

Serial No. 編號 \_\_\_\_\_

**APPLICATION FOR USE OF FACILITIES AVAILABLE IN SAI LAU KOK GARDEN MULTI-PURPOSE ROOM**  
**租用西樓角花園多用途活動室設施申請表**

**Section A 甲部**

To 致： Officer in charge 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 Activity \_\_\_\_\_ 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 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 V. 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 I 及 V。如需借用家具及器材，請註明類別及數量。)

	Air-conditioning 空調 ( <input checked="" type="checkbox"/> / <input type="checkbox"/> )	Other facilities and quantities (please specify) 其他設施及數量 (請註明)
Hall 禮堂		
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。)
<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 organisations 慈善團體 (Note 註)
<input type="checkbox"/>	<input type="checkbox"/>	5. Non-profit making organisations 非牟利團體 (Note 註)
<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

(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 Sai Lau Kok Garden Multi-purpose Room 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 Sai Lau Kok Garden Multi-purpose Room; and

申請機構本身及獲准進入其租用的西樓角花園多用途活動室場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士，均不會在西樓角花園多用途活動室場地內從事根據《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 Sai Lau Kok Garden Multi-purpose Room 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 Sai Lau Kok Garden Multi-purpose Room.

申請機構本身及獲准進入其租用的西樓角花園多用途活動室場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士在西樓角花園多用途活動室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 Sai Lau Kok Garden Multi-purpose Room with immediate effect and forfeit any payment made by the applicant in relation to the use of the Sai Lau Kok Garden Multi-purpose Room and under such circumstances the applicant shall vacate the Sai Lau Kok Garden Multi-purpose Room 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西樓角花園多用途活動室，以及沒收其租用西樓角花園多用途活動室的已繳費用。在此等情況下，申請機構須立即離開西樓角花園多用途活動室。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 Sai Lau Kok Garden Multi-purpose Room 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《租用西樓角花園多用途活動室設施指南和條件》第(三)部內之條件，並且不可從活動中獲取利益。

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 Sai Lau Kok Garden Multi-purpose Room 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 Sai Lau Kok Garden Multi-purpose Room 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《租用西樓角花園多用途活動室設施指南和條件》及其附件I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，其使用西樓角花園多用途活動室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  
(only applicable to an application made in the name of applicant organisation)  
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 the facilities in Sai Lau Kok Garden Multi-purpose Room. 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, N.T. 在本表格提供的個人資料會用作處理租用西樓角花園多用途活動室設施的申請，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公開資料主任提出（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
Hall 禮堂	\$ _____ x _____ hr(s)小時= \$ _____	\$ _____ 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, TWDO 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 from charges as set out in Section B above has 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. \_\_\_\_\_  
繳款通知書編號

issued on \_\_\_\_\_  
發出日期

Date \_\_\_\_\_

日期 \_\_\_\_\_

(Post title 職位 \_\_\_\_\_)

Accounts Office, Tsuen Wan District Office  
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, TWDO 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，以便處理退還款項手續。

Date \_\_\_\_\_

日期 \_\_\_\_\_

( \_\_\_\_\_ )  
LO in charge 聯絡主任主管

\* Delete as appropriate 請刪去不適用者

**租用西樓角花園多用途活動室設施收費表**  
**(生效日期:1.3.2025)**  
**Rates of Charges for Use of Facilities Available in**  
**Sai Lau Kok Garden Multi-purpose Room**  
**(with effect from : 1.3.2025)**

<b>設施</b> <b>Facility</b>	<b>收費(每小時)</b> <b>Rate (per hour)</b>	<b>備註</b> <b>Remarks</b>
禮堂-基本收費 Hall - basic charge	\$105	<ul style="list-style-type: none"><li>• 活動室備有傢具／器材，例如：桌子、椅子等，詳情可參考附件 V。如有需要，申請機構可自行安排座位。</li><li>• 禮堂只有梗窗，使用時需開啟空調。不設舞台或燈光設備。</li></ul>
禮堂-空調收費 Hall - air-conditioning charge	\$100	

西樓角花園多用途活動室家具／器材列表List of Furniture and Equipment in  
Sai Lau Kok Garden Multi-purpose Room

家具／器材 Furniture/Equipment	禮堂 Hall
摺枱 Folding table	9 張(nos)
疊椅 Stakable chair	200 張(nos)
展板 Exhibition board	16 塊(nos)
音響系統 Public address system	✓
有線咪 Wired microphone	5 支(nos)
無線咪 Wireless microphone	4 支(nos)
座地式咪架 Mic stand (floor)	4 個(nos)
白板 White board	2 塊(活動式) 2 nos (portable)
投影機及投影幕 Projector and screen	2 套(活動式) 2 sets (portable)
藍光機 Bluray player	2 部(固定) 2 nos (fixed)
場地可容納人數上限 Maximum capacity of the venue	200 人(pax)