

**APPLICATION FOR USE OF COMMUNITY HALL/CENTRE FACILITIES IN
KENNEDY TOWN COMMUNITY COMPLEX**

租用 堅尼地城社區綜合大樓設施申請表

Please fax the completed application form to 請將填妥之申請表傳真至：
2119 9089 for Kennedy Community Complex 堅尼地城社區綜合大樓

Section A 甲部

To: Officer-in-charge _____ Kennedy Town Community Complex 堅尼地城社區綜合大樓 主管
致: _____

1. Applicant 申請人/機構

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

Address: _____
地址: _____

Name of Contact Person: _____ Tel. No.: _____ Fax No.: _____
聯絡人姓名: _____ 電話: _____ 傳真: _____

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

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

Address: _____
地址: _____

Name of Contact Person: _____ Tel. No.: _____ Fax No.: _____
聯絡人姓名: _____ 電話: _____ 傳真: _____

3. Date of function 活動日期

Date 日期 (dd/mm/yy)(日/月/年)	Time 時間	
	From 由	To 至

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) _____

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

Objectives: _____
 目的:

Details of Function: _____
 活動詳情:

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

Target of Service: Open (for all) 公開(所有人士)
 Open (for specific group of people) 公開(特定對象):
 服務對象: Residents in Central & Western District 中西區內居民 Children/Youth 兒童/青少年
 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。)

Venue 場地	Air-Conditioning 空氣調節	Common facilities, please specify quantity 一般設施 (請註明數量)	Charges (For Official use) 收費 (由本署填寫)
<input type="checkbox"/> Function Room 活動室	<input type="checkbox"/> Required 需要 <input type="checkbox"/> Not Required 不需要	<input type="checkbox"/> PA system 廣播系統 <input type="checkbox"/> Wired microphone 有線咪 <input type="checkbox"/> TV set 電視機連 ^[1] <input type="checkbox"/> VCR/VCD/DVD* player 錄影帶/VCD/DVD*播放器 <input type="checkbox"/> LCD projector 投影機 <input type="checkbox"/> Projection screen 投影幕 <input type="checkbox"/> Visualizer 實物投影機 <input type="checkbox"/> Movable notice board 活動展板 (____) <input type="checkbox"/> Movable whiteboard 活動白板 (____) <input type="checkbox"/> Notice stand 告示牌 <input type="checkbox"/> Foldable table 摺檯 (____) <input type="checkbox"/> Umbrella stand 雨傘架 <input type="checkbox"/> Stackable chair 疊椅 (____) <input type="checkbox"/> Dancing Mattress 跳舞墊 (____) ^[2] <input type="checkbox"/> Wireless microphone 無線咪 ^{[3][4]}	Hour: _____ hr(s) Basic \$ _____ A/C \$ _____
<input type="checkbox"/> Conference Room 會議室			
			HK\$

Remark 附註：

- [1] TV set is only available to Function Room (1).
電視機設備只提供與活動室(1)使用。
- [2] Dancing Mattress is only available to Function Room (1) and Function Room (2).
跳舞墊設備只提供與活動室(1)及活動室(2)使用。
- [3] Wireless handheld mic. is only available to Function Room (4).
無線咪設備只提供與活動室(4)使用。
- [4] Applicant is advised to bring his/her own batteries (3 pieces of AA batteries) for wireless handheld microphones and wireless tie-clip microphones use.
申請人請自備三顆 AA 電池供無線咪及無線夾咪用。
- [5] 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。

* Delete as appropriate 請刪去不適用者

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 and 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。

1. 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。
2. Completed application form should be submitted to the corresponding community complex.
填妥之申請表格須遞交至有關綜合大樓。

Community Complex 社區綜合大樓	Kennedy Town Community Complex 堅尼地城社區綜合大樓
Enquiry Tel. No. 查詢電話	2119 5004
Fax No. 傳真號碼	2119 9089
Address 地址	12 Rock Hill Street, Kennedy Town 堅尼地城石山街 12 號