

借用沙田社區會堂／社區中心舞台照明設備申請表#
APPLICATION FOR USE OF LIGHTING EQUIPMENT ON STAGE IN
SHA TIN COMMUNITY HALLS / COMMUNITY CENTRES#

A. 一般資料 General Information

機構名稱:

Name of Organisation: _____

活動日期:

時間: 由 _____ 至 _____

Date of Activity: _____

Time: From _____ To _____

活動名稱:

Name of Activity: _____

活動性質:

Nature of Activity: _____

申請借用 _____

*社區會堂／社區中心舞台照明設備：

Application for use of **the lighting equipment** in _____

*Community Hall /
Community Centre:

(*請刪去不適用者。Please delete as appropriate.)

注意事項 Points to Note:	是 Yes	否 No
1) 舞台照明設備是否作話劇或任何性質的表演用途? Is the lighting equipment used for drama or any other kind of performance?		
2) 會否安排合資格技術人員操作控制板? Is there any qualified technician to operate the control panel?		

(請在適當方格內填上「✓」號。Please tick as appropriate.)

* 根據《沙田社區中心／會堂設施使用守則》，舞台上的照明設備一般不供借用。如上演話劇或進行任何其他種類的表演而需要使用舞台上的照明設備，則必須於提交場地申請時，同時申請使用該等設備。申請獲得批准後，申請團體／機構需安排合資格技術人員操作控制板，並通知沙田民政事務處。有關設備如有損毀，申請團體／機構須負全責。

According to the “Guidelines on the Use of Facilities in Sha Tin Community Centres / Community Halls”, the lighting equipment on stage is generally not for loan. If it is required for the staging of drama or any other kind of performance, application for its use must be submitted along with the application for the venue. After approval is obtained, the applicant organisation shall employ a qualified technician to operate the control panel and notify the Sha Tin District Office. The applicant organisation shall assume full responsibility for any damage caused.

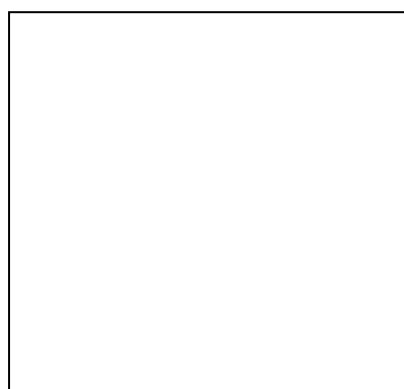
B. 聲明 Statement

本人完全明白，倘申請獲批，必須遵守下列條件：

- 1) 上述設備如於借用期間有任何損毀或遺失，本人須負起賠償責任；以及
- 2) 本人已詳閱《沙田社區中心／會堂設施使用守則》，明白如有任何違規情況，團體用場申請將受到影響。

I fully understand that I have to observe the following regulations and conditions if the application is approved:

- 1) I shall be liable to pay for any damage or loss caused to the above-mentioned equipment during the loan period; and
- 2) I have read thoroughly the “Guidelines on the Use of Facilities in Sha Tin Community Centres / Community Halls” and understand that the organisation’s application for use of the venue will be affected if there is any breach of the relevant regulations and conditions.



申請機構的正式印鑑
Official Stamp of
Applicant Organisation
(如適用 If applicable)

簽署

Signature

: _____

姓名

Name

: _____

職銜

Position

: _____

機構名稱

Name of
Organisation

: _____

日期

Date

: _____

附註 Note:

#此表只適用於借用沙田社區會堂／社區中心的舞台照明設備。

This form is only applicable to the application for use of the lighting equipment in Sha Tin Community Halls / Community Centres.