

Serial No. 編號 \_\_\_\_\_

**APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE IN TAI PO DISTRICT**  
**租用大埔區社區會堂/社區中心設施申請表**

**Section A 甲部**

To 致: Officer in charge 主管人員 \_\_\_\_\_  
(Name of venue 租用場地名稱)

1. Applicant 申請機構

Name: (English) (英文) \_\_\_\_\_  
名稱  
(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址  
Tel. No. 電話: \_\_\_\_\_

2. Joint organizer(s) / Co-organizer(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  
Tel. No. 電話: \_\_\_\_\_

3. Date of function 活動日期

- Non-continuous activity  
單次 / 非連續性活動 \_\_\_\_\_
- Continuous activity, from \_\_\_\_\_ to \_\_\_\_\_ (held on every \_\_\_\_\_)  
連續性活動; 由 \_\_\_\_\_ 到 \_\_\_\_\_ (逢星期 \_\_\_\_\_ 舉行)

Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
時間: 由上/下午 \_\_\_\_\_ 至上/下午 \_\_\_\_\_

**Note: Community Halls in Tai Po District open all year round (including Sundays and all Public Holidays). Any temporary suspension of continuous activity must be clearly stated below.**  
**注意: 大埔區的社區會堂全年開放 (包括星期日及所有公眾假期)。如連續性活動有任何日子暫停活動, 必須在下方註明。**

Hiring of venue is **not** required on:  
不租用場地日期: \_\_\_\_\_

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

Indicate if eating is expected in the venue 如須於場地內進食, 請註明: \_\_\_\_\_

Charges to participants Yes  No   
/audience: 是 否  
參加者/觀眾收費

If yes, please state the amount chargeable per head.  
如要收費, 請說明每名參加者須繳費用款額。  
Participants 參加者: \$ \_\_\_\_\_  
Audience 觀眾: \$ \_\_\_\_\_

Non-continuous one-off activity sponsored by Tai Po District Council: Yes  No   
獲大埔區議會撥款資助的非連續性活動: 是 否

If yes, please enclose the application form for sponsorship by Tai Po District Council.  
如是, 請夾附有關撥款申請表。

5. Facilities applied for (Please read Annex I. For use of furniture and equipment, please also specify type and quantity.) 申請租用的設施 (請參閱附件一。如需借用家具及器材，請註明類別及數量。)

Venue 場地	Air-Conditioning 空調 (Note 註)	Other facilities, please specify 其他設施 (請註明)
<input type="checkbox"/> Multi-purpose Hall 多用途禮堂 <input type="checkbox"/> Multi-purpose Hall A (Including Stage) * 多用途禮堂 A (連舞台) * <input type="checkbox"/> Multi-purpose Hall B * 多用途禮堂 B *	<input type="checkbox"/> Yes 需要 <input type="checkbox"/> No 不需要	<input type="checkbox"/> Stage lighting 舞台射燈 <input type="checkbox"/> PA System 廣播系統 <input type="checkbox"/> TV Panel on Stage 舞台顯示屏 <input type="checkbox"/> Projector 投影機 <input type="checkbox"/> Banner Bar 橫額吊杆 <input type="checkbox"/> Chairs 椅 ( ) <input type="checkbox"/> Folding Tables 摺枱 ( ) <input type="checkbox"/> Display Boards 展板 ( ) <input type="checkbox"/> Wired Handheld Mic. 有線咪 ( ) <input type="checkbox"/> Wireless Handheld Mic. 無線咪 ( ) <input type="checkbox"/> Piano 鋼琴
<input type="checkbox"/> Dressing Rooms (Male/ Female/ Accessible®) 化妝室 (男/女/無障礙®)	<input type="checkbox"/> Yes 需要 <input type="checkbox"/> No 不需要	
<input type="checkbox"/> Stage Meeting Room ® 舞台會議室 ®	<input type="checkbox"/> Yes 需要 <input type="checkbox"/> No 不需要	
<input type="checkbox"/> Conference Room 會議室 <input type="checkbox"/> Conference Room A* 會議室 A * <input type="checkbox"/> Conference Room B* 會議室 B *	<input type="checkbox"/> Yes 需要 <input type="checkbox"/> No 不需要	<input type="checkbox"/> PA System 廣播系統 <input type="checkbox"/> Projector 投影機 <input type="checkbox"/> Wired Handheld Mic. 有線咪 ( ) <input type="checkbox"/> Wireless Handheld Mic. 無線咪 ( )
<input type="checkbox"/> Exhibition Hall # 展覽廳 #	<input type="checkbox"/> Yes 需要 <input type="checkbox"/> No 不需要	<input type="checkbox"/> PA System 廣播系統 <input type="checkbox"/> Projector 投影機 <input type="checkbox"/> Chairs 椅 ( ) <input type="checkbox"/> Folding Tables 摺枱 ( ) <input type="checkbox"/> Wired Handheld Mic. 有線咪 ( ) <input type="checkbox"/> Wireless Handheld Mic. 無線咪 ( ) <input type="checkbox"/> Display Boards 展板 ( )
<input type="checkbox"/> Basketball Court # 籃球場 #		
<input type="checkbox"/> Others 其他 (Please specify 請註明 )		

