

租用西貢區社區會堂/社區中心/活動中心設施申請表  
APPLICATION FOR USE OF FACILITIES IN  
COMMUNITY HALLS/ COMMUNITY CENTRE/ ACTIVITY CENTRE IN SAI KUNG DISTRICT

擬租用：We would like to book:

- |  |  |
|--|--|
| <input type="checkbox"/> 坑口社區會堂<br>Hang Hau Community Hall   | <input type="checkbox"/> 翠林社區會堂<br>Tsui Lam Community Hall                   |
| <input type="checkbox"/> 健彩社區會堂<br>Kin Choi Community Hall   | <input type="checkbox"/> 西貢賽馬會大會堂<br>Sai Kung Jockey Club Town Hall          |
| <input type="checkbox"/> 康城社區會堂<br>Lohas Park Community Hall | <input type="checkbox"/> 景林鄰里社區中心<br>King Lam Neighbourhood Community Centre |
| <input type="checkbox"/> 尚德社區會堂<br>Sheung Tak Community Hall | <input type="checkbox"/> 至善活動中心<br>Chi Shin Activity Centre                  |

註：請在適當的空格內填上「✓」號 Note: Please put a “✓” in the appropriate box

甲部 Section A

1. 申請人/機構 Applicant

姓名/名稱：(英文)

Name: (English) \_\_\_\_\_

(中文)

(Chinese) \_\_\_\_\_

註冊地址：

Registered Address: \_\_\_\_\_

聯絡人姓名：

Name of Contact Person: \_\_\_\_\_

電話：

Tel. No.: \_\_\_\_\_

傳真：

Fax No.: \_\_\_\_\_

先生/小姐/女士 Mr/Miss/Ms\*

2. 合辦/協辦人/機構 (如有，請填寫) Joint Organiser(s) / Co-organiser(s) (Please fill in if appropriate)

姓名/名稱：(英文)

Name: (English) \_\_\_\_\_

(中文)

(Chinese) \_\_\_\_\_

地址 Address: \_\_\_\_\_

聯絡人姓名：

Name of Contact Person: \_\_\_\_\_

電話：

Tel. No.: \_\_\_\_\_

傳真：

Fax No.: \_\_\_\_\_

先生/小姐/女士 Mr/Miss/Ms\*

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)。

The applicant hereby declares that the applicant / and joint organiser(s) / co-organiser(s)\* belong to the following groups of organisations

(\* Please delete as appropriate)



是否擬申請豁免繳費 Application for exemption from payment of charges:

是 Yes

否 No

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《租用西貢區社區會堂/ 社區中心/ 活動中心設備指南》所載的豁免收費條件，並且不可從活動獲取收益。

The applicant understands that in applying for charges exemption, the applicant and the joint organiser / co-organiser (if any) should satisfy the conditions set down in the Guidelines on the Use of Facilities in Community Halls / Community Centre / Activity Centre in Sai Kung District and should not make any profit out of the activity.

#### 5. 申請租用的設施 Facilities applied for

註：各社區會堂/ 社區中心/ 活動中心可供借用的設施不同，詳情可向本處職員查詢。

Note: Facilities available in each Community Hall/ Community Centre/ Activity Centre vary, please contact us for details.

場地 Venue	空調 Air-Conditioning	其他設施 Other facilities
<input type="checkbox"/> 禮堂 Hall	<input type="checkbox"/> 需要 Required	<input type="checkbox"/> 一般設施 General facilities : 椅子 Chair、摺檯 Foldable Table、活動展板 Movable notice board <input type="checkbox"/> 舞台燈光 Stage lighting <input type="checkbox"/> 影音系統 AV System : 音響系統 PA system、投影機 Projector、 有線咪 Wired handheld mic.、無線咪 Wireless handheld mic.、 咪座 Mic. Stand <input type="checkbox"/> 乒乓球檯 Table-tennis table <input type="checkbox"/> 鋼琴 Piano <input type="checkbox"/> 合唱團台階 Choral Riser
<input type="checkbox"/> 化妝室 Dressing room	<input type="checkbox"/> 需要 Required	
<input type="checkbox"/> 羽毛球場 Badminton court	<input type="checkbox"/> 需要 Required	
<input type="checkbox"/> 會議室 Conference room / 活動室 Activity room	<input type="checkbox"/> 需要 Required	<input type="checkbox"/> 一般設施 General facilities : 椅子 Chair、摺檯 Foldable Table <input type="checkbox"/> 影音系統 AV System : 音響系統 PA system、投影機 Projector、 有線咪 Wired handheld mic.、無線咪 Wireless handheld mic.、 咪座 Mic. Stand

