



香港遊樂場協會
Hong Kong Playground Association
修頓場館多用途活動室申請表
Booking Form of Multi-Function Room



1. 租用人姓名 (先生/女士*) _____ 申請人職務 _____
Name of Hirer (Mr./Ms.*) _____ Position Held _____
2. 租用人聯絡電話 _____ (辦事處) _____ (手提電話) _____
Contact No. of Hirer _____ (Office) _____ (Mobile) _____
3. 所代表團體 (所有文件包括繳款通知書、收據及票務支票抬頭等均以此申請團體名稱發出)
Organization Represented _____
(All documents such as Payment Advice, Receipt and Cheque etc will be addressed in this name)
4. 團體地址 _____
5. Address of Organization _____
6. 商業登記証號碼 / 社團註冊號碼 / 慈善機構或信託團體*® 檔案號碼(請呈交副本)
No. of Business Registration Cert / Cert of Registration of a Society/IR No. of tax exemption under section88(please submit a copy)* _____
7. 主要聯絡人姓名及電話 _____
Name(s) of Contact Person and Telephone No. _____
8. 聯絡人電郵地址 _____
Email of Contact Person _____
9. 通訊地址 _____
Correspondence Address _____
10. 租用場地用途 _____ 預計活動人數 _____
Name of Event _____ Anticipated no. of Participants _____

項目 Item	細則 Description	日期 Date	時間 Time	數量* Quantity	費用 (此欄由本會填寫) Charge (filled by office)
1. 租用房間 Hiring Room (最少租用 2 小時 Minimum for 2 hours)					
a) 多用途活動室 1 Multi-Function Room 1 (77.76 Sqm)	i) 非牟利機構 Non-profit making organizations 每小時 \$590 \$590 per hour				
	ii) 商業機構 Commercial organizations 每小時 \$800 \$800 per hour				
b) 多用途活動室 2 Multi-Function Room 2 (39 Sqm)	i) 非牟利機構 Non-profit making organizations 每小時 \$290 \$290 per hour				
	ii) 商業機構 Commercial organizations 每小時 \$400 \$400 per hour				
c) 多用途活動室 1+2 (組合兩房使用) Multi-Function Room 1+2 (Two Rooms into One)	i) 非牟利機構 Non-profit making organizations 每小時 \$880 \$880 per hour				
	ii) 商業機構 Commercial organizations 每小時 \$1200 \$1200 per hour				
2. 器材設備及服務 Equipment & Services (每節=4小時 (不足4小時亦作4小時計) 1 session = Exact 4 hours)					
a) 廣播系統 Public Announcement	每小時 \$290 \$290 per hour				
b) 銀幕及放映機 Projector & Fast-fold screen	每小時 \$150 (1220mm 闊 x 1630mm 高) \$150 per hour Size: (1220mm(W) x 1630mm(H))				
c) 摺椅 Additional Seating	每張 \$12 \$12 per seat				
d) 枱椅 1 套 Table & Chair	每套 \$62 (考試專用) \$62 per set (Only exam)				
e) 主禮台 Ceremony Stage	舞台 \$175/塊 (4'呎闊 x 4'呎深 x 8'吋高) Stage \$175 per piece Stage size: 4'(W) x 4'(D) x 8"(H)				
f) 額外清潔費 Extra Cleaning Fee	每次 \$300 \$300 per provision				
3. 其他 Others					
a) 其他 1 (請描述) Other 1 (Please describe)					
b) 其他 2 (請描述) Other 2 (Please describe)					

場地使用守則 (詳見租用條款完整版或向職員查詢)**GENERAL RULES & REGULATION OF STADIUM** (please refer to the full version or contact our staff for details)

