

**TWGHs Community Services Division Training Venue Booking Form**

**東華三院社會服務科培訓場地租用申請表**

請將填妥的申請表格 To book, please send us your booking form by  
 電郵至 email to: [icapt@tungwah.org.hk](mailto:icapt@tungwah.org.hk) 傳真 fax to: 2877 9559

郵寄至: 香港灣仔駱克道193號東超商業中心15樓 By Post: 15/F, Tung Chiu Commercial Centre, 193 Lockhart Road, Wan Chai, Hong Kong

<b>職員專用 For Official Use Only</b>
Received Date:
Reference No.:
Handled by:

**申請人/機構詳情 Details of Applicant/Organization**

\*申請人 / 機構#名稱 \*Name of Applicant / Organization#: \_\_\_\_\_

申請人姓名 (中文): \_\_\_\_\_ Name of Applicant (in English): \_\_\_\_\_

申請人職位/部門 Position/Department of Applicant: \_\_\_\_\_

聯絡電話 Contact No.: \_\_\_\_\_ 傳真號碼 Fax No.: \_\_\_\_\_

通訊地址 Correspondence Address: \_\_\_\_\_

電郵地址 Email Address: \_\_\_\_\_

當日負責人姓名及電話 Name and Contact No. of Person In Charge on Event Date: \_\_\_\_\_

機構性質 Business Nature#: 東華三院服務單位 TWGHs Service Centre 教育團體 Educational Body 商業 Commercial

註冊慈善/非牟利團體 Registered Charitable/Non-profit-making Organization 政府/公共機構 Government Body

其他(請註明) Others, please specify: \_\_\_\_\_

# 機構名義申請者須一併遞交商業登記/社團註冊及會章(須註明非牟利)/慈善團體註冊(《稅務條例》第 88 條認可屬公共性質的慈善機構 或信託團體的證明)

For organization, please submit copy of Business Registration Certificate / Society Registration Certificate and Constitution (please specify non-profit-making) / Charitable Institutions and Trust Registration Certificate (tax exemption under section 88)

**申請租用場地 Booking Venue**

**可供租用房間 Rooms Available for Booking**

- 房間 Room A
- 房間 Room B
- 房間(舞蹈室) Room C (Dancing Room)
- 房間 Room AB / BC
- 房間 Room ABC

租用日期 Booking Date (DD/MM/YY)	租用時間 Booking Time	房間 Room(s)	活動名稱及性質 Name & Purpose of the Function	預計參加人數 Est. No. of Participants	設備借用 Equipment Leasing
					<input type="checkbox"/> 椅子 Chair _____ 張 <input type="checkbox"/> 長檯 Table _____ 張 <input type="checkbox"/> 其他 Others _____
					<input type="checkbox"/> 椅子 Chair _____ 張 <input type="checkbox"/> 長檯 Table _____ 張 <input type="checkbox"/> 其他 Others _____

\*請連同第三者保險證明之副本提交申請表

簽署人姓名 Name : \_\_\_\_\_ 簽署 (公司印章) Signature (with Official Chop) : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

有關場地使用守則·請參閱後頁條款及守則詳情。一經簽署及提交《場地租用申請表》·申請人即為同意及接受「租用價目表」、「租用條款及守則」及「個人資料收集聲明」。 For regulations of use, please refer to the Terms and Conditions on next page. Upon signing and submitting this "Venue Booking Form", the applicant shall be taken as having agreed to and accepted the terms contained in the "Scale of Hire Charges", "Hiring Terms and Conditions" and "Personal Information Collection Statement".