**Note:** According to the guidelines issued by the Environment Bureau, the room temperature of all air-conditioned government premises (including Community Centres/Halls) should be set at 25.5°C. A party who wishes to lower the temperature of a venue during an activity shall submit “Application for Lowering the Temperature of Community Centres/Community Halls” (can be downloaded from HAD website) together with this application form. Please refer to “Notes for Application for the Use of Community Halls / Community Centres in Tai Po” for detailed approving criteria.

**註:** 按環境局的指引，各政府處所 (包括社區中心/社區會堂) 的冷氣溫度須調節至攝氏 25.5 度。租用場地的人士/團體可視乎實際需要，於遞交申請表時同時向本處提交「申請調低社區中心/社區會堂溫度」的申請表 (可於民政事務總署網頁下載)。有關批核準則，請參閱「大埔區社區中心及社區會堂申請須知」。

\* Only at designated timeslots where partitioning arrangement of Multi-purpose Hall and Conference Room of Tung Cheong Street Community Hall applies 只適用於東昌街社區會堂多用途禮堂及會議室分間時段

® Applicable to Tung Cheong Street Community Hall only 只適用於東昌街社區會堂

# Applicable to Tai Po Community Centre only 只適用於大埔社區中心

6. Application for exemption from payment of charges: Yes / No  
是否擬申請豁免收費：是 / 否

7. Declaration and Consent of the Applicant 申請機構的聲明及同意書

The applicant hereby declares that the applicant / and joint organizer(s)/ co-organizer(s)\* belong to the following groups of organizations (\* Please delete as appropriate) 申請機構現謹聲明，申請機構/及合辦/協辦機構\*是屬於以下團體 (\*請□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)
<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)
<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)
<input type="checkbox"/>	<input type="checkbox"/>	5. Non-profit making organizations 非牟利團體 (Note)
<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 註: Please submit valid supporting documents 請提交有效證明文件)

(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。)

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 itself, its employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CH/CC 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 CH/CC; and

申請機構本身及獲准進入其租用的社區會堂／社區中心場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士，均不會在該(等)社區會堂／社區中心場地內從事根據《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 itself and its employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CH/CC 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 CH/CC.

申請機構本身及獲准進入其租用的社區會堂／社區中心場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士在該(等)社區會堂／社區中心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 understands that the 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 CH/CC with immediate effect and forfeit any payment made by the applicant in relation to the use of the CH/CC and under such circumstances the applicant shall vacate the CH/CC immediately. The applicant 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，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社區會堂／社區中心，以及沒收其租用社區會堂／社區中心的已繳費用。在此等情況下，申請機構須立即離開社區會堂／社區中心。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 understands 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 Annex I 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)須符合附件一所載之條件，並且不可從活動獲取收益。

The applicant hereby declares that all the above information given in this application is true and correct and that the applicant has read and agreed to observe the requirements and conditions for use of the above facilities as set out in Notes for Application for the Use of Community Centres/Community Halls in Tai Po and its Annex I attached to this form. The applicant 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 CH/CC 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「租用社區會堂／社區中心申請須知」及其附件一所載的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，其使用社區會堂／社區中心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  
(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 : \_\_\_\_\_

Position 職位 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

Completed application forms can be submitted to the **Community Hall Unit, Tai Po District Office** by the following means:

請透過以下途徑向大埔民政事務處(社區會堂組)遞交填妥的申請表：

Mail / In Person 郵寄 / 親身	Address: 2/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po, N.T. 地址：新界大埔汀角路 1 號大埔政府合署 2 樓
Fax 傳真	Fax no. 傳真號碼：2665 7680
Email 電子郵件	Email Address 電郵地址：chcc_tp@had.gov.hk

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, Tai Po District Office, 2/F Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po.

