

Serial No. _____ Tel. No.: 2675 1609 / 2675 1720 Fax No.: 2675 4414
編號 電話 傳真號碼 [北區民政事務處]

APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE *
租用 * 社區會堂 / 社區中心 設施申請表

Section A 甲部

To: Officer in charge / _____ 主管
致 Name of Community Hall / Centre 社區會堂 / 社區中心 名稱

1. Applicant
申請機構

Name: (English) (英文) _____
名稱
(Chinese) (中文) _____

Address: _____
地址

Contact Person: _____ Tel. No.: _____ Fax No.: _____
聯絡人 電話 傳真號碼

2. Co-organizer (Please fill in if appropriate) 協辦機構 (如有請填寫)

Name: (English) (英文) _____
名稱
(Chinese) (中文) _____

Address: _____
地址

Contact Person: _____ Tel. No.: _____ Fax No.: _____
聯絡人 電話 傳真號碼

3. Date of function: _____ Time: From _____ am / pm to _____ am / pm
活動日期 時間：由 _____ 上 / 下午 至 _____ 上 / 下午
(Opening Hours : from 9:00am to 11:00pm) (開放時間：由上午九時至晚上十一時)

4. Description of activity to be held:
擬舉辦活動簡介

Name of function: (English 英文) _____
活動名稱
(Chinese 中文) _____

Objectives: _____
目的

Target of service: _____ Estimated No. of participants: _____
服務對象 預計參加人數

Admission Charges: Yes No If yes, please state the amount chargeable per head
活動是否收費 是 否 and provide a financial budget for the function. (Please refer to Annex I.)

如要收費，請說明每名參加者所需繳付的費用，
並提供該活動的財政預算表。〔見附件一〕

5. Facilities Applied for (Please read Annex I. Please tick ✓ the appropriate box(s) and fill in the information required. 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。請於適當的方格加上✓號，並填寫有關資料。如需借用傢具及器材，請註明類別及數量。)

— Apply for the venue, furniture and equipment (Please fill in both Part I & II)
 申請場地及借用傢具及器材 請填寫第 I 及第 II 部份

— Apply for furniture and equipment for outdoor activities only (Please fill in Part II)
 只申請傢具及器材供戶外活動使用 請填寫第 II 部份

Part I 第 I 部份

Venue 場地							
Hall 禮堂	<input type="checkbox"/>	Dressing Rooms (Male/Female) 化妝室 (男 / 女)	<input type="checkbox"/>	Conference Room 會議室	<input type="checkbox"/>		
Basketball Court 籃球場	<input type="checkbox"/>	Badminton Court 羽毛球場	<input type="checkbox"/>	Multi-purpose Activity Room 多用途活動室	<input type="checkbox"/>		
Others (please specify) 其他 (請註明)	<input type="checkbox"/>	_____					
Air-conditioning 是否需要空氣調節	Yes 是	No 否	<input type="checkbox"/>	Sound equipment 是否需要音響	Yes 是	No 否	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			Lighting equipment 是否需要舞台燈光設備	Yes 是	No 否
						<input type="checkbox"/>	<input type="checkbox"/>

Part II 第 II 部份

Furniture and Equipment 傢具及器材			
(Please state quantity 請列明數目)			
Foldable Table 摺枱	<input type="checkbox"/>	Chair 椅	<input type="checkbox"/>
	_____		_____
Display Board 展板	<input type="checkbox"/>	_____	
Others (Please specify) 其他 (請註明)	<input type="checkbox"/>	_____	

Hiring Date: 借用日期	Time: 時間	Returning Date: 交還日期:	Time: 時間
_____	_____	_____	_____
Where to place Furniture and Equipment: (For outdoor activities only) 傢具及器材放置地點 (如作戶外活動)			

6. Application for exemption from payment of charges: Yes No
 是否擬申請豁免收費: 是 否

{If yes, please provide the supporting documents to apply for fee exemption. If the applicant organization holding a fee-charging activity is granted waiver of hire charges for using the venue, it has to submit a signed and verified statement of income and expenditure within one month after the activity is held. Where there is profit generated for the applicant organization or the applicant organization is found not eligible for waiver of hire charges, it has to pay back the exempted charge. [Please refer to item 2 (j) in Annex I] }

{如申請豁免收費，請提供豁免證明文件。舉辦收費活動的團體如獲豁免場地費用，須於活動舉行後一個月內提交已簽署及核實的收支結算表，如活動為申請團體帶來利潤或本處發現申請團體不符合獲豁免場地費用的資格，團體必須補付獲豁免的場地費用。〔見附件一(2)(j)〕}

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 II 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)必須符合附件二內之豁免收費條件，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 use of the above facilities as set out in Annexes I, II & III attached to this form.

本人已細閱本表格附件一、附件二及附件三及所載租用上述設施的條件，並同意遵守各項規定，特此聲明。

Signature : _____

簽署

Name : _____

姓名

Official stamp of the Applicant

(applicable to applicant

organization only)

申請機構的正式印鑑

(只適用於以機構名

義提出的申請)

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、把結果通知申請者、計算使用率、收取費用 (如需要的話) 以及保存有關的紀錄。

* Delete as appropriate 請刪去不適用者