

APPLICATION FOR USE OF FACILITIES IN COMMUNITY CENTRE/HALL

租用社區中心/社區會堂設施申請書

Priority of Activity Priority No. _____ of Total No. _____ (This field is used for balloting only)
 活動優先次序 第 _____ 優先 (共 _____ 項) (此欄只供抽籤時用)

If the applicant applies for more than one activity or venue, please also submit the Summary Table at Annex I
 如申請多於一個活動或場地，需連同填妥的附件一「申請活動優次列表」一併交回

Section A 甲部 Please "✓" one box only. 只可"✓"選一個方格

擬租用 Apply for	<input type="checkbox"/> 長沙灣社區中心 Cheung Sha Wan CC	<input type="checkbox"/> 大坑東社區中心 Tai Hang Tung CC	<input type="checkbox"/> 荔枝角社區會堂 Lai Chi Kok CH	<input type="checkbox"/> 白田社區會堂 Pak Tin CH
	<input type="checkbox"/> 南昌社區中心 Nam Cheong District CC	<input type="checkbox"/> 石硤尾社區會堂 Shek Kip Mei CH	<input type="checkbox"/> 麗閣社區會堂 Lai Kok CH	<input type="checkbox"/> 美孚社區會堂 Mei Foo CH

1. Applicant
 申請機構

*Applicant Number (if any)

* 申請機構編號(如有) : _____

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

Address: _____
 地址

Tel. No. _____
 電話

Email: _____
 電郵

Fax No. _____
 傳真號碼

2. Joint organizer(s) / Co-organizer(s) (Please use separate sheet as necessary) 合辦/協辦機構 (如下列位置不夠填寫，請另紙列明)

Organization 1 機構一

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

Address: _____
 地址

Tel. No. _____
 電話

Organization 2 機構二

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

Address: _____
 地址

Tel. No. _____
 電話

* An Applicant Number is to be provided by Sham Shui Po District Office. Please quote the Applicant Number in your future applications.

* 深水埗民政事務處會提供申請編號予申請機構。請在日後的申請書填上「申請機構編號」。

3. Date(s) and Time of Function (Use separate sheet as necessary)
活動舉行日期及時間 (如下表位置不夠填寫，請另紙列明)

	Date(s) of function 活動舉行日期	Time 時間		Total number of hours 總時數
		From 由	To 至	
Most preferred option 首選		am/pm 上/下午	am/pm 上/下午	
Next preferred option 次選 (for ballot application) (供抽籤申請之用)		am/pm 上/下午	am/pm 上/下午	

- Each session starts and ends on the hour.
每節時間由每小時正開始及結束。
- Most Preferred Option will be awarded if the respective time slots have not been occupied;
倘若其首選時段沒被租用，便會獲分配其首選時段；
- Time slots of the Next Preferred Option will be allocated if that of the Most Preferred Option has been occupied,
倘若其首選時段已全部被租用，便會獲分配其次選時段；
- If the Most Preferred Option has been occupied in part, the option with longer hours will be awarded.
倘若其首選時段已部分被租用，則會獲分配可供借用時間較長的選擇時段。

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 Groups served: _____ Estimate No. of participants: _____

服務對象

預計參加人數

Charges to participants / Yes No If yes, please state the amount chargeable per head

audience

是

否

Participant: \$ _____ / Audience: \$ _____

(Please attach the Income and Expenditure Estimate)

參加者/觀眾收費

若須收費，請說明每位參加者須繳費若干。

參加者: \$ _____ / 觀眾: \$ _____

(請夾附收支預算表)

5. Facilities applied for (Please read Appendix I. For use of furniture and equipment, state also type and quantity)

申請租用的設施 (請參閱附錄 1。如需借用傢具及器材，請註明類別及數量。):

Please "✓" as appropriate (請於合適處填上「✓」號)

