

APPLICATION FOR USE OF FURNITURE AND EQUIPMENT IN COMMUNITY HALL / COMMUNITY CENTRE
租用社區會堂／社區中心傢具及器材申請表

STANLEY COMMUNITY HALL
赤柱社區會堂

A. General furniture and equipment 一般傢具及器材

	Name of items 物品名稱	Quantity in Stock 貯備數量	Items to rent / borrow and quantity 申請租用／ 借用的數量	Remarks 備註 (e.g. item label) 如物品標籤	For office use only 由本處填寫
					Quantity rent out# 批准租用／ 借用的數量#
1.	Plastic chair 膠椅	300			
2.	Conference table 會議桌 (183 x 92 cm)	2			
3.	Rectangular folding table 長摺枱 (183 x 74 cm)	10			
4.	Display board 展板 (156 x 96 cm)	6			
5.	Whiteboard 白板 (240 x 120 cm)	3			
6.	Ladder 梯 (8 steps / 8 級) (17 steps / 17 級)	1 1			

B. Equipment available in Conference room 會議室的器材

	Name of items 物品名稱	Quantity in Stock 貯備數量	Items to rent / borrow and quantity 申請租用／ 借用的數量	Remarks 備註 (e.g. item label) 如物品標籤	For office use only 由本處填寫
					Quantity rent out# 批准租用／ 借用的數量#
1.	Projector and projection screen 投影機及投影幕 [Sanyo PLC-XT35, Minds 100"]	1			
2.	LCD TV 液晶電視 [Samsung LA52N81B]	1			
3.	Double cassette deck 雙卡式帶播放機 [JVC TD-W354BK]	1			
4.	DVD Player DVD 播放機 [JVC XV-N322S]	1			
5.	Handheld wired microphone 手提式有線咪 [Audio Technica ATM61HE]	2			
6.	Handheld wireless microphone 手提式無線咪 [TOA WM-4210]	2			
7.	Microphone floor stand 座地式咪座	2			
8.	Microphone table stand 座枱式咪座	2			

C. Equipment available in Multi-purpose hall 多用途禮堂的器材

	Name of items 物品名稱	Quantity in Stock 貯備數量	Items to rent / borrow and quantity 申請租用/ 借用的數量	Remarks 備註 (e.g. item label) 如物品標籤	For office use only 由本處填寫
					Quantity rent out# 批准租用/ 借用的數量#
1.	Preset modes for stage lighting and audio-visual equipment 舞台燈光及影音預設模式	a) Chinese opera 粵曲 b) Presentation 演講 c) Variety show 多元化表演 d) Drama 話劇 e) Movie 影畫播放 f) Orchestra 管弦樂 g) Ballroom 舞池 h) Karaoke 卡拉 OK i) Solo performance 單獨表演	Lighting mode: 燈光模式 AV mode: 影音模式	Note 1 註 1	
2.	Audio-visual system 影音設備				
	(a) DVD player DVD 放影機 [Philips DVP3800]	1			
	(b) DVD recorder DVD 錄影機 [Panasonic DMR-EH59]	1			
	(c) TV with mobile rack 電視機連活動架 [JVC LT-32HS30]	1			
	(d) Seminar podium 演講台	1			
	(e) Handheld wired microphone 手提式有線咪 [AKG D5S]	2			
	(f) Handheld wireless microphone 手提式無線咪 [AKG C5]	2			
	(g) Clip wireless microphone 夾式無線咪 [AKG C417]	2			
	(h) Headset wireless microphone 頭戴式無線咪 [AKG C555]	4			
	(i) Instrument microphone 樂器咪 [AKG C391B condenser]	2			
	(j) Choir microphone 合唱團咪 [AKG C568B shotgun]	2			

Name of items 物品名稱			Quantity in Stock 貯備數量	Items to rent / borrow and quantity 申請租用/ 借用的數量	Remarks 備註 (e.g. item label) 如物品標籤	For office use only 由本處填寫
						Quantity rent out# 批准租用/ 借用的數量#
2. (續)	(k)	Microphone floor stand 座地式咪座	4		Note 2 註 2	
	(l)	Microphone table stand 座枱式咪座	3			
	(m)	Hydraulic microphone stand 液壓式咪座	2			
3.	Projector and projection screen 投影機及投影幕 [Christie DS+750, Da-Lite 200"]		1		Note 1 註 1	
4.	Stage CCTV system 舞台閉路電視系統		(Monitor the stage from dressing rooms) (可由更衣室監察舞台的情況)			
5.	Audio mixing console 混音控制台 [Yamaha LS9/32]		1			
6.	Stage lighting console 舞台燈光控制台 [Leviton Innovator 24/48]		1			
7.	Stage lighting system 舞台燈光及吊杆系統		不適用 Not Applicable			

Notes 註

May differ from application due to damage or other reason(s)
或因損壞及其他原因而與申請的數量不同

1. Item C1 and / or C3-C7 should be operated by qualified personnel[^] or under the supervision of on-site staff. For organizations without qualified personnel[^] operating the Lighting and AV systems, only preset modes will be allowed.
項目 C1 及 / 或 C3-C7 的器材操作，必須由合資格人士[^] 負責，或在會堂駐場人員的督導下進行。沒有合資格人士[^] 負責操作燈光及影音系統的團體，只可使用燈光及影音系統的預設場景模式。

2. The equipment listed under item D2 are required to be checked before and after use.
項目 C2 的器材 在使用前及使用後必須檢查妥當。

[^] A qualified personnel should –

- (a) be well-trained, experienced, and possess the related knowledge for the operation;
- (b) be familiar and comply with the rules and requirements for the operation; and
- (c) be familiar with the equipment and environment of the venue.

合資格人士應 –

- (a) 具備操作有系統知識及經驗，並曾接受相關的訓練；
- (b) 熟悉並遵守操作有系統的規則及要求；以及
- (c) 清楚了解場地的設備及工作環境。

**Fill in the following if a qualified personnel would be employed / authorized for operating item(s) C1 and / or C3 to C7:
如申請機構將聘用 / 授權合資格人士負責操作項目 C1 及 / 或 C3 至 C7 的器材，請填寫以下資料：**

Mr / Ms* _____ would be employed / authorized* as qualified personnel to operate the Lighting and / or AV systems. His/her* agreement and acceptance to the above arrangement is signified as follows –

申請機構將聘用 / 授權* _____ 先生 / 女士* 作為操控燈光及 / 或影音設備的合資格人士。合資格人士已同意及接受上述安排，並簽署作實如下 –

Contact Tel.: _____
聯絡電話

Signature: _____
簽署

Address: _____
地址

Date: _____
日期

* Please delete as appropriate 請刪去不適用者