

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

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／華貴分處 主管致

Application for use of: ☐ Stanley Community Hall
擬租用 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^{Note 1}
海怡社區中心^{註1}

☐ Ap Lei Chau Community Hall^{Note 1}
鴨脷洲社區會堂^{註1}

1. Applicant 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 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
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*

[^] Please refer to **Annex I of the "Guidelines and Conditions"** for details on sessions available for bookings
請參閱《租用社區會堂／社區中心設施指南和條件》附件I有關可供租用時段的詳情

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:^{Note 2} _____
服務對象 預計參加人數^{註2}

Charges to participants ☐ Yes ☐ No
/audience 是 否
參加者/觀眾收費
(Please "✓" the appropriate box)
(請在適當的空格內填上「✓」號)

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: \$ _____

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

申請租用的設施 (請參閱所租用的社區會堂／社區中心相關的**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 3} 會議室 ^{註 3}		
Multi-purpose activity room ^{Notes 3, 4} 多用途活動室 ^{註 3, 註 4}		
Badminton Court 羽毛球場		
Others 其他 (Please specify 請註明 _____)		

6. Application for exemption from payment of charges: ☐ Yes 是 ☐ No 否 (Please "✓" the appropriate box) (請在適當的空格內填上「✓」號)

I hereby declare that I / and joint organizer(s) / co-organizer(s)* belong to the following groups of organizations:
本機構現謹聲明本機構／及合辦／協辦機構* 是屬於以下團體：

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 #
<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 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 非牟利團體 #
<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

(# 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 II of the "Guidelines and Conditions on the Use of Facilities Available in a CH/CC" 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《租用社區會堂／社區中心設施指南和條件》附件 II 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 the "Guidelines and Conditions on the Use of Facilities Available in a CH/CC" and its Annex II 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／社區中心設施指南和條件》及其附件 II 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: _____

* Please delete as appropriate 請刪去不適用者

Note: 註

1. The South Horizons Neighbourhood Community Centre is managed by the Southern District Arts and Culture Association under the “Scheme on the Lease of Community Halls / Community Centres with Management Responsibility to Non-Government Organizations” (the Scheme). Under the Scheme, the Association has priority over the use of the multi-purpose hall, conference room and multi-purpose activity room of the Community Centre from 6:00 p.m. to 10:00 p.m. on Thursday, 5:00 p.m. to 10:00 p.m. on Friday and 1:00 p.m. to 6:00 p.m. on Saturday.

南區文藝協進會透過「社區會堂／社區中心由非政府機構租用及負責管理的計劃」(下稱「計劃」)管理海怡社區中心。在此計劃下，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，會議室及多用途活動室。

The Ap Lei Chau Community Hall is managed by the Southern District Recreation and Sports Association under the “Scheme on the Lease of Community Halls / Community Centres with Management Responsibility to Non-Government Organizations” (the Scheme). Under the Scheme, the Association has priority over the use of the multi-purpose hall of the Community Hall from 9:00 a.m. to 10:00 p.m. from Tuesday to Thursday; and the use of the conference room from 12:00 noon to 10:00 p.m. on Tuesday, 9:00 a.m. to 10:00 p.m. on Wednesday and 12:00 noon to 10:00 p.m. on Thursday.

南區康樂體育促進會透過「社區會堂／社區中心由非政府機構租用及負責管理的計劃」(下稱「計劃」)管理鴨脷洲社區會堂。在此計劃下，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。

2. 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	10
Stanley Community Hall 赤柱社區會堂	300	N/A 不適用

3. The multi-purpose activity room in Wah Kwai Community Centre could also serve as a conference room.
華貴社區中心的多用途活動室亦可作會議室用途。
4. The multi-purpose activity room in South Horizons Neighbourhood Community Centre could also serve 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。
5. 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。
6. 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, Southern District Office.

Address: 1/F, Ocean Court, 3 Aberdeen Praya Road, Aberdeen, Hong Kong.

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，可以書面向南區民政事務處的公開資料主任提出。

地址：香港香港仔香港仔海傍道三號逸港居一樓。

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(s) 化妝室	\$ _____ x _____ hrs 小時=\$ _____	\$ _____ x _____ hrs 小時=\$ _____
Conference room 會議室	\$ _____ x _____ hrs 小時=\$ _____	\$ _____ x _____ hrs 小時=\$ _____
Multi-purpose activity room 多用途活動室	\$ _____ 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, Southern District Office if fees are charged)
致 _____ 行政主任／聯絡主任* 主管 (如收取費用，則經南區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

☐ and 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, Southern District Office 南區民政事務處會計組

Section E 戊部

Proposed activities cancelled. Original receipted Demand Note returned to F&S Section, HQs / Accounts Office, Southern District Office* for processing of refund under covering memo ref _____ 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／南區民政事務處會計組*，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

* Please delete as appropriate 請刪去不適用者