

APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE IN TUEN MUN
租用屯門區社區會堂/社區中心設施申請表

Section A 甲部

Name of Community Hall / Community Centre: _____
社區會堂 / 社區中心名稱

1. Applicant 申請機構

Name: _____
 名稱

Organisation no.: ()# _____
 機構編號

Please fill in the organisation no. assigned by Tuen Mun District Office. If you do not have an organisation no., please provide documents showing that your organisation is exempted from tax under S.88 of Inland Revenue Ordinance (Cap. 112 of the laws of Hong Kong) or other certificates of registration and constitution together with a list of your organisation's office-bearers.

請填上由屯門民政事務處指定的機構編號。如你尚未有機構編號，請提交機構按香港法例第 112 章《稅務條例》第 88 條獲豁免繳稅的證明文件或其他註冊證明文件和會章，及機構主要負責人名單。

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: _____ Organisation no.: ()# _____
 名稱 機構編號

Address: _____
 地址

Fax No.: _____ Tel. No.: _____
 傳真 電話

Items (3) to (6) below are only for booking applications NOT through the Quarterly Balloting Exercises. For those organisations which want to make bookings through the Balloting Exercises, please complete page 3.
以下第 3 至第 6 項只供非參加季度抽籤的機構填寫。如參加季度抽籤，請填寫第 3 頁。

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: _____
 活動名稱

Objectives: _____
 目的

Target of service: _____ Estimated no. of participants: _____
 服務對象 預計參加人數

Minimum no. of participants for using the multi-purpose hall and conference room/ activity room is 10 and 5 respectively in each session.
 每節時段內，使用多用途禮堂及會議室/ 活動室的最少人數分別為 10 人及 5 人。

Charges to participants / audience: Yes No If yes, please state the amount chargeable per head.
 參加者 / 觀眾收費 是 否 如要收費，請說明每名參加者 / 觀眾須繳費用款額。

Activity sponsored by Tuen Mun District Council: Yes No Participants: \$ _____
 屯門區議會撥款贊助活動 是 否 參加者 Audience: \$ _____
 觀眾

One-off activities sponsored by Tuen Mun District Council (TMDC) to be held on Sunday or public holiday or after 2pm on Saturday (except the first three days of the Lunar New Year) can apply for priority booking of the facilities. Please provide a copy of the confirmation letter from TMDC as proof. If your application is pending, please provide a copy of the confirmation letter once the approval is obtained. If you fail to provide the said proof at least 7 working days before the activity date, this booking application will lapse automatically.

獲屯門區議會撥款贊助及擬於星期六下午二時後、星期日全日或公眾假期全日(農曆正月初一至初三除外)舉辦的一次過完成活動可申請優先租用設施。請提供屯門區議會撥款贊助的確認信副本以作證明。如申請仍待審批，請在獲批准後盡快補交確認信副本。如申請機構未能於活動舉行前最少七個工作天提交證明，此租用場地申請將會自動失效。

* **Delete as appropriate 請刪去不適用者**

5. Facilities applied for (For use of furniture and equipment, please also specify type and quantity.)
申請租用的設施 (如需借用傢具及器材, 請註明類別及數量。)

Venue 場地	A/C 空調	Furniture & Equipment 傢具及器材
<input type="checkbox"/> Multi-purpose hall 多用途禮堂	<input type="checkbox"/>	<input type="checkbox"/> Sound system (for hall only) 音響系統(只限禮堂)
<input type="checkbox"/> Dressing Rooms (Male/Female) 化妝室 (男/女)	<input type="checkbox"/>	<input type="checkbox"/> Microphone (nos.) 有線咪(支): _____
<input type="checkbox"/> Conference Room 會議室	<input type="checkbox"/>	<input type="checkbox"/> Wireless microphone (nos.) 無線咪(支): _____
<input type="checkbox"/> Activity Room (for Tuen Mun Town Centre CH and Tseng Choi Street CH only) 活動室 (只限屯門市中心社區會堂及井 財街社區會堂)	<input type="checkbox"/>	<input type="checkbox"/> Motorized banner-hanging bar 電動懸掛橫額升降裝置
<input type="checkbox"/> Covered Playground (for On Ting/Yau Oi CC only) 有蓋操場 (只限安定/友愛社區中心)	<input type="checkbox"/>	<input type="checkbox"/> Projector and screen 投影機及投影幕
		<input type="checkbox"/> Others 其他: _____

^Applicants are requested to provide their own technician to operate the stage lighting panel if necessary. 如有需要, 申請機構須自行聘請技術人員操控舞台燈光控制板。

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*

(Please submit estimates of income & expenditure if the activity is fee-charging and you apply for exemption of charges for using the facilities.)
(如活動要收費並擬申請豁免租用設施的費用, 請提供收支預算表。)

7. I hereby declare that my organisation / and joint organiser(s)/co-organiser(s)* belong to the following groups of organisations:

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 organiser/ Co-organiser 合辦/協辦機構	Please submit valid supporting documents if you have not been assigned with an organisation number. 如未獲指定機構編號, 請提交有效證明文件。
<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 organisations 慈善團體
<input type="checkbox"/>	<input type="checkbox"/>	5. Non-profit making organisations 非牟利團體
<input type="checkbox"/>	<input type="checkbox"/>	6. Local committees recognised 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 joint organiser/co-organiser, please use a separate sheet to indicate their organisation category 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 for use of facilities, the applicant and the joint organiser/co-organiser (if any) should satisfy the conditions set out in "Rates of Charges and Exemption from Payment of Charges for Use of Community Halls/Community Centres" and should not take any profit out of the activity.