	Venue 場地	Air-Con. 空氣調節	Other facilities, please state 其他設施(請列明)
Hall 禮堂			
Dressing Rooms (Male/Female) 化妝室(男/女)			
Conference Room [except CSWCC and THTCC] 會議室 [長沙灣社區中心及大坑東社區中心除外]			
Stage Meeting Room [LCKCH, MFCH and PTCH only] 舞臺會議室 [只適用於荔枝角、美孚及白田社區會堂]			
Activity Room [SKMCH only] 活動室 [只適用於石硤尾社區會堂]			
Multi-purpose Activity Room [CSWCC and SKMCH only] 多用途活動室 [只適用於長沙灣社區中心及石硤尾社區會堂]			
Basketball Court [NCDCC and THTCC only] 籃球場 [只適用於南昌社區中心及大坑東社區中心]			
Outdoor Play Area [CSWCC only] 露天操場 [只適用於長沙灣社區中心]			
Badminton Court [except THTCC and LKCH] 羽毛球場 [大坑東社區中心及麗閣社區會堂除外]			
Others* (Pl. specify _____) 其他 (請註明 _____)	*Please submit application separately for posting or hanging posters, slogans, banners or portraits *請另行入紙申請張貼/懸掛海報、標語、橫額或肖像		

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 註)
<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 註)
<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 註)
<input type="checkbox"/>	<input type="checkbox"/>	5. non-profit making organizations 非牟利團體 (Note 註)
<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: Please submit valid supporting documents if you do not have an Applicant Number under Section A(1).

註：如沒有申請機構編號(甲部第1項)，請提交有效證明文件或會章。

(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 for use of facilities, the applicant and the joint organizer/co-organizer (if any) should satisfy the conditions set out in Appendix IV 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)必須符合附件 4 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 'Rates of Charges and Exemption from Payment of Charges for Use of Community Halls / Community Centres' & 'Guidelines and Conditions on the Use of Facilities Available in Community Halls/Community Centres in Sham Shui Po'.

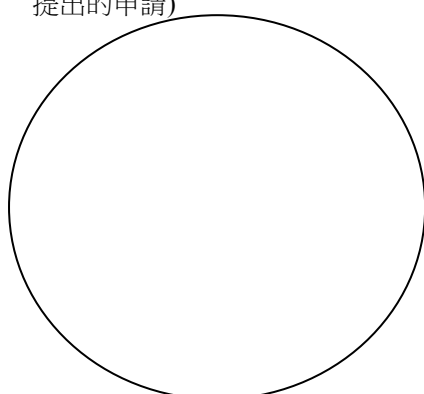
本人在本表格內所填的一切資料，均屬真實及正確，也已細閱深水埗區的「社區會堂/社區中心設施收費表及豁免收費詳情」、《租用社區會堂/社區中心設施指南和條件》所載租用上述設施的條件，並同意遵守各項規定，特此聲明。

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 : _____

Person-in-charge / Person-in-charge of
Authorized Person Activity ***
機構負責人/ 獲授權人 活動負責人[註]

Position 職位 : _____

Date 日期 : _____

如對填寫本表格有任何問題，請致電 2150 8127 與本處職員聯絡。

*** The Person-in-charge of the organization could be the same as the Person-in-charge of the Activity. The Person-in-charge of the Activity will be required to complete the inspection form in the presence of the CC/CH venue staff. Thus, details of the Person-in-charge of Activity must be provided at Annex 2 no later than the activity date.

