

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 Meeting Room 801 |
| <input type="checkbox"/> 會議室 Meeting Rooms 1001/1002/1003 | <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: _____