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

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：

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:

- (a) 申請機構本身及獲准進入其租用的社區會堂／社區中心／活動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／活動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

neither the applicant itself, its employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CH/CC/AC 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/AC; and

- (b) 申請機構本身及獲准進入其租用的社區會堂／社區中心／活動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／活動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 itself and its employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CH/CC/AC 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/AC.

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／活動中心，以及沒收其租用社區會堂／社區中心／活動中心的已繳費用。在此等情況下，申請機構須立即離開社區會堂／社區中心／活動中心。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 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/AC with immediate effect and forfeit any payment made by the applicant in relation to the use of the CH/CC/AC and under such circumstances the applicant shall vacate the CH/CC/AC 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夾附的《租用西貢區社區會堂／社區中心／活動中心設備指南》及其附件所載的申請手續及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／活動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。

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 the application procedures and use of the above facilities as set out in “Guidelines on the Use of Facilities in Community Halls/Community Centre/Activity Centre in Sai Kung District” and its Annexes 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/AC immediately without compensation of any kind.

申請機構的正式印鑑 (只適用於以機構名義 提出的申請) Official stamp of applicant (applicable to applicant organisation only)	簽署 Signature	:	_____
	姓名 Name	:	_____
			先生/小姐/女士 Mr/Miss/Ms*
	職位 Position	:	_____
	日期 Date	:	_____

## 7. 遞交申請表方式 Submission of Application Form

將軍澳坑口培成路 38 號西貢將軍澳政府綜合大樓 6 樓  
西貢民政事務處

郵寄／親身 By Mail/ In Person

Sai Kung District Office, 6/F. Sai Kung Tseung Kwan O Government Complex,  
38 Pui Shing Road, Hang Hau, Tseung Kwan O  
(電話 Tel : 3740 5328)

傳真 By Fax

傳真號碼 Fax No. : 2812 6867

電子郵件 By Email

電郵地址 Email Address : chcc\_sk@had.gov.hk

註 Note :

- 有關《租用西貢區社區會堂／社區中心／活動中心設備指南》的詳情，請瀏覽下列網址：  
For details of the Guidelines on the Use of Facilities in Community Halls/Community Centre/Activity Centre in Sai Kung District, please refer to the following link:  
[https://www.had.gov.hk/tc/public\\_services/community\\_halls\\_centres.htm](https://www.had.gov.hk/tc/public_services/community_halls_centres.htm)
- 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／活動中心設施的申請，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，請致函西貢民政事務處(地址: 將軍澳坑口培成路 38 號西貢將軍澳政府綜合大樓 6 樓)公開資料主任。

The personal data provided in this form will be used for processing of applications for use of facilities in community halls/community centre/activity centre. 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 at 6/F Sai Kung Tsung Kwan O Government Complex, 38 Pui Shing Road, Hang Hau, Tseung Kwan O.

**收費活動收支預算表**  
**Statement of Expected Income and Expenditure of Paid Activity**

活動名稱：

Name of activity:

活動日期及時間：

Date and Time of activity:

收入 Income			支出 Expenditure			備註 Remarks
	項目 Item	款項 Amount		項目 Item	款項 Amount	
1			1			
2			2			
3			3			
4			4			
5			5			
6			6			
7			7			
<b>總數 Total (a): \$</b>			<b>總數 Total (b): \$</b>			

活動結存: 盈餘／虧損／收支平衡 (a)-(b)  
Balance: Surplus / Deficit / Break-even\* \$

Remarks:

備註:

本人證明上述資料真實無訛。

I hereby certify that the above information is true and correct.

