Serial No. 編號 _____

APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL/COMMUNITY CENTRE IN TSUEN WAN
租用荃灣區社區會堂/社區中心設施申請表

Section A 甲部

To: Officer in charge Princess Alexandra Community Centre/ Lei Muk Shue Community Hall/ Shek Wai Kok Community Hall*
致 _____雅麗珊社區中心 / 梨木樹社區會堂 / 石圍角社區會堂* 主管人員_____

1. Applicant Organisation 申請機構

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

   Address: _____
   地址
   Fax. No. _____ Tel. No. _____
   傳真 電話

2. Joint organiser(s) / Co-organiser(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
   Fax. No. _____ Tel. No. _____
   傳真 電話

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

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

Charges to participants / audience 參加者/觀眾收費 Yes 是 ☐ No 否 ☐ If yes, please state the amount chargeable per head.
如要收費，請列明每位參加者/觀眾須繳費用金額。
Participants 參加者：$ _____ Audience 觀眾：$ _____

5. Facilities applied for (Please read Annexes I and II. For use of furniture and equipment, please also specify its type and quantity.) 申請租用的設施 (請參閱附件一及二。如需借用家具及器材，請註明類別及數量。)

Venue 場地	Air-Conditioning 空調 (✓/☐)	Other facilities and quantities (please specify) 其他設施及數量 (請註明)
Multi-purpose Hall 多用途禮堂		
Dressing Rooms (Male/Female) 化妝室 (男 / 女) [不適用於雅麗珊社區中心 Not applicable for Princess Alexandra Community Centre]		
Lighting Panel 燈光控制板 [只適用於梨木樹社區會堂 Applicable for Lei Muk Shue Community Hall only]		
Conference Room 會議室 [不適用於石圍角社區會堂 Not applicable for Shek Wai Kok Community Hall]		
Activity Room/Stage Meeting Room* 活動室 / 舞台聚會室* [只適用於梨木樹社區會堂 Applicable for Lei Muk Shue Community Hall only]		
Basketball Court 籃球場 [只適用於雅麗珊社區中心 Applicable for Princess Alexandra Community Centre only]		
Others 其他 (Please specify 請註明_____)		

6. Application for exemption from payment of charges for use of facilities : Yes / No
是否擬申請豁免租用設施的收費：是 / 否

7. Declaration and Consent of the Applicant Organisation 申請機構的聲明及同意書

The applicant organisation hereby declares that the applicant organisation / and joint organiser(s)/co-organiser(s)* belong to the following groups of organisations
(Please delete as appropriate)*:申請機構現謹聲明申請機構/及合辦/協辦機構*屬於以下團體 *(*請刪去不適用者)*：

Applicant Organisation 申請機構	Joint organiser / Co-organiser 合辦/協辦機構	Please put a "✓" in the appropriate box. (請在適當的空格內填上「✓」號。)
☐	☐	1. Subvented welfare agencies 資助福利團體 *(Note 註)*
☐	☐	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 註)*
☐	☐	3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和區議員辦事處
☐	☐	4. Charitable organisations 慈善團體 *(Note 註)*
☐	☐	5. Non-profit making organisations 非牟利團體 *(Note 註)*
☐	☐	6. Local committees recognised by the Government 政府認可地方委員會
☐	☐	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 organiser/co-organiser, please use a separate sheet to list out the groups of organisations it/they belong(s) to as required above. 如多於一個合辦/協辦機構，請按照上述聲明的規定，另紙列出該(等)機構所屬的團體類別。)

For the purpose of complying with the Law of the People's Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (National Security Law) and other laws in force, the applicant declares that:
為遵守《中華人民共和國香港特別行政區維護國家安全法》(下稱「《香港國安法》」)及其他現行法律，申請機構現謹聲明：

