

Serial No. _____
編號

APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE IN TAI PO DISTRICT
租用大埔區社區會堂/社區中心設施申請表

Section A 甲部

To: Officer in charge _____ 主管
致 (Name of venue 租用場地名稱)

1. Applicant 申請機構

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

Address: _____
地址
Tel. No. 電話: _____

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

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

Address: _____
地址
Tel. No. 電話: _____

3. Date of function 活動日期

☐ Non-continuous activity
單次 / 非連續性活動
☐ Continuous activity, from _____ to _____ (held on every _____
連續性活動; 由 _____ 到 _____ (逢星期 _____ 舉行)

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

Note: Community Halls in Tai Po District open all year round (including Sundays and all Public Holidays). **Any temporary suspension of continuous activity must be clearly stated below.**
注意: 大埔區的社區會堂全年開放 (包括星期日及所有公眾假期)。如連續性活動有任何日子暫停活動, 必須在下方註明。

Hiring of venue is **not** required on:
不租用場地日期: _____

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

Indicate if eating is expected in the venue 如須於場地內進食, 請註明: _____

Charges to participants Yes ☐ No ☐
/audience: 是 否
參加者/觀眾收費

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。
Participants 參加者: \$ _____
Audience 觀眾: \$ _____

Non-continuous one-off activity
sponsored by Tai Po District Council: Yes ☐ No ☐
獲大埔區議會撥款資助的非連續性
活動: 是 否

If yes, please enclose the application form for
sponsorship by Tai Po District Council.
如是, 請夾附有關撥款申請表。

5. Facilities applied for (Please read Annex I. 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。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 (Note 註)	Other facilities, please specify 其他設施 (請註明)
<input type="checkbox"/> Hall 禮堂	<input type="checkbox"/> Yes 需要 <input type="checkbox"/> No 不需要	<input type="checkbox"/> Stage lighting 舞台射燈 <input type="checkbox"/> PA System 廣播系統 <input type="checkbox"/> TV Panel on Stage 舞台顯示屏 <input type="checkbox"/> Projector 投影機 <input type="checkbox"/> Banner Bar 橫額吊杆 <input type="checkbox"/> Chairs 椅 () <input type="checkbox"/> Folding Tables 摺枱 () <input type="checkbox"/> Display Boards 展板 () <input type="checkbox"/> Wired Handheld Mic. 有線咪 () <input type="checkbox"/> Wireless Handheld Mic. 無線咪 () <input type="checkbox"/> Piano 鋼琴
<input type="checkbox"/> Dressing Rooms (Male/Female) 化妝室 (男/女)	<input type="checkbox"/> Yes 需要 <input type="checkbox"/> No 不需要	
<input type="checkbox"/> Conference Room 會議室	<input type="checkbox"/> Yes 需要 <input type="checkbox"/> No 不需要	<input type="checkbox"/> PA System 廣播系統 <input type="checkbox"/> Projector 投影機 <input type="checkbox"/> Wired Handheld Mic. 有線咪 () <input type="checkbox"/> Wireless Handheld Mic. 無線咪 ()
<input type="checkbox"/> Exhibition Hall 展覽廳 (Tai Po Community Centre only) (只適用於大埔社區中心)	<input type="checkbox"/> Yes 需要 <input type="checkbox"/> No 不需要	<input type="checkbox"/> PA System 廣播系統 <input type="checkbox"/> Projector 投影機 <input type="checkbox"/> Chairs 椅 () <input type="checkbox"/> Folding Tables 摺枱 () <input type="checkbox"/> Wired Handheld Mic. 有線咪 () <input type="checkbox"/> Wireless Handheld Mic. 無線咪 () <input type="checkbox"/> Display Boards 展板 ()
<input type="checkbox"/> Basketball Court 籃球場 (Tai Po Community Centre only) (只適用於大埔社區中心)		
<input type="checkbox"/> Others 其他 (Please specify 請註明)		

Note: According to the guidelines issued by the Environment Bureau, the room temperature of all air-conditioned government premises (including Community Centres/Halls) should be set at 25.5°C. A party who wishes to lower the temperature of a venue during an activity shall submit “Application for Lowering the Temperature of Community Centres/Community Halls” (can be downloaded from HAD website) together with this application form. Please refer to “Notes for Application for the Use of Community Halls / Community Centres in Tai Po” for detailed approving criteria.

註：按環境局的指引，各政府處所（包括社區中心／社區會堂）的冷氣溫度須調節至攝氏 25.5 度。租用場地的人士／團體可視乎實際需要，於遞交申請表時同時向本處提交「申請調低社區中心／社區會堂溫度」的申請表（可於民政事務總署網頁下載）。有關批核準則，請參閱「大埔區社區中心及社區會堂申請須知」。

6. Application for exemption from payment of charges: Yes / No

是否擬申請豁免收費：是 / 否

I hereby declare that I / and joint organizer(s)/ co-organizer(s)* belong to the following groups of organizations (* Please delete as appropriate) 本機構現謹聲明本機構/及合辦/協辦機構*是屬於以下團體 (*請刪去不適用者)。

Applicant 申請機構	Joint organizer/ Co-organizer 合辦/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 (Note)
<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 (Note)
<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 (Note)
<input type="checkbox"/>	<input type="checkbox"/>	5. Non-profit making organizations 非牟利團體 (Note)
<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

(Note 註: Please submit valid supporting documents 請提交有效證明文件)

(If more than one joint organizer/ co-organizer, please use a separate sheet to list out their groups of organizations as required above. 如多於一個合辦/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 from payment of charges, the applicant and the joint organizer/co-organizer (if any) should satisfy the conditions set out in Annex I and should not take any profit out of the activity.