申請機構正式印鑑  
Official Chop of Applicant

簽署 :  
Signature

姓名 : 先生/ 小姐/ 女士\*  
Name Mr/ Miss/ Ms\*

職位 :  
Position

日期 :  
Date

\*請刪去不適用者 Delete as appropriate

獲豁免租用社區會堂/社區中心/活動中心設施租金  
帳目報表  
**Exemption of Charges for Use of Facilities in  
Community Hall/ Community Centre/ Activity Centre  
Statement of Account**

**A 部 Section A:基本資料 Basic Information**

社區會堂/社區中心/活動中心名稱:

Name of Community Hall/Community

Centre/Activity Centre:

活動名稱:

申請編號:

Name of activity:

Application No.:

租用設施:

 禮堂 Hall /  化妝室 Dressing room/

Facility rented:

 會議室 Conference room/ 活動室 Activity room/ 羽毛球場 Badminton court/  其他 Others :

申請機構:

Applicant:

活動日期:

Date of activity:

活動時段:

參加人數:

Period of activity:

No. of participants:

**B 部 Section B: 收支結算 Balance (截至 up to )**

(A)	收入總額 Total income (詳見 C 部 Details in Section C)	\$
(B)	開支總額 Total expenditure (詳見 D 部 Details in Section D)	\$
(C)	收支結算 Balance [(B)-(A)]	\$

**C 部 Section C: 收入項目詳情 Details of income**

項目 Item	數目/數量 No./Quantity	單價 Unit rate(\$)	收入總額 Total amount
例1 : 參加者/觀眾收費 e.g. 1 : Participants' fee			
例2 : X 公司贊助 e.g. 2 : Sponsorship by Company X			
1.			
2.			
3.			
4.			
5.			
總額 Total :			

**D 部 Section D: 支出項目詳情 Details of expenditure**

項目 Item	開支總額 Expenditure(\$)
1.	
2.	
3.	
4.	
5.	
總額 Total :	

**E 部 Section E : 由申請機構的獲授權人所作的證明 Declaration by Authorised Person of Applicant**

1. 本人謹此證實上述資料正確無誤，而 C 部已詳列所有收入來源(包括所獲贊助和捐贈)，並無任何遺漏。  
I hereby declare that all the information given in the above sections are true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.

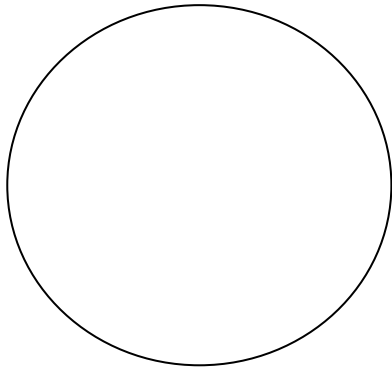
2. 申請機構及協辦機構(如有) Applicant and co-organiser(s)(if any)

均沒有從活動中賺取利潤。

Have not made any profit from the activity.

從活動中有賺取利潤，並同意向政府繳付應付設施租金。

Have made profit from the activity and agree to pay the hiring charges to the Government.



簽署

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

姓名

先生/ 小姐/ 女士\*

Name : \_\_\_\_\_  
Mr/ Miss/ Ms\*

職位

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

機構名稱

Name of  
organisation : \_\_\_\_\_

申請機構的正式印鑑

Official Chop of Applicant

日期

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

## 附註 Remarks:

1. 此帳目報表只適用於獲豁免繳費的收費活動。

This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community halls/community centre/activity centre.

2. 如獲豁免繳費，申請機構須在活動完結後一個月內，向西貢民政事務處提交帳目報表。

If a fee-charging activity has been exempted from charges, the applicant must submit a self-certified statement of account within one month after conclusion of the activity.

3. 申請機構在提交帳目報表時無須提交單據及證明文件。但由於西貢民政事務處會對獲豁免繳費的收費活動的帳目報表作抽樣查核，申請機構必須保留有關單據及證明文件兩年。西貢民政事務處日後如選擇有關活動作抽樣查核時，申請機構須提交有關單據及證明文件。

The applicant needs not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the Sai Kung District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.

4. 在這份表格所提供的個人資料會用作核對豁免繳費的申請。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，可以書面向西貢民政事務處公開資料主任提出，地址：將軍澳坑口培成路 38 號西貢將軍澳政府綜合大樓 6 樓。

The personal data provided in this form will be used for processing of applications for use of facilities in community halls/community centre/activity centre. 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, Sai Kung District Office, address: 6/F., Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O.



