

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

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 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 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。如需借用傢具及器材，請註明類別及數量。)

Venue 場地	Air-Conditioning 空氣調節 (✓/✗)	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

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

(* Please delete as appropriate): 本人現謹聲明申請機構/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。)

I understand 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 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.

本人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)必須符合本表格所夾附的《租用荃灣區社區會堂/社區中心場地及設備指南》第(三)部內之條件，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 on the Use of Facilities Available in a Tsuen Wan Community Hall/Community Centre and Annex I 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《租用荃灣區社區會堂/社區中心場地及設備指南》及其附件一所載列有關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 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. 本表格上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。所收集的資料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)

The above application is/is not* recommended. The following charges are recommended/ are waived* on the grounds that the applicant organisation (and the co-organiser) 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/豁免*以下收費，原因為申請人(及協辦機構)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. 隨本表格夾附有相關的標準通知書。

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，則經荃灣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。 has been approved 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 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。隨本表格夾附有相關的標準通知書副本。Date _____
日期 _____ (_____)

Approving Officer 批核人

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 _____.
建議的活動已經取消。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，以便辦理退還款項手續。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)

<i>設施</i> <i>Facility</i>	<i>收費(每小時)</i> <i>Rate (per hour)</i>	<i>備註</i> <i>Remarks</i>
多用途禮堂-基本收費 Multi-purpose Hall - basic charge	\$90	提供椅子。如有需要，申請人須自備擴音系統、自行聘請技術員操縱燈光控制面板，並須自行安排座位。 Chairs provided. Applicant 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-使用燈光控制面板收費 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	

使用多用途禮堂空氣調節設備的收費

Rates of Charges for Use of Air-Conditioning Facilities for Multi-purpose Halls

<i>社區會堂/中心名稱</i> <i>Name of Community Hall/Centre</i>	<i>使用禮堂空氣調節設備的收費(每小時)</i> <i>Rate of charge for use of air-conditioning facilities for hall (\$ / per hour)</i>
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

荃灣區社區會堂 / 社區中心傢具 / 器材列表

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

傢具/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)