

Serial No.: _____
編號

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

The South Horizons Neighbourhood Community Centre is managed by the Southern District Arts and Culture Association under the "Tryout Scheme". From 1 September 2008 onwards, the Association has priority over the use of the Multi-purpose hall and Conference room of the Centre from 6 p.m. to 10 p.m. on Thursday, 5 p.m. to 10 p.m. on Friday and 1 p.m. to 6 p.m. on Saturday.

The Ap Lei Chau Community Hall is managed by the Southern District Recreation and Sports Association under the "Tryout Scheme". From 1 September 2008 onwards, the Association has priority over the use of the Multi-purpose hall of the Centre from 9 a.m. to 10 p.m. from Tuesday to Thursday; and the use of the Conference room from 12 noon to 10 p.m. on Tuesday, 9 a.m. to 10 p.m. on Wednesday and 12 noon to 10 p.m. on Thursday.

海怡社區中心由南區文藝協進會以「試行計劃」管理。由 2008 年 9 月 1 日起，該會可於星期四晚上六時至十時、星期五下午五時至晚上十時及星期六下午一時至六時優先使用該中心的多用途禮堂。

鴨脷洲社區會堂由南區康樂體育促進會以「試行計劃」管理。由 2008 年 9 月 1 日起，該會可於星期二至四上午九時至晚上十時優先使用該會堂的禮堂，另可於星期二中午十二時至晚上十時、星期三上午九時至晚上十時及星期四中午十二時至晚上十時優先使用會議室。

Section A 甲部

To: Officer-in-charge Ap Lei Chau Liaison Team / Stanley / Wah Kwai Sub-office 鴨脷洲聯絡小組／赤柱分處／華貴分處
致 主管

Application for use of:
擬租用

Stanley Community Hall
赤柱社區會堂

Lei Tung Community Hall
利東社區會堂

(Please "✓" the appropriate box)
(請在適當的空格內填上「✓」號)

Wah Kwai Community Centre
華貴社區中心

South Horizons Neighbourhood Community Centre
海怡社區中心

Ap Lei Chau Community Hall
鴨脷洲社區會堂

1. Applicant 申請機構

Name: (English)
名稱 (英文)

(Chinese)
(中文)

Address:
地址

Fax No.:
傳真

Tel. No.:
電話

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

Name: (English)
名稱 (英文)

(Chinese)
(中文)

Address:
地址

Fax No.:
傳真

Tel. No.:
電話

3. Date of activity: _____
活動日期

Time: From _____ am / pm * to _____ am / pm *
時間由上 / 下午 * 至上 / 下午 *

4. Description of activity to be held

擬舉辦活動簡介

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

Objectives: _____
 目的

Target of service: _____ Estimated no. of participants: ^{Note 1} _____
 服務對象 預計參加人數 ^{註一}

Admission charges: Yes No If yes, please state the amount chargeable per head.
 收費 是 否 如要收費，請說明每名參加者須繳款額。

(Please "✓" the appropriate box)
 (請在適當的空格內填上「✓」號)

5. Facilities applied for (Please read the corresponding Annex 1 for the Community Hall / Community Centre applying for. For use of furniture and equipment, please also specify type and quantity.)

申請租用的設施 (請參閱所申請使用的社區會堂／社區中心的附件 1。如需借用傢具及器材，請註明類別及數量。)

Venue 場地	Air Conditioning 空氣調節	Other facilities (please specify) 其他設備 (請註明)
Multi-purpose hall 多用途禮堂		
Dressing room(s) 化妝室		
Conference room ^{Note 2} 會議室 ^{註二}		
Multi-purpose activity room ^{Notes 2, 3} 多用途活動室 ^{註二, 註三}		
Badminton court 羽毛球場		
Others (Please specify _____) 其他 (請註明 _____)		

6. Application for exemption from payment of charges: Yes No (Please "✓" the appropriate box)
 是否擬申請豁免收費 是 否 (請在適當的空格內填上「✓」號)