**職員專用 FOR OFFICIAL USE ONLY**

致To: _____
貴會上述之申請已被接納/不被接納·詳細情況如下 The above booking application is/is not approved. Details are as follows: _____ _____
總收費/退款 Total charges/refund: _____ (cash/cheque no. _____) <input type="checkbox"/> YF總部借用場地
經手職員 Handled by: _____ 批核職員 Certified by: _____
日期 Date: _____ 機構蓋印 Official Chop: _____

## 租用價目表 Scale of Hire Charge

房間 Room(s)	房間面積 (平方英尺) Room Size (sq. ft.) 及 座位數目 (Number of seats)	慈善 / 非牟利團體 Charitable Organizations		其他機構 / 企業 Other Organisations/ Companies
		優惠時租 Discounted Hourly Rate		時租 Hourly Rate
		繁忙 Peak	非繁忙 Non-Peak	繁忙/非繁忙 Peak/Non-Peak
A	600 (30)	\$350	\$280/hr \$1000/4hrs# \$1600/9hrs	\$400
B	600 (30)		#如租用四小時以上， 每小時額外收費為\$250	
C	600 (30)		For more than four hours hiring, the extra hourly rate is \$200	
AB/BC	1200 (60)	\$500	\$400/hr \$1400/4hrs# \$2000/9hrs	\$650
			#如租用四小時以上， 每小時額外收費為\$300	
			For more than four hours hiring, the extra hourly rate is \$300	
ABC	1800 (100)	\$800	\$640/hr \$2000/4hrs# \$3000/9hrs	\$1000
			#如租用四小時以上， 每小時額外收費為\$350	
			For more than four hours hiring, the extra hourly rate is \$350	

- 收費按每小時計，不足一小時亦作一小時論；每次租用時段最少兩小時(包括場地設定及拆卸時間)。

For all hourly-charged booking, a partial hour will be charged as a full hour. Minimum **2 consecutive hours** is required for every booking (including set-up and dismantle time).

- 費用已包括冷氣費、網絡、長檯、椅子、白板、音響(每間房2支咪)、投影機及相關行政費用。如需使用手提電腦，敬請自行預備。Hiring charges include AC, internet, tables and chairs, whiteboard, P.A. system (2 mics per room), projector screen and relevant administration fees. Laptops are not available for leasing, please prepare by yourself if needed.

### 租用時間

#### 繁忙時間

星期一至六 (下午六時至十時)

星期日及公眾假期 (上午九時至下午十時)

#### Hiring hours

##### Peak Hours

Monday to Saturday (6pm to 10pm)

Sunday & Public Holiday (9am to 10pm)

#### 非繁忙時間

星期一至六 (上午九時至下午六時)

##### Non-peak hours

Monday to Saturday (9am to 6pm)