**取消租用場地通知 Notification for Cancellation of Booking**

本機構現致函取消租用 We would like to cancel our booking of facilities in :

- |  |  |
|--|--|
| <input type="checkbox"/> 坑口社區會堂<br>Hang Hau Community Hall   | <input type="checkbox"/> 翠林社區會堂<br>Tsui Lam Community Hall                   |
| <input type="checkbox"/> 健彩社區會堂<br>Kin Choi Community Hall   | <input type="checkbox"/> 西貢賽馬會大會堂<br>Sai Kung Jockey Club Town Hall          |
| <input type="checkbox"/> 康城社區會堂<br>Lohas Park Community Hall | <input type="checkbox"/> 景林鄰里社區中心<br>King Lam Neighbourhood Community Centre |
| <input type="checkbox"/> 尚德社區會堂<br>Sheung Tak Community Hall | <input type="checkbox"/> 至善活動中心<br>Chi Shin Activity Centre                  |

**1. 申請機構資料 Information of Applicant**

名稱:

Name:

**2. 活動詳情 Details of function to be held**

名稱:

Name:

日期:

Date:

時間:

Time:

申請編號:

Application No.:

由上/中/下午\*

時至上/中/下午\*

時

From

a.m./noon/p.m.\* to

a.m./noon/p.m.\*

**3. 借用設備 Facilities applied for**

- |                                     |   |   |  |
|-------------------------------------|---|---|--|
| <input type="checkbox"/> 禮堂<br>Hall | <input type="checkbox"/> 會議室 / 活動室<br>Conference Room / Activity Room | <input type="checkbox"/> 化妝室<br>Dressing Room | <input type="checkbox"/> 羽毛球場<br>Badminton Court |
|-------------------------------------|---|---|--|

**4. 取消原因 Reason of Cancellation**

申請機構正式印鑑

Official Chop of Applicant

簽署 :  
Signature

姓名 :  
Name

職位 :  
Position

日期 Date :

先生/ 小姐/ 女士\*  
Mr/ Miss/ Ms\*

(註：請在適當的空格內填上「✓」號/\*請刪去不適用者)

(Note: Please put a "✓" in the appropriate box / \*Delete as appropriate)

## 目的聲明 Statement of Purpose

### 收集目的 Purpose of Collection

1. 對於這份表格所提供的個人資料，民政事務總署會用作以下目的：

The personal data provided by means of this form will be used by Home Affairs Department for the purpose of:

- (i) 施行地方行政計劃 implementing district administration scheme；
- (ii) 加深基層市民對政府政策及計劃的了解，並監察市民對這些政策及計劃的反應 enhancing knowledge of the community concerning the policies and schemes of the Government, and to monitor their response towards those policies and schemes；
- (iii) 推廣社區參與活動及推動市民參與社區事務 promoting community involvement activities and encouraging participation in social affairs。

### 資料轉移對象類別 Classes of Transferees

2. 你在這份表格所提供的個人資料，可能會為上文第 1 段所述目的而向政府其他各局、部門，以及其他有關人士和團體披露。

The personal data you provide by means of this form may be disclosed to other Government bureaux, departments and other relevant persons and bodies for the purposes mentioned in paragraph 1 above.

### 查閱個人資料 Access to Personal Data

3. 根據《個人資料(私隱)條例》第 18 及 22 條，以及附表 1 第 6 個原則的規定，你有權查閱及改正個人資料。你查閱資料的權利，包括有權索取你在這份表格所提供的個人資料的副本。

According to Sections 18 and 22 and Principle 6 in Schedule 1 of the Personal Data (Privacy) Ordinance, you have the right to access and correct your personal data. Your right to access includes the right to obtain a copy of the personal data you provided in this form.

### 查詢 Enquiries

4. 如對這份表格所收集的個人資料有任何查詢，包括查閱及改正資料，應與下述人員聯絡：

Enquiries concerning the personal data collected by this form, including access to and correction of information, should be addressed to:

高級行政主任(地區管理)

Senior Executive Officer (District Management)

民政事務總署西貢民政事務處

Sai Kung District Office, Home Affairs Department

將軍澳培成路 38 號西貢將軍澳政府綜合大樓 6 樓

6/F, Sai Kung Tseung Kwan O Government Complex 38 Pui Shing Road, Tseung Kwan O

電話 Tel: 3740 5360