

THE HONG KONG FEDERATION OF YOUTH GROUPS BUILDING

香港青年協會大廈會議設施租用申請表 — 非牟利團體及其他機構專用

Application for Hiring of Meeting Facilities at The Hong Kong Federation of Youth Groups Building – For Non-Profit Making Organisations and Corporate Users

此欄由本會填寫 (For Official Use Only)

Received Date:

Serial No:

申請機構詳情 / Details of Organisation

如屬首次租用者，請聯同有效之商業登記證或副本交回 / If this is the first application, please attach a copy of the Business Registration.

機構登記名稱 Name of Registered Organisation: _____

機構性質 Business Nature: _____

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 Name of In-charge Person on Event Date: _____

申請租用地點 / Booking Venue

所有申請以先到先得方式處理。Bookings are made on a first-come-first-served basis.

設施開放時間為早上九時至晚上十時。現申請租用場地如下：(請於適當位置填上✓號)

Opening hours for the facilities: 09:00 - 22:00. Meeting Venue(s) is/are requested as follows: (Please ✓ as appropriate)

- | | |
|--|---|
| <input type="checkbox"/> 演講廳 Auditorium | <input type="checkbox"/> 演講室 Theatre |
| <input type="checkbox"/> 多功能廳 I Multi-function Hall I (25/F) | <input type="checkbox"/> 多功能廳 II Multi-function Hall II (8/F) |
| <input type="checkbox"/> 董事會議室 Board Room | <input type="checkbox"/> 會議室 2201 Meeting Room 2201 |
| <input type="checkbox"/> 會議室 Meeting Rooms 1001/1002/1003 | <input type="checkbox"/> 會議室 801 Meeting Room 801 |
| <input type="checkbox"/> 會議室 Meeting Rooms 1902/1903/1904/1905 | |

地點 Venue	租用日期 Event Date	租用時間 Event Time	活動名稱及性質 Name & Purpose of the Function	參加人數 No. of Participants	* 儀器租用 Equipment Required	* 技術人員協助 Technical Support Service	* 茶點服務 Tea Refreshment Service
					Yes / No	Yes / No	Yes / No
					Yes / No	Yes / No	Yes / No
					Yes / No	Yes / No	Yes / No
					Yes / No	Yes / No	Yes / No

* 如需要，請填寫「影音器材及餐飲服務申請表」。If yes, please submit the 'Application for Provision of AV System, Equipment and Catering Services'.

有關使用會議設施的守則，請參閱使用條例及規則。

請將填妥之申請表格傳真至 3755 7155 或親臨香港百福道 21 號 21 樓大廈管理組。

如有任何查詢，敬請致電 3755 7098 或 3755 7099 與我們聯絡。

For the regulations of use, please refer to the Terms and Conditions for Use.

Please fax your application form to 3755 7155 or return to our Building Management Unit,

21/F, 21 Pak Fuk Road, North Point, Hong Kong.

If you have any enquiries, please contact us at 3755 7098 or 3755 7099.

姓名及簽署 (公司印章)

Name & Signature (with Official Chop)

日期

Date: _____

HKFYG/BMU 專用 For Official Use Only

參考編號 Serial No. _____

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:

Deposit of HK\$ _____ (cheque No. _____) from your organisation was received on

_____.

經手職員 Handled by: _____ 批核職員 Certified by: _____

日期 Date: _____ 公司蓋印 Chop: _____