## 租用條款及守則 Hiring Terms and Conditions

<b>場地申請 Booking:</b>	<p>1. 場地只接受活動四個月至一星期前的申請，並請於確認場地後一個月內支付全數費用。遲交租金將當作申請人放棄其場地申請。Pencil bookings more than 4 months to 1 week will be accepted and please settle <b>full payment within one month</b> after booking confirmation notice. Late payment shall be considered cancellation of application.</p> <p>2. 租用申請會以「先到先得」方式分配可供租用的時段。中心有權拒絕任何申請／取消有關預訂、作出申請批核之最後決定而無須事先通知申請人，以及可以限制進入場地的使用者／觀眾的人數，或以衛生理由或任何其他理由拒絕任何人士進場。All bookings will be allocated on a first-come, first-served basis. The centre reserves the right to reject/cancel any application or booking without giving prior notice to the applicant and also to restrict the number of users and/or spectators entering the centre/room(s) or to refuse entry of any person upon health ground or any other reasons.</p>
<b>使用守則 Usage Rules:</b>	<p>1. 租用團體可於所租用的時間前<b>15分鐘</b>前往<b>15樓</b>接待處辦理交收場地手續，並準時交還場地。如需額外場地佈置時間，請增加租借時數以作安排。Hirer should arrive <b>15 minutes before booking time</b> at 15/F for registration and return venue on time. If hirer needs time for decoration, please book extra timeslot.</p> <p>2. 未得中心同意，不得擅自將場地固有器材及設備移動或搬離所屬場地。All equipment and facilities cannot be moved or removed from the designated locations without prior notice and the centre's approval.</p> <p>3. 租用房間後請把所有檯椅、設備及用品須維持原狀。如有弄污或損壞，租用者須承擔額外清潔開支或按「賠償價目表」賠償。Please return all equipment and furniture to original location and condition before leaving. The hirer shall be liable for a cleaning fee or compensation according to the Compensation Price for any defacing of the centre's property.</p> <p>4. 場地範圍內不可吸煙、進食和嚴禁進行任何買賣交易。No smoking, consumption of food or trading is allowed in the centre.</p> <p>5. 嚴禁攜帶違禁品、危險物品或不雅物品進入本中心範圍。It is strictly forbidden to bring any prohibited, dangerous or indecent articles into the premises of the centre.</p> <p>6. 租用團體不得將場地分租或轉租予其他團體/人士。Hirer must not sublet or transfer the lease of the hired venue to any other group/person.</p> <p>7. 租用團體所發出的音量，不可對他人造成滋擾。如有違反，本中心有權隨時終止場地的使用，租金將不獲發還。Hirer shall not create any noise of such an intensity that causes a nuisance to other people. In case of any violation, the centre reserves the right to terminate the use of the hired venue at any time.</p> <p>8. 未經本中心許可，租用團體不得在本中心大樓範圍內擺放任何物品，或張貼告示、通告及任何宣傳物品。Hirer shall not place any unauthorised item inside the premises of CFSC or post any notice, announcement and promotional material of any kind without centre's permission.</p> <p>9. 嚴禁進行任何非法活動，一經發現，本中心將即時終止租用服務。Any illegal activities are strictly prohibited. Rental service will be immediately terminated once discovered.</p>
<b>租金付款 Payment:</b>	<p>1. 東華三院服務單位可於租用日期後的 1 個月內支付。TWGHs service centre could settle the payment in one month after the completion of the event.</p> <p>2. 接受現金或支票收費，支票抬頭請註明「東華三院」。Cash and cheque payment are accepted and please submit a crossed cheque payable to "Tung Wah Group of Hospitals".</p>
<b>逾時 Overtime:</b>	<p>1. 如逾時交還場地，以正價時租收取，不足一小時亦作一小時論，並額外收取\$500行政費用。If the venue is returned overtime, it will be charged at the regular hourly rate, a partial hour will be charged as a full hour. An additional \$500 administrative fee will be charged.</p>
<b>退款 Refund:</b>	<p>1. 除中心要求取消租用場地予申請人，所有已收租金將不作任何退款安排。Once payment is received, no refund will be made unless the centre requires the hirer to cancel the booking.</p> <p>2. 租用團體舉辦的活動如須向政府部門申請活動牌照，須事先獲得批准後方可向本中心申請場地。如因牌照未能批出而須取消場地租用，已繳款項將不獲退還。If the event being organised by hirer requires a license from a government agency, hirer must obtain the approval of the said government agency prior to lodging a venue hire application to the centre. If the venue booking must be cancelled as a result of failure to obtain the required license, the amount paid will not be refunded.</p>
<b>取消申請 Cancellation:</b>	<p>1. 租用團體若需取消租借場地，請於活動前<b>五個工作天</b>或之前通知本中心。Please notify the centre <b>5 working days in advance</b> before the event for cancellation.</p> <p>2. 因惡劣天氣(包括八號或以上颱風訊號及黑色暴雨警告)而取消場地之使用，租用者可於2個月內另選時間代替或取消場地。Should bookings be cancelled due to unforeseeable weather condition (i.e. Typhoon Signal No.8 or above, Black Rainstorm), the hirer could select an alternate slot within 2 months of the booking date or cancel the booking.</p> <p>3. 本中心保留關閉租用場地之權利。本中心如未能如期提供租用之場地，租用團體可選擇更改租用日期或要求退款，更改租用日期於2個月內有效。The centre reserves the right to close the hired venue. If the centre fails to provide the hired venue as scheduled, hirer is entitled to book an alternative date, which is valid within 2 months, or request a refund.</p>
<b>責任 Liability:</b>	<p>1. 如於租用期間，本場地設施、設備及資產遭到損毀，所有損失一概由申請人負責。參加者或任何其他人士如有受傷，或中心設施遭到損毀，必須即時向本中心職員報告。Hirer shall be liable for any damages made to the centre and its instruments, facilities, equipment and properties. All injuries to participants or any other party, as well as damage to the facility, must be reported to the centre's staff immediately.</p> <p>2. 本中心只提供場地及設施之租用服務及設施之技術支援服務，租用團體須自行購買適合的保險計劃以保障租用團體及使用者之人身及財產之安全。租用團體須提供第三者保險證明。The centre will only provide venues and facility leasing services and technical support services for the hired equipment. Hirer must take out a suitable insurance policy at its own expense to protect the personal and property safety of the Hiring Group and the equipment users. Hirer must provide proof of third-party insurance.</p> <p>3. 申請人/機構的任何成員或其活動參加者的財物於租用本中心時有任何遺失或損壞，本中心恕不負責。The centre shall not be liable for any property loss or damages, or any accident occurred during the booking slots.</p> <p>4. 本中心不會承擔任何人士因參與舉辦之活動而引致之傷亡/損失所引起的民事或刑事法律責任或賠償。The centre shall be immune from any civil or criminal liability or liability to compensate for any injury and casualty/loss caused by any person's participation in the event being organised.</p> <p>5. 申請人/機構須確保租用本中心期間的一切活動及安排符合本港法例。Hirer should ensure all arrangements and activities carried out in the centre during booking period are complied with the legal requirements.</p> <p>6. 中心保留修訂以上守則之權利而無須事先通知申請人/機構。The centre reserves the right to revise the above terms and conditions without giving prior notice to the applicants/hirers.</p>

