

Serial No 編號： \_\_\_\_\_

**APPLICATION FOR USE OF FACILITIES IN WAN CHAI ACTIVITIES CENTRE**  
**租用灣仔活動中心設施申請書 (FAX 傳真)：2147 0465**

Section A 甲部

To: Officer in charge, **Wan Chai Activities Centre** **灣仔活動中心** 主管  
致： \_\_\_\_\_

(1) Applicant 申請機構

Name 名稱: (English) (英文) \_\_\_\_\_

(Chinese) (中文) \_\_\_\_\_

Address 地址: \_\_\_\_\_

Tel. No. 電話 \_\_\_\_\_ Fax No. 傳真 \_\_\_\_\_

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

Name 名稱: (English) (英文) \_\_\_\_\_

(Chinese) (中文) \_\_\_\_\_

Address 地址: \_\_\_\_\_

Tel. No. 電話 \_\_\_\_\_ Fax No. 傳真 \_\_\_\_\_

(3) Date of function 活動舉行日期：

(A) Date: \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
日期 時間 由 上/下午至 上/下午

(B) Date: \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
日期 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 function: (English 英文) \_\_\_\_\_

活動名稱  
(Chinese 中文) \_\_\_\_\_

Objectives: \_\_\_\_\_  
目的

Target Groups served: \_\_\_\_\_ Estimated no. of participants: \_\_\_\_\_  
服務對象 預計參加人數

Admission charges: Yes  If yes, please state the amount of charge per head \_\_\_\_\_ and  
收費 提交財政預算表。  
若須收費，請說明每位參加者須繳費 \_\_\_\_\_ 及

No

(5) Facilities applied for 申請租用的設施：

Venue 場地	Max. Capacity 會場可容納人數	Rate of charges (per hour) 費用 (每小時)	Booking Time 租用時間			Charges 收費 <i>(For Official use 由本處填寫)</i>
			From 由	To 至	Total hour 總時數	
Multi-function Room (1) 多用途活動室 (1)	60 人	基本收費 - \$48 空調收費 - \$11	am/pm 上午/下午	am/pm 上午/下午	Hour 小時	HKS
Multi-function Room (2) 多用途活動室 (2)	50 人		am/pm 上午/下午	am/pm 上午/下午	Hour 小時	HKS
Multi-function Room (3) 多用途活動室 (3)	40 人		am/pm 上午/下午	am/pm 上午/下午	Hour 小時	HKS
Multi-function Room (4) 多用途活動室 (4)	40 人		am/pm 上午/下午	am/pm 上午/下午	Hour 小時	HKS
					Total amount 總額	

The above charge will be calculated on an hourly basis. 上述費用以每小時計算

Upon confirmation of the application and if you need to make use of specified equipment in the Centre, please fill in the relevant application form.  
如需使用其他設施，可於申請獲批准後填寫灣仔活動中心設施表。

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

(7) I hereby declare that I / and co-organizer belong to one of the following groups of organizations:  
機構現謹聲明本機構／協辦機構是屬於以下的其中一類團體：

Applicant 申請機構	Co-organizer 協辦機構	Please "✓" the appropriate box (請在適當的空格上填上「✓」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 institution, subverted 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 provide the information requested in (2) and (7) above.  
如多於一個協辦機構，請按以上(2)及(7)的要求在另一紙上提供資料。)

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 section 5 of the guidelines on the use of facilities available 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)必須符合租借守則(五)，並不可從活動中賺取利潤。

#If the venue applied for is not approved, this office may allocate another venue to the applicant.  
#如所申請的場地未獲批准，本處將可能分配另一個活動中心場地予申請團體。

(8) I hereby certify that I have read and agreed to observe the conditions for the use of the above facilities as set out in the "Guidelines on the Use of Facilities Available – Wan Chai Activities Centre".  
本人已細閱「灣仔活動中心設施租借守則」中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：\_\_\_\_\_

Position 職位：\_\_\_\_\_

Official Stamp of Applicant  
申請機構正式印鑑

Date 日期：\_\_\_\_\_

Note 備註：

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

本表格所載的資料，將會用作評估申請、知會申請結果、編算使用率、徵收費用(如需要的話)以及紀錄備存之用。