本人明白如申請豁免租用設施的收費, 申請人及其合辦/協辦機構(如有)必須符合「社區會堂/社區中心設施收費表及豁免收費詳情」內之條件, 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 Community Halls/Community Centres in Tuen Mun" and "Rates of Charges and Exemption from Payment of Charges for Use of Community Halls/Community Centres".
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「租用屯門區社區會堂/社區中心設施指南和條件」及「社區會堂/社區中心設施收費表及豁免收費詳情」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

申請機構的正式印鑑

Signature 簽署: _____

Name 姓名: _____

Position 職位: _____

Date 日期: _____

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 of Tuen Mun District Office, address: 2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, N.T.

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, 可以書面向屯門民政事務處的公開資料主任提出, 地址: 新界屯門屯喜路1號屯門政府合署2樓。

* Delete as appropriate 請刪去不適用者

FOR QUARTERLY BALLOTING EXERCISE
供參加季度抽籤用

Facilities applied for: 申請租用的設施

F&E 傢具及器材: Table (nos.) 枱(張): _____ Chair (nos.) 椅(張): _____ Exhibition board (nos.) 展板(塊): _____ Sound system (for hall only) 音響系統(只限禮堂)
 Microphone (nos.) 有線咪(支): _____ Wireless microphone (nos.) 無線咪(支): _____ Motorized banner-hanging bar 電動懸掛橫額升降裝置
 Projector and screen 投影機及投影幕 Stage lighting (for general lighting) 舞台射燈(一般照明) Stage lighting panel 舞台燈光控制板 Others 其他: _____

Booking Details: 租用詳情

App. No. 申請編號	Date 活動日期	Time 時間		Name of activity 活動名稱	Objectives 目的	Target of service 服務對象	Estimated no. of participants 預計參加人數	A/C required 需要空調	Fee-charging activity 收費活動	Apply for exemption of charges # 申請豁免租用設施的收費#	Activity sponsored by TMDC 屯門區議會撥款贊助活動	Venue ^ 場地 ^
		From _____ am/pm* 由上/下午* _____	To _____ am/pm* 至上/下午* _____									
e.g. 例	2014年 1月至3月 逢星期一	From <u>9</u> am/pm* 由上/下午 9時	To <u>10</u> am/pm* 至上/下午 10時	健體舞蹈班	鼓勵市民定期參與舞蹈運動，培養勤做運動的習慣，促進身心健康。	區內居民	50	✓	✓	✓	×	A
		From _____ am/pm* 由上/下午* _____	To _____ am/pm* 至上/下午* _____									
		From _____ am/pm* 由上/下午* _____	To _____ am/pm* 至上/下午* _____									
		From _____ am/pm* 由上/下午* _____	To _____ am/pm* 至上/下午* _____									
		From _____ am/pm* 由上/下午* _____	To _____ am/pm* 至上/下午* _____									
		From _____ am/pm* 由上/下午* _____	To _____ am/pm* 至上/下午* _____									
		From _____ am/pm* 由上/下午* _____	To _____ am/pm* 至上/下午* _____									
		From _____ am/pm* 由上/下午* _____	To _____ am/pm* 至上/下午* _____									

Please submit estimates of income & expenditure if the activity is fee-charging and you apply for exemption of charges for using the facilities.
如活動要收費並擬申請豁免租用設施的費用，請提供收支預算表。

- A**: Multi-purpose hall with/ without* Dressing Rooms (Male/Female) 多用途禮堂 連/ 不連* 化妝室(男/女)
- B**: Conference Room 會議室
- C**: Activity Room (for Tuen Mun Town Centre CH and Tseng Choi Street CH only) 活動室(只限屯門市中心社區會堂及井財街社區會堂)
- D**: Covered Playground (for On Ting/ Yau Oi CC only) 有蓋操場(只限安定/友愛社區中心)

* Delete as appropriate 請刪去不適用者

ESTIMATES OF INCOME & EXPENDITURE FOR FEE-CHARGING ACTIVITY
收費活動收支預算表

Name of Community Hall/ Community Centre: _____
 社區會堂/ 社區中心名稱

Name of activity: _____
 活動名稱

Date/ Time of activity: _____
 活動日期/ 時間

Income 收入			Expenditure 支出			Remark 備註
	Item 項目	Amount 款項		Item 項目	Amount 款項	
1.			1.			
2.			2.			
3.			3.			
4.			4.			
5.			5.			
6.			6.			
	Total 總數			Total 總數		

Balance: Surplus/ Deficit/ Break-even* \$ _____
 活動結存: 盈餘/ 赤字/ 收支平衡*

Other remarks: _____
 其他備註

Official stamp of applicant 申請機構的正式印鑑	Signature 簽署	:	_____
	Name 姓名	:	_____
	Position 職位	:	_____
	Name of organisation 機構名稱	:	_____
	Date 日期	:	_____

* Delete as appropriate 請刪去不適用者