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 申請機構	Co-organizer 協辦機構	(Please "✓" the appropriate box) (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 contact information and 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的聯絡資料及所屬的團體類別。)

I understand that in applying for exemption for payment of charges, the applicant and the co-organizer (if any) should satisfy the conditions set down in Annex 2 and should not take any profit out of the activity.
 本人明白如申請豁免收費，申請機構及其協辦機構 (如有) 必須符合附件 2 內之豁免收費條件，並不可從活動中賺取利潤。

7. I hereby declare that I have read and agreed to observe the conditions for use of the above facilities as set out in Annexes 1 & 2 attached to this form.

本人已細閱本表格附件 1 及附件 2 所載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
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)

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

Note:
附註

1. The maximum capacities of the multi-purpose hall and multi-purpose activity room of the Community Halls / Community Centres in the Southern District are as follows:

南區各社區會堂／社區中心的多用途禮堂及多用途活動室的最高可容納人數如下：

Community Hall / Community Centre 社區會堂／社區中心	Multi-purpose hall 多用途禮堂	Multi-purpose activity room 多用途活動室
Wah Kwai Community Centre 華貴社區中心	300	30
South Horizons Neighbourhood Community Centre 海怡社區中心	250	30
Ap Lei Chau Community Hall 鴨脷洲社區會堂	250	N/A 不適用
Lei Tung Community Hall 利東社區會堂	250	30
Stanley Community Hall 赤柱社區會堂	200	N/A 不適用

2. The multi-purpose activity room in Wah Kwai Community Centre could also act as conference room.
華貴社區中心的多用途活動室亦可作會議室的用途。
3. The multi-purpose activity room in South Horizons Neighbourhood Community Centre could also act as waiting room for performers.
海怡社區中心的多用途活動室亦可作為表演者的等候室。
4. 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。

Section B 乙部

To: _____
致 (Approving Officer)
(批核人)

The above application is/is not* recommended. * A fee of \$ _____ is also recommended / Fee exemption is recommended on the grounds that the applicant (and the co-organizer) belong(s) to _____ organization (HAD Standing Circular No. 2/2001 refers).

現建議／不建議* 批准上述申請。 *另建議收費 _____ 元／並建議豁免收費，原因為申請人(及協辦機構)屬於 _____ 團體 (參考民政事務總署常務通告第 2/2001 號)。

Standard notification letter is attached. 有關的標準通知書隨本表格夾附。

Remarks (if any) _____
備註(如有的話)

Date _____
日期 _____ (_____)

EO / LO in charge 行政主任／聯絡主任* 主管

Section C 丙部

To: EO / LO * in charge _____ (via F & S Section / Accounts Office, Southern District Office* if fees are charged)

致 _____ 行政主任／聯絡主任* 主管 (如收取費用，則經由南區民政事務處財務及物料供應組／會計組* 遞交)

The application has not been approved
有關的申請 不獲批准

has been approved free of charge
 已獲批准

has been approved at standard charge of \$ _____ .
 已獲批准，應繳的標準費用為 _____ 元。

Date _____
日期 _____ (_____ 代行)

for District Officer (Southern) 南區民政事務專員

Section D 丁部

To: EO / LO * in charge _____
致 行政主任／聯絡主任* 主管

Demand Note No. _____ Issued on _____
繳款通知書編號 發出日期

(_____)

F & S Section / Accounts Office, Southern District Office
南區民政事務處財務及物料供應組／會計組*

Section E 戊部

Note:
附註:

Proposed activity cancelled. Original receipted Demand note returned to F & S Section / Accounts Office* for refund.
建議的活動已經取消。註明款項收訖的繳款通知書正本已交回財務及物料供應組／會計組*，以便退還款項。

(_____)

EO / LO* in charge 行政主任／聯絡主任* 主管

* Delete as appropriate 請刪去不適用者