## 個人資料收集聲明 Personal Information

請注意，你可自願向東華三院(本中心)提供你的個人資料。你提供的所有個人資料只會用於與是次申請場地直接有關的用途。你有權要求查閱及改正本中心所持有你的個人資料。查閱或改正該等資料，可用書面向本中心主任提出，地址為香港灣仔駱克道193號東超商業中心15樓或電郵至：[icapt@tungwah.org.hk](mailto:icapt@tungwah.org.hk) 根據個人資料(私隱)條例，東華三院採用以下政策，以確保使用者之個人資料得到保密。在未得到場地使用者同意時，資料除用作有關慈善籌款及本院其他指定活動用途外，本院不會向外披露任何個人資料。

Please be advised that it is voluntary for you to supply to TWGHs ("the Centre") your personal data. All personal data submitted will only be used for purposes which are directly related to this venue booking form. You have the right to request access to and correction of your personal data held by the centre. Request for access or correction of personal data should be made in writing to Supervisor at the address: 15/F, Tung Chiu Commercial Centre, 193 Lockhart Road, Wanchai, Hong Kong or email to [icapt@tungwah.org.hk](mailto:icapt@tungwah.org.hk).

In accordance with the Personal Data (Privacy) Ordinance, Tung Wah Group of Hospitals has adopted the following policies to safeguard users' personal information and is committed to protecting its confidentiality. Tung Wah will limit the collection and use of personal information to the purpose directly related to the function or activities stated on the collection. Without user's consensus, Tung Wah will not disclose any individual information to other organizations or persons.

