構(如有)必須符合附件三內之豁免收費條件，並不可從活動中賺取利潤。

I hereby declare that I have read and agreed to observe the conditions for the application procedures and use of the above facilities as set out in Annexes I, II & III attached to this form.

本人已細閱本表格夾附的附件一、附件二及附件三所載的申請手續及租用上述設施的條件，並同意遵守各項規定，特此聲明。

Official stamp of applicant
(applicable to applicant
organisation only)
申請機構的正式印鑑
(只適用於以機構名義
提出的申請)

Signature : _____
簽署 : _____
Name : _____
姓名 : _____
Position : _____
職位 : _____
Date : _____
日期 : _____

Note 附註:

Information provided in this form will be used for assessment of application, notification of results, calculation of utilisation rates, collection of fees (if any) and record keeping purposes.

本表格所載的資料，會用於評估申請、通知申請結果、計算使用率、收取費用（如需要的話）以及保存有關的記錄。

Application Note 申請須知

- Applicant should read carefully all the clauses stipulated in Annexes I to III prior to submitting his/her application.
申請人須於遞交申請前詳閱附件(一)至(三)內所載有關條款。
- Completed application form should be submitted to the corresponding community hall/community centre.
填妥之申請表格須遞交至有關社區會堂/社區中心。

Community Hall/Centre 社區會堂/中心	Sai Ying Pun Community Complex 西營盤社區綜合大樓	Western District Community Centre 西區社區中心
Enquiry Tel. No. 查詢電話	2540 2812	2852 3497
Fax No. 傳真號碼	2540 2812	2815 2155
Address 地址	2 High Street, Sai Ying Pun 西營盤高街 2 號	36A Western Street, Sai Ying Pun 西營盤西邊街 36 號 A

- Applicant may refer to the list below for the facilities, furniture and equipment available (as at May 2009) for booking/loan:-
可供借用之設施及設備詳情如下(截至 2009 年 5 月) :-

	Venue 場地	Facilities 設施	Furniture & Equipment 傢具及器材
Sai Ying Pun Community Complex 西營盤社區 綜合大樓	Hall 禮堂	<ul style="list-style-type: none"> ▪ Stage 舞台 ▪ Hi-Fi System 音響系統 ▪ Projector System 投影機系統 ▪ Stage lighting (with lighting panel*) 舞台燈光(連燈光控制板*) 	<ul style="list-style-type: none"> ▪ Stackable chair 疊椅 ▪ Folding table 摺檯 ▪ Microphone** (wired handheld / wireless handheld / wireless tie-clip / wireless head-clip) 咪** (有線手持/無線手持/無線領帶夾式/無線頭夾式) ▪ Movable notice board 活動展板 ▪ Piano 鋼琴 ▪ Choral riser 會唱團台階 ▪ Music stand 譜架
	Male Dressing Room 男化妝室	<ul style="list-style-type: none"> ▪ Toilet 廁所 ▪ Locker 儲物櫃 	<ul style="list-style-type: none"> ▪ Chair 椅子 ▪ Make-up table 化妝桌
	Female Dressing Room 女化妝室	<ul style="list-style-type: none"> ▪ Toilet 廁所 ▪ Locker 儲物櫃 	<ul style="list-style-type: none"> ▪ Chair 椅子 ▪ Make-up table 化妝桌
	Conference Room 會議室	--	<ul style="list-style-type: none"> ▪ Conference table 會議桌 ▪ Conference chair 會議椅 ▪ Wyte-board 白板
Western District Community Centre 西區社區中心	Conference Room 會議室	<ul style="list-style-type: none"> ▪ P.A. System 廣播系統 ▪ Projector System 投影機系統 	<ul style="list-style-type: none"> ▪ Microphone** (wired handheld / wireless handheld) 咪** (有線手持/無線手持) ▪ Stackable chair 疊椅 ▪ Folding table 摺檯 ▪ Movable wyte-board 活動白板 ▪ Piano 鋼琴

* Applicant is required to employ his/her own qualified technician to operate the lighting panel. 申請人須自行聘用合格技師操作燈光控制板。

** Applicant is advised to bring his/her own 2A batteries for using wireless microphones use. 申請人請自備 2A 電池供以使用無線咪。

- The above-listed furniture and equipment may not be available for loan in case of damage, on loan or any other reasons. The Central & Western District Office reserves the right not to loan the furniture and equipment.
上述可供借用之傢具及器材可能因損壞或被借用等因素未能供借用，中西區民政事務處保留借出傢具及器材之權利。