1. 使用前，請先攜同訂場紙前往辦事處辦理用場手續。
Please produce your booking receipt at the reception before your enter Stadium.
2. 如租用時間過後，請結束進行中的活動，按時交還及離開場地。
No activity shall continue at the end of the session booked. Users should leave the venue on time.
3. 除經場館批准外，不可在場館內進行租用用途以外之活動。
No other form of activities should be conducted other than the stated purpose of the booking unless approved by Stadium.
4. 除經場館批准外，不可在場內攝影或錄影。
No photo-taking or video recording is allowed unless approved by Stadium.
5. 全場嚴禁使用雙面膠紙，如不慎使用，要負責清理乾淨方可離去。全場只可使用縐紋膠紙 / 萬用膠貼等。
No double-sided adhesive tape is allowed to use on anywhere of the venue. If found in used, the hirer is requested to clean up the area before leave. Only adhesive rubber or general adhesive tape is allowed for sticking proposes.
6. 如需張貼物品於白板上，請用萬用膠(Blu-Tack 寶貼)。
Please use adhesive rubber (e.g. Blu-tack) for white board.
7. 有關使用後的物件，如海報、橫額要清理後，方可離去。
All decoration (e.g. poster, banner) must be cleaned up to the designated area before leave.
8. 請小心使用場地各設施，如有損壞，租用人須負責賠償。
All equipments provided should be used with care or otherwise the hirer will be held responsible for the compensation of the damaged equipment.
9. 場館內嚴禁吸煙。
No smoking is allowed.
10. 除獲批准外，嚴禁於場館內飲食。
No eating and drinking is allowed unless approved by Stadium.
11. 使用者必須保持場館及場館內設施清潔及衛生。
Users should keep Stadium and other facilities clean and sanitary.
12. 使用者不可於場館內進行一切影響他人的活動。
Users are not allowed to disturb other users.
13. 除獲批准外，使用者嚴禁於場館內進行任何形式的銷售或買賣，有關申請程序及分賬事宜請與場館職員聯絡。
Users are not allowed to carry out any forms of selling or purchasing in Stadium unless approved by Stadium. Please contact us for the application and profit sharing details.
14. 使用者須同時遵守場館守則及張貼於場館內之告示。
Users must follow the Rules and Regulations of Stadium and the notices posted in Stadium.
15. 租用人及使用者需自顧安全。一切意外、受傷、財物遺失等，本場館概不負責。
Stadium will accept no claims whatsoever in connection with any accidents, injuries, loss of valuables incurred directly or indirectly arising out of hirers/users.
16. 使用者如違反上述守則或不聽從場館職員之勸告，場館職員有權要求違反守則者離開，一切已繳款項概不退還。
Stadium staff may ask persons who do not obey the above regulations to leave Stadium and fee paid will not be refunded.
17. 場館有權更改上述各項規則而毋須作出事前通知
Stadium reserves the right to amend the above regulations without prior notice.
18. 租用主場館人士若同時租用多用途活動室將優先處理。
Priority will be given to those hiring the arena at the same time.

致：場館經理 To: Stadium Manager

我/我們^{*} 現申請租用上文所述的修頓場館，並同意遵守香港遊樂場協會所定的租用條款。我/我們^{*} 亦會確保所有用場人士明白及遵守上述之場地使用守則及場館職員指示。

I/We^{*}, do hereby apply for the hire of the unit(s) of the Southorn Stadium as specified above and agree to follow and abide by the TERMS AND CONDITIONS OF HIRE. I/We^{*} will also ensure that all users are fully aware of the "Rules and Regulation of the Stadium" as above and the instruction given by Stadium staff.

日期
Date

租用人簽署
Signature of Hirer

團體印鑑
Organization Chop

致：租用人 To: Hirer

香港遊樂場協會已接納你的訂租申請，現回覆你可如期租用場地。有關租金須根據本會列明的租用條款繳付。

Your application has been accepted by the Hong Kong Playground Association and the booking you applied for is hereby confirmed. Payment for the Confirmed Booking shall be made in accordance with the TERMS AND CONDITIONS OF HIRE.

日期
Date

場館經理
Stadium Manager

*請將不適用者刪去

* Delete where inapplicable

初次申請：凡初次申請租用修頓場館的團體，須將社團立案證書、組織章程或組織規章等文件副本，連同申請表格一併遞交。

First Applications: For organizations, which apply for booking facilities of Stadium for the first time, applications should include copies of certificates of registration for incorporation and constitutions of articles of association.

電話號碼 Tel. No.: 2834 2702

傳真號碼 Fax No.: 2121 1349