在本表格提供的個人資料會用作處理租用社區會堂／社區中心設施的申請，可能會為此目的而向有關方面披露。如欲更改或查閱在本表格提供的個人資料，請致函大埔民政事務處(地址：大埔汀角路 1 號大埔政府合署 2 樓)公開資料主任。

## 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 (and the joint organizer(s) / co-organizer(s))\* belong(s) to \_\_\_\_\_ organization (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，原因是申請機構(及合辦機構/協辦機構)\*屬於 \_\_\_\_\_ 團體 (請參閱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 hrs 小時= \$	\$ x hrs 小時= \$
Dressing room 化妝室	\$ x hrs 小時= \$	\$ x hrs 小時= \$
Conference room 會議室	\$ x hrs 小時= \$	\$ x hrs 小時= \$
Others 其他 _____	\$ x hrs 小時= \$	\$ x hrs 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(如有的話)

Date \_\_\_\_\_  
日期 \_\_\_\_\_ ( \_\_\_\_\_ )  
EO/LO\* in charge 主管行政主任/聯絡主任\*

## Section C 丙部

To: EO/LO\* in charge \_\_\_\_\_ (via Accounts Office, DO(TP) if fees are charged)  
致: \_\_\_\_\_ 主管行政主任/聯絡主任\* (如收取費用，經大埔民政事務處會計組遞交)

The application 申請

has not been approved 不獲批准

an exemption of charges as set out in Section B above have been approved  
已獲批准，乙部所載收費已獲豁免。

has been approved at a 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。標準通知書文本已隨本表格夾附。

Date \_\_\_\_\_  
日期 \_\_\_\_\_ ( \_\_\_\_\_ )  
Approving Officer 批核人員

## Section D 丁部

To: EO/LO\* in charge \_\_\_\_\_  
致: \_\_\_\_\_ 主管行政主任/聯絡主任\*  
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(TP) 大埔民政事務處會計組

## Section E 戊部

Proposed activities cancelled. Original receipted Demand Note returned to F&S Section HQs/Accounts Office, DO(TP)\* for processing of refund under covering memo of \_\_\_\_\_ dated \_\_\_\_\_.  
擬舉辦活動已經取消。註明款項收訖的繳款通知書正本已隨便箋(檔號: \_\_\_\_\_)(發出日期: \_\_\_\_\_)交回總部財務及物料供應組/大埔民政事務處會計組\*，以便處理退款。

Date \_\_\_\_\_  
日期 \_\_\_\_\_ ( \_\_\_\_\_ )  
EO/LO\* in charge 主管行政主任/聯絡主任\*

\* Delete as appropriate 請刪去不適用者

大埔民政事務處  
大埔區社區中心／會堂  
使用器材承諾書

本團體\_\_\_\_\_承諾於二零  
\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日會小心使用大埔的\_\_\_\_\_社區  
中心／會堂以下器材：

1. 禮堂／會議室／展覽廳\*投影機\*
2. 禮堂射燈\*
3. 舞台顯示屏\*
4. 禮堂橫額吊杆\*

(*\*請刪去不適用者*)

本團體將自行控制投影機或／及橫額吊杆運作（投影機／橫額吊杆使用團體適用），或提供有經驗技術員或操作員控制舞台燈光／舞台顯示屏運作（禮堂射燈／舞台顯示屏使用團體適用），並會通知社區中心／會堂負責人員。當活動完畢後本團體會清理場地及將所有傢俱／器材放回原處；若有任何器材、傢俱或建築物結構，如証實由本團體引致任何損壞，本團體亦會悉數賠償。

(團體蓋印)

簽署：\_\_\_\_\_

姓名（正楷）：\_\_\_\_\_

職位：\_\_\_\_\_

團體名稱：\_\_\_\_\_

電話號碼：\_\_\_\_\_

日期：\_\_\_\_\_

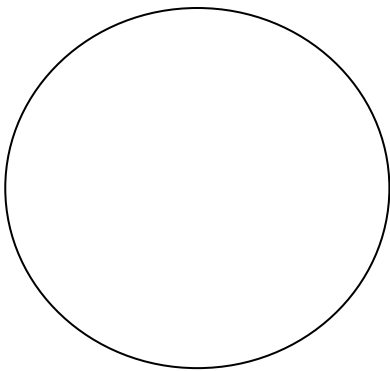
**Tai Po District Office**  
**Community Halls/Community Centres in Tai Po District**  
**Undertaking of the Use of Equipment**

We, \_\_\_\_\_ (the applicant), will use the following equipment of \_\_\_\_\_ (the name of Community Hall/Community Centre) on \_\_\_\_\_ (date).

1. Projector\* in Hall / Conference Room / Exhibition Hall\*
2. Stage Lighting\* in Hall
3. TV panel\* in Hall
4. Banner bar\* in Hall

(\*please delete as appropriate)

We shall operate the projector and/or the banner bar by ourselves (for projector and/or banner bar user), or provide an experienced technician or operator to operate the control panel and/or the TV panel (for stage lighting and/or TV panel user), and notify the officer-in-charge of the Community Hall/Community Centre. We shall restore the facilities and/or equipment to their original conditions and clean up the place after use. We shall assume full responsibility for any damage caused.



Official Chop of  
Applicant Organization

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Post : \_\_\_\_\_

Name of Organization : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Date : \_\_\_\_\_