(a) neither the applicant organisation itself, its employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CH/CC hired by the applicant shall engage in any act or activity, which is likely to constitute or is likely to cause the occurrence of an offence endangering national security under the National Security Law or other relevant laws of the Hong Kong Special Administrative Region (HKSAR), or which would otherwise be contrary to the interest of national security, in such part(s) of the CH/CC; and
申請機構本身及獲准進入其租用的社區會堂／社區中心場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士，均不會在該(等)社區會堂／社區中心場地內從事根據《香港國安法》或香港特別行政區(下稱「香港特區」)其他有關法律屬可能構成或可能導致危害國家安全罪行的行為或活動，或以其他方式作出不利於國家安全的行為或活動；以及

(b) the applicant organisation itself and its employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CH/CC hired by the applicant shall comply with the laws of the HKSAR in respect of all acts and activities held in such part(s) of the CH/CC.
申請機構本身及獲准進入其租用的社區會堂／社區中心場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士在該(等)社區會堂／社區中心場地內從事的所有行為和活動，均符合香港特區的法律

The applicant organisation understands that Tsuen Wan District Office may at any time, whenever such need arises with respect to the duty to safeguard national security, withdraw approval for the application, terminate the use of the CH/CC with immediate effect and forfeit any payment made by the applicant in relation to the use of the CH/CC and under such circumstances the applicant shall vacate the CH/CC immediately. The applicant organisation further understands that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies.
申請機構明白，荃灣民政事務處可隨時在有維護國家安全的職責需要時，撤回批准、即時終止讓申請機構使用社區會堂／社區中心，以及沒收其租用社區會堂／社區中心的已繳費用。在此等情況下，申請機構須立即離開社區會堂／社區中心。申請機構亦明白，任何可能危害國家安全或違反其他現行法律的行為均會向執法機關呈報。

The applicant organisation understands that in applying for exemption from payment of charges for use of facilities, the applicant organisation and the joint organiser/co-organiser (if any) should satisfy the conditions set out in Part III of the Guidelines and Conditions on the Use of Facilities Available in a Tsuen Wan Community Hall/Community Centre attached to this form and should not take any profit out of the activity.

申請機構明白，如申請豁免租用設施的收費，申請機構及合辦/協辦機構(如有的話)必須符合本表格所夾附的《租用荃灣區社區會堂／社區中心設施指南和條件》第(三)部內之條件，並且不可從活動獲取收益。

The applicant organisation hereby declares that all the above information given in this application is true and correct and that the applicant organisation has read and agreed to observe the requirements and conditions for use of the above facilities as set out in the Guidelines and Conditions on the Use of Facilities Available in a Tsuen Wan Community Hall/Community Centre and Annex I attached to this form. The applicant organisation fully understands and acknowledges that any breach of any of the requirements or conditions will result in the cancellation of the right to use the CH/CC immediately without compensation of any kind.

申請機構謹此聲明，在本表格填寫的一切資料均屬真實及正確。申請機構已細閱本表格所夾附的《租用荃灣區社區會堂／社區中心設施指南和條件》及其附件一所載列有關租用上述設施的規定及條件，並同意遵從各項規定。申請機構完全明白並確認，如違反有關規定或條件，其使用社區會堂／社區中心的權利會立即被撤銷，而申請機構亦不會獲得任何形式的賠償。

Official stamp of applicant organisation (applicable to the application made in the name of 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, Tsuen Wan District Office, 1/F, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan. 在本表格提供的個人資料會用作處理租用社區會堂/社區中心設施的申請，可能會為此目的而向有關方面披露。如欲更改或查閱本表格上所提供的個人資料，可以書面向荃灣民政事務處的公開資料主任提出，地址: 新界青山公路荃灣段174-208號荃灣多層停車場大廈1樓。

Section B 乙部

To 致: _____ (Approving Officer 批核人員)