註：如以上中文譯本與英文原文之文義有不同之處，概以英文為準

# 場地及設施 Room & Facilities



房間 Room A (30)



房間 Room B (30)



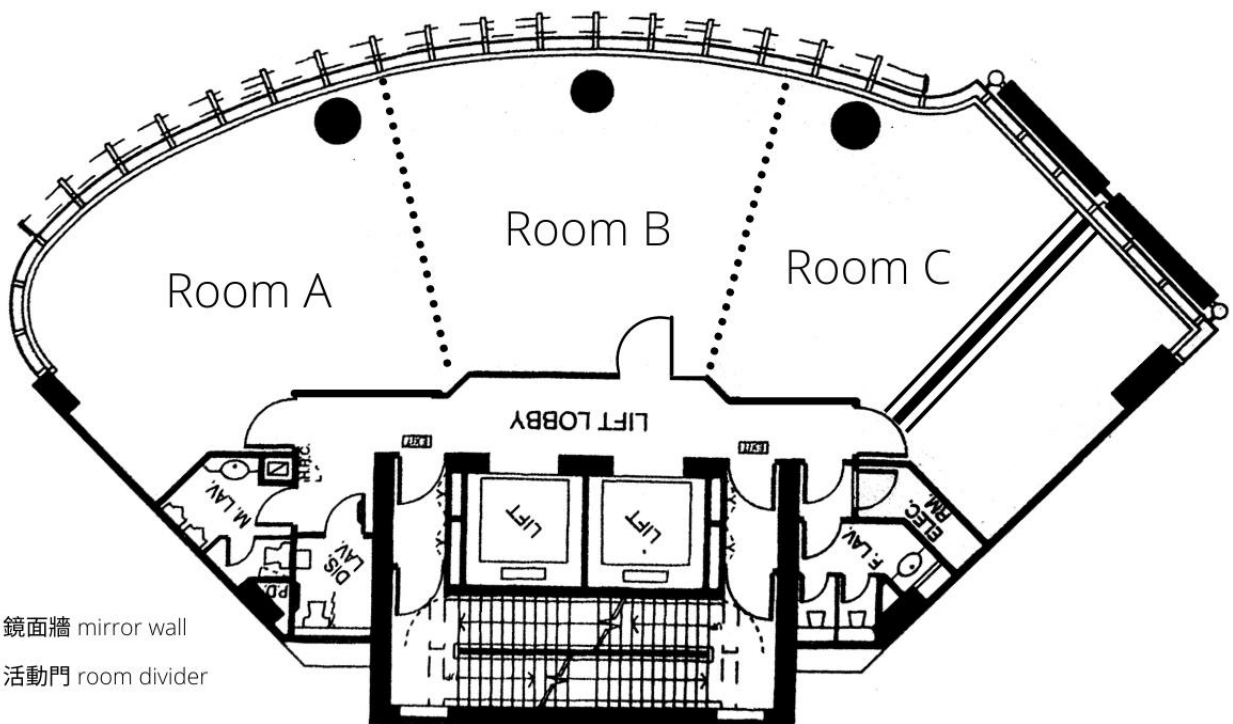
房間 Room C (30)



房間 Room ABC (100)

預算房間可容納30-100座位 Estimated capacity of room(s) ranged from 30-100 seats

## 12/F 場地平面圖 Floor Plan



如有任何查詢，請致電2827 1408蔡小姐 For enquiry, please contact Ms Choi 2827 1408

**賠償價目表**  
**Compensation Price**

物品 Item(s)	價錢 (港幣) Price (HKD)
清潔費 Cleaning Fee	\$2,000
鏡 Mirror	\$10,000
玻璃門 Door	\$10,000
地板 Floor	\$10,000
牆身 Wall	\$2,000
窗簾 Curtain	\$2,000
音響系統 P.A. system	\$10,000
無線咪 (枝) Microphone (unit)	\$1,000
投影機 Projector	\$6,000
投影幕 Screen	\$3,000
長檯 Table	\$2,000
椅子 Chair	\$1,000
白板 Whiteboard	\$1,000
飲水機 Dispenser	\$1,500