機構負責人亦可為活動負責人，活動負責人須於活動當天與本處職員一同核實巡查表，故活動負責人的資料須不遲於活動當日向本處提供填妥的附件二有關活動負責人的資料。

申請團體可以下列方式遞交申請表及其他所需文件：

- 以傳真或電郵方式遞交 (傳真號碼：2387 9805，電郵地址：chcc_ssp@had.gov.hk)。
- 郵寄或親身遞交至深水埗長沙灣道 303 號長沙灣政府合署 4 樓深水埗民政事務處。

Applicant organization may submit the application form and other required documents by the following means:

- By fax or by email (Fax No. 2387 9805, E-mail address: chcc_ssp@had.gov.hk)
- By post or submit in person to SSPDO, 4/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

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, Sham Shui Po District Office, 4/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. 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，可以書面向深水埗民政事務處的公開資料主任提出，地址：九龍長沙灣道303號長沙灣政府合署4字樓。

Summary Table (For Balloting only)
申請活動優次列表 (只供抽籤申請之用)

Order of Activity 活動次序	CC/CH 場地	Facilities 設施	No of Hours 時數
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
(Total:) (共:)	Total No of Hours: 總時數:		

Remarks (附註)

- (i) Each applicant can only apply for not more than a total of 240 hours for each quarter, the upper limit for a CC/CH shall be not more than 80 hours. (每個機構每季最多可合共申請租用 240 小時，當中就每個社區會堂/中心時數不得超過 80 小時。)
- (ii) The applicant should strictly abide by these guidelines, regulations and conditions, failing which demerit points will be given. Details of the Demerit Points System are at Appendix 8. (申請人須嚴格遵守本指南、規則和條件，否則會被記分。詳情請參閱 [附錄 8] 有關違規記分制度的規則。)

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)

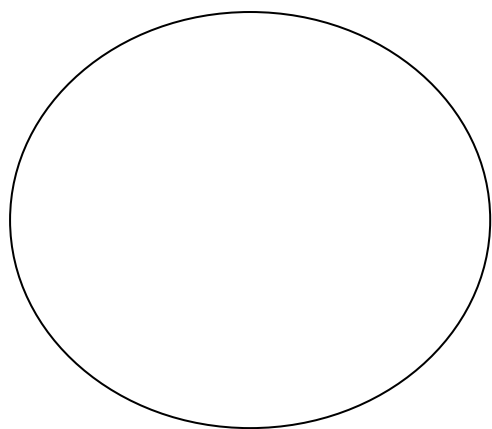
(Person-in-charge/Authorized Person)
機構負責人/獲授權人簽署

Letter of Authorization for the Use of a CC/CH
使用場地設施授權書

To: Sham Shui Po District Officer
致：深水埗民政事務專員：

I, *Mr/Ms _____ (I.D.No: ___ ___ ___ XXX(X)) is the Person-in-charge of (name of organization), I hereby authorize our member, *Mr/Ms (I.D.No: ___ ___ ___ XXX(X)) as the Person-in-charge of the Activity to handle all matters relating to the approved use of _____ (facility) in _____ CH/CC at _____ *am/pm on _____ (Date).

本人_____ * 先生/女士 (身份證號碼：___ ___ ___ XXX(X)) 是 (團體名稱) 的負責人，謹此授權本團體成員_____ *先生/女士 (身份證號碼：___ ___ ___ XXX(X)) 為活動負責人辦理使用場地設施的手續，於* _____年_____月_____日，由*上午/下午/晚上 _____時_____分至*上午/下午/晚上 _____時_____分使用已獲批准的 _____ 社區會堂/中心 _____ (設施)。



(Stamp Chop) 團體印鑑

Name (姓名) : _____

Signature (簽署) : _____

Position (職位) : _____

Contact Telephone No (聯絡電話) : _____

Date (日期) : _____

*Please delete where inappropriate (請刪去不適用者)

Remarks: The information contained in this form is used for cross-checking and records purposes
(附註：本表格所載的資料，將用於核對和記錄用途。)

The personal data provided in this form will be used for processing of the use of facilities and related matters 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, Sham Shui Po District Office, 4/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. 在這份表格所提供的個人資料會用作處理社區會堂/中心設施的使用及相關事宜。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，可以書面向深水埗民政事務處的公開資料主任提出，地址：九龍長沙灣道303號長沙灣政府合署4字樓。