The above application is/is not* recommended. The following charges are recommended/ are waived on the grounds that the applicant organisation (and the joint organiser(s) / co-organiser(s))* belong(s) to _____ organisation (HAD Standing Circular No. 3/2012 refers). 現建議/不建議*批准上述申請。另建議收取/豁免*以下收費，原因為申請機構(及合辦機構／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 ____hr(s)小時= $____	$___ x ___hr(s)小時= $____
Lighting Panel 燈光控制板	$____ x ____hr(s)小時= $____	$___ x ___hr(s)小時= $____
Dressing Room 化妝室	$____ x ____hr(s)小時= $____	$___ x ___hr(s)小時= $____
Conference Room 會議室	$____ x ____hr(s)小時= $____	$___ x ___hr(s)小時= $____
Activity Room 活動室	$____ x ____hr(s)小時= $____	$___ x ___hr(s)小時= $____
Basketball Court 籃球場	日 $____ x ____hr(s)小時= $____	
	夜 $____ x ____hr(s)小時= $____	
Sub-total 小計:	$_____	$_____
Total 總計:	$_____	

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

Remarks (if any) _____
備註(如有)

Date _____ _____
日期 ( )

LO in charge 聯絡主任主管

Section C 丙部

To: LO in charge _____ (via Accounts Office, DO (Tsuen Wan) if fees are charged)

致: _____聯絡主任主管(如收取費用，經荃灣民政事務處會計組遞交)

The application 申請

☐ has not been approved. 不獲批准。

☐ has been approved and exemption of charges as set out in Section B above have been approved.
已獲批准，乙部所載收費已獲豁免。

☐ has been approved at 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。標準通知書副本已隨本表格夾附。

Date _____ _____
日期 ( )

Approving Officer 批核人員

Section D 丁部

To: LO in charge _____.

致: _____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 (Tsuen Wan)
荃灣民政事務處會計組

Section E 戊部

Proposed activities cancelled. Original receipted Demand Note returned to Accounts Office, DO(Tsuen Wan) for processing of refund under covering memo ref _____ dated _____.

擬舉辦活動已經取消。註明費用收訖的繳款通知書正本已隨便箋檔號 _____ 日期 _____ _____交回荃灣民政事務處會計組，以便處理退款手續。

Date _____ _____
日期 ( )

LO in charge 聯絡主任主管

* Delete as appropriate 請刪去不適用者

附件 I

Annex I

租用荃灣區社區會堂/社區中心設施收費表
(生效日期:1.4.2012)
Rates of Charges for Use of Facilities in Community Halls / Community Centres in Tsuen Wan
(with effect from : 1.4.2012)

設施 *Facility*	*收費(每小時)* *Rate (per hour)*	*備註* *Remarks*
多用途禮堂-基本收費 Multi-purpose Hall - basic charge	$90	提供椅子。如有需要，申請機構須自備擴音系統、自行聘請技術員操縱燈光控制板，並須自行安排座位。 Chairs provided. Applicant organisation to provide public address system and his own Technician to operate the lighting panel if necessary, and to arrange for seating.
多用途禮堂-空調收費 Multi-purpose Hall - air-conditioning charge	詳見多用途禮堂空調設備收費表 Please refer to the table on rates of air-conditioning charges of multi-purpose halls	
多用途禮堂-使用燈光控制板收費 Multi-purpose Hall – using the lighting panel	$18	
化妝室(男或女)-基本收費 Dressing Room (Male or Female) - basic charge	$6.5	
化妝室(男或女)-空調收費 Dressing Room (Male or Female) - air-conditioning charge	$7	
會議室-基本收費 Conference Room - basic charge	$44	提供椅子及白板 Chairs and whiteboard provided.
會議室-空調收費 Conference Room - air-conditioning charge	$10	
籃球場-日間 Basketball Court - day time	$46	
籃球場-晚間 Basketball Court - evening	$63	晚間提供照明 Lighting provided in the evening.
羽毛球場-基本收費 Badminton Court - basic charge	$68	
羽毛球場-空調收費 Badminton Court - air-conditioning charge	與多用途禮堂空調設備收費相同 Same as air-conditioning charges of multi-purpose halls	
活動室-基本收費 Activity Room - basic charge	$48	
活動室-空調收費 Activity Room - air-conditioning charge	$11	

使用多用途禮堂空調設備的收費
Rates of Charges for Use of Air-Conditioning Facilities for Multi-purpose Halls