本人明白如申請豁免收費，申請人及其合辦/協辦機構(如有)必須符合附件一內之豁免收費條件，並不可從活動中賺取利潤。

I hereby declare that all the above information given by me is true and correct and that I have read and agreed to observe the conditions for use of the above facilities as set out in Notes for Application for the Use of Community Centres/Community Halls in Tai Po and its Annex I attached to this form.

本人在本表格內所填的一切資料，均屬真實及正確，也已細閱本表格所夾附的租用社區會堂／社區中心申請須知及附件一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
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 : _____

Completed application forms can be submitted to the **Community Hall Unit, Tai Po District Office** by the following means:

請透過以下途徑向**大埔民政事務處(社區會堂組)**遞交填妥的申請表：

Mail / In Person 郵寄 / 親身	Address: 2/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po, N.T. 地址：新界大埔汀角路 1 號大埔政府合署 2 樓
Fax 傳真	Fax no. 傳真號碼：2665 7680
Email 電子郵件	Email Address 電郵地址：chcc_tp@had.gov.hk

Note 註:

The personal data provided in this form will be used for processing of applications for use of facilities in community halls/community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer, Tai Po District Office, 2/F Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po.

在這份表格所提供的個人資料會用作處理租用社區會堂／中心設施的申請。收集的資料可能會為此目的而披露予有關方面。如欲更改或查閱在本表格提供的個人資料，可以書面向大埔民政事務處的公開資料主任提出，地址：大埔汀角路 1 號大埔政府合署 2 樓。

Section B 乙部

To: _____
致: (Approving Officer) (批核人)

The above application is/is not* recommended. The following charges are recommended / are waived* on the grounds that the applicant (and the joint organizer(s) / co-organizer(s)) belong(s) to _____ organization (HAD Standing Circular No. 3/2012 refers). 現建議/不建議*批准上述申請。另建議/豁免*以下收費，原因為申請人(及合辦/協辦機構)屬於_____團體 (參考民政事務總署常務通告第 3/2012 號)。

Facility 設施	Basic charge 基本收費		Air-conditioning charge 空調收費	
Multi-purpose hall 多用途禮堂	\$	x hrs 小時= \$	\$	x hrs 小時= \$
Dressing room 化妝室	\$	x hrs 小時= \$	\$	x hrs 小時= \$
Conference room 會議室	\$	x hrs 小時= \$	\$	x hrs 小時= \$
Others 其他	\$	x hrs 小時= \$	\$	x hrs 小時= \$
Sub-total 小計:	\$		\$	
Total 總計:	\$			

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 Accounts Office, DO(TP) if fees are charged)
致: _____ 行政主任/聯絡主任*主管(如收取費用，則經大埔民政事務處會計組遞交)

The application 有關的申請

- ☐ has not been approved 不獲批准
- ☐ an exemption of charges as set out in Section B above have been approved 已獲批准，另乙部所載的收費已獲豁免。
- ☐ has been approved at a charges as set out in Section B above. A copy of the standard notification letter is attached. 已獲批准，應繳乙部所載的收費

Date _____
日期 ()
Approving Officer 批核人

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

Date _____
日期 (Post title 職位)
Accounts Office, DO(TP) 大埔民政事務處會計組

Section E 戊部

Proposed activities cancelled. Original receipted Demand Note returned to F&S Section HQs/Accounts Office, DO(TP)* for processing of refund under covering memo of _____ dated _____. 建議的活動已經取消。註明款項收訖的繳款通知書正本已隨便箋檔號 _____ 日期 _____ 交回總部財務及物料供應組/大埔民政事務處會計組*，以便辦理退還款項。

Date _____
日期 ()
EO/LO* in charge 行政主任/聯絡主任*主管

* Delete as appropriate 請刪去不適用者

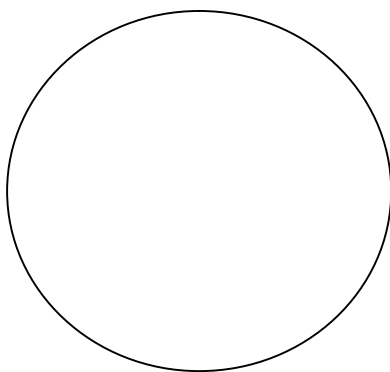
Tai Po District Office
Community Halls/Community Centres in Tai Po District
Undertaking of the Use of Equipment

We, _____ (the applicant), will use the following equipment of _____ (the name of Community Hall/Community Centre) on _____ (date).

1. Projector* in Hall / Conference Room / Exhibition Hall*
2. Stage Lighting* in Hall
3. TV panel* in Hall
4. Banner bar* in Hall

*(*please delete as appropriate)*

We shall operate the projector and/or the banner bar by ourselves (for projector and/or banner bar user), or provide an experienced technician or operator to operate the control panel and/or the TV panel (for stage lighting and/or TV panel user), and notify the officer-in-charge of the Community Hall/Community Centre. We shall restore the facilities and/or equipment to their original conditions and clean up the place after use. We shall assume full responsibility for any damage caused.



Official Chop of
Applicant Organization

Signature : _____

Name : _____

Post : _____

Name of Organization : _____

Contact Number : _____

Date : _____