社區會堂/中心名稱 *Name of Community Hall/Centre*	*使用禮堂空調設備的收費(每小時)* *Rate of charge for use of air-conditioning facilities for hall ($ / per hour)*
雅麗珊社區中心 Princess Alexandra CC	$116
梨木樹社區會堂 Lei Muk Shue CH	$140
石圍角社區會堂 Shek Wai Kok CH	$140

附件 II (Annex II)

荃灣區社區會堂 / 社區中心家具 / 器材列表

List of Furniture and Equipment in Community Hall/Community Centre in Tsuen Wan

家具/器材 Furniture/Equipment	雅麗珊社區中心 Princess Alexandra CC		石圍角社區會堂 Shek Wai Kok CH	梨木樹社區會堂 Lei Muk Shue CH		
	禮堂 Hall	會議室 Conference Room	禮堂 Hall	禮堂(連舞台聚會室) Hall(cum stage meeting room)	會議室 Conference Room	活動室 Activity Room
摺枱 Folding table	10 張(nos)	2 張(nos)	12 張(nos)	10 張(nos)	6 張(nos)	4 張(nos)
疊椅 Stakable chair	350 張(nos)	30 張 (nos)	400 張(nos)	400 張(nos)	25 張(nos)	46 張(nos)
展板 Exhibition board	16 塊(nos)	12 塊(nos)	25 塊(nos)	16 塊(nos)	12 塊(nos)	12 塊(nos)
舞台橫額吊杆 Stage banner hanging bar	1 支(no)	/	2 支(nos)	1 支(no)	/	/
音響系統 Public address system	有(✓)	有(✓)	有(✓)	有(✓)	/	有(✓)
流動音響系統控制屏 Wireless control panel	/	/	/	1 個(只限大型活動使用) 1 no (for large-scale activity only)	/	/
燈光控制板 Lighting Panel	/	/	/	1 個(只限大型活動使用) 1 no (for large-scale activity only)	/	/
有線咪 Wired microphone	1 支(no)	1 支(no)	2 支(nos)	4 支(nos)	/	2 支(nos)
無線咪 Wireless microphone	2 支(nos)	/	2 支(nos)	4 支(nos)	/	/
衣領夾咪 Collar clip microphone	/	/	/	2 支(nos)	/	/
座枱式咪架 Mic stand (table)	3 個(nos)	/	/	/	/	/
座地式咪架 Mic stand (floor)	2 個(nos)	/	2 個(nos)	4 個(nos)	/	2 個(nos)
舞台射燈 Stage lighting	有(✓)	/	有(✓)	有(✓)	/	/
舞台前幕 Stage Front Curtain	有(✓)	/	有(✓)	有(✓)	/	/
禮堂影像顯示屏 Hall Video Monitor	/	/	/	2 個 (設於男女化妝間) 2 nos (at Dressing Room)	/	/
鋼琴 Piano	1 座(set)	/	1 座(set)	1 座(set)	/	/
羽毛球架及網 Badminton poles and net	/	/	1 套(set)	1 套(set)	/	/
乒乓球枱 Table tennis table	/	/	2 張(sets)	3 張(sets)	/	/
白板 White board	/	1 塊(固定) 1 no (fixed)	1 塊(活動式) 1 no (portable)	/	1 塊(活動式) 1 no (portable)	1 塊(固定) 1 no (fixed)
全高度鏡 Full-height mirror	/	有(✓)	/	/	/	有(✓)
投影機及投影幕 Projector and screen	1 套(活動式) 1 set (portable)	/	1 套(活動式) 1 set (portable)	1 套(固定) 1 set (fixed)	/	1 套(固定) 1 set (fixed)
電視機 Television	/	/	/	1 部(活動式) 1 no (portable)	1 部(活動式) 1 no (portable)	1 部(活動式) 1 no (portable)
藍光機 Bluray player	/	/	/	1 部(活動式) 1 no (portable)	1 部(活動式) 1 no (portable)	1 部(活動式) 1 no (portable)
場地可容納人數上限 Venue maximum capacity	350 人(pax)	30 人(pax)	250 人(pax)	400 人(pax)	25 人(pax)	30 人(pax)