

THE HONG KONG FEDERATION OF YOUTH GROUPS BUILDING

香港青年協會大廈

Application for Hiring of Audio/Visual System, Equipment and Catering Services 影音 / 會議設備及餐飲服務租用申請表 (頁一)

此欄由本會填寫 (For Official Use Only)

Received Date:

Serial No.

Name of Organization 租用機構: _____

Event 節目名稱: _____

Date and Time of Event 租用日期/時間: _____

Venue of Event 租用地點: _____

Name/Phone no. of Hirer 租用人姓名/電話: _____

I. Audio/Visual System 影音設備	Hire Rate (HK\$) 租用價錢			Provision Date 使用日期	Provision Time 使用時間
	Per Hour 時租	Half Day 半日	Full Day 全日		
Technical Support (each onsite technician) 技術人員協助 (每名駐場技術員)	\$100	\$300	\$600		
Audio Recording (min. 2 consecutive hours) (for Auditorium only) 錄音服務(最少租用連續 2 小時) (只適用於演講廳)	\$80	\$240	\$400		
Video Recording (min. 2 consecutive hours) (for Auditorium only) 錄影服務(最少租用連續 2 小時) (只適用於演講廳)	\$100	\$300	\$500		
7000 Lumens LCD Projector/Electrical Screen (for Auditorium only) 7000 LM 液晶體投影機/電子銀幕 (只適用於演講廳)	\$150	\$400	\$700		
LCD Projector/Electrical Screen 液晶體投影機/電子銀幕	\$100	\$300	\$600		
LCD Projector/Manual Screen (For Meeting Rooms 1902 to 1905) 液晶體投影機/手動銀幕 (只適用於 1902 至 1905 會議室)	\$100	\$300	\$600		
Wired or Wireless Microphone 有線或無線咪	\$30	\$100	\$200		
Computer Notebook 手提電腦	\$100	\$300	\$600		
Spotlight (for Auditorium, Multi-function Hall I) 射燈 (只適用於演講廳及多功能廳 I)	\$300 per use				
DVD Player (for Auditorium, Board Room, Multi-function Hall I) 數碼影碟機 (只適用於演講廳、董事會議室及多功能廳 I)	\$200 per use				
43" UHD LED TV with Rolling TV Stand 43 吋超高清電視機連活動式腳架	\$300 per use				
63" Plasma Display (for Multi-function Hall II Only) 63 吋等離子顯示屏 (只適用於多功能廳 II)	\$200 per use				
Wireless Belt-pack Microphone 無線咪夾咪	\$200 per use				
White Board+2 Pens 白板連 2 支白板筆	\$60 per use				
Flip Chart+2 Pens+20 Pieces of Paper 掛紙白板連 2 支白板筆及 20 張紙	\$60 per use				
Laser Pointer 鐳射棒	\$30 per use				
Live Broadcast Service (from Auditorium to Multi-function Hall II, Room 801, Theatre and Meeting Rooms 1001 to 1003) 聯播服務 (只適用於由演講廳聯播至多功能廳 II、801 會議室、演講室及 1001 至 1003 會議室)	\$300 per use				
Broadband Internet Service 寬頻上網服務	\$100 per PC Notebook				

- 1) Hire of AV System in the Auditorium should be supported by our Technician 演講廳之影音設備必須由駐場技術人員操控
- 2) If you wish to use your own equipment, please state clearly for approval 未經許可,不得使用自備器材

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影音 / 會議設備及餐飲服務租用申請表 (頁二)

II. Other Equipment 其他設備	Quantity 數量	Hire Rate((HK\$) 租用價錢	Provision Date 使用日期	Provision Time 使用時間
Acrylic/Wooden Podium 亞加力膠或木製演講臺		\$200 per use		
Additional Table 額外會議枱		\$20 per table		
Additional Chair 額外會議椅		\$10 per chair		
2 Armchairs and 1 Coffee Table 單人扶手梳化2張連茶几		\$300 per set		
Armchair 單人扶手梳化		\$150 per chair/ \$250 per 2 chairs		
Bar Chair 吧枱		\$100 per table		
Bar Table 吧椅		\$80 per chair		
Coffee Table 茶几		\$50 per table		
Artificial Floral Arrangement 絲花擺設		\$30 per piece		
White Round Table Cloth (For banquet) 白色圓枱布(宴會用)		\$50 per piece per use		
Table Skirting 枱裙		\$50 per piece per use		
Chair Cover 椅套		\$30 per piece per use		

III. Catering Services 餐飲服務	Charges 價錢 Per head 每位計	Serving Date 享用日期	Serving Time 享用時間
Tea/Coffee/Refreshment (for Multi-function Halls I and II) 茶/咖啡/茶點 (只適用於多功能廳 I 及 II)	Please refer to the Café 21 Order Forms as attached 請參閱 Café 21 到會服 務訂購表格 (Note 2)		
Bottled Distilled Water 樽裝蒸餾水	\$10		
Water Dispenser+2 Bottles of 5-Gallon Distilled Water 冷熱飲水機連 5 加侖裝蒸餾水 2 樽	\$150 per use		
Additional 5-Gallon Distilled Water 額外 5 加侖裝蒸餾水	\$50 per bottle		
Obligatory Catering Surcharge 餐飲附加費 (必須徵收)	\$400 per function		
Catering Waste Disposal Fee 餐飲垃圾清理費	\$300 (MFH II on 8/F) \$200 (MFHI on 25/F; Room 801)		

- 1) For AV System and Equipment Booking, please complete the related application form(s) and either fax to 3755-7155; email to bm@hkfyg.org.hk; mail to Building Management Unit, 21/F, HKFYG Building, 21 Pak Fuk Road, North Point, H.K., or contact BM staff at 3755-7098 for enquiries.

預訂影音或會議設備服務，請填妥有關申請表格並傳真至 3755-7155；電郵至 bm@hkfyg.org.hk；郵寄至北角百福道 21 號香港青年協會大廈 21 樓香港青年協會大廈管理組收；或致電 3755-7098 向大廈管理組職員查詢。

- 2) For Catering Service provided by Café 21, please complete the attached Order Forms and fax to 3188-5793 direct; or contact the Shop Manager at 3188-5792 for enquiries.

如訂購餐飲到會服務，請填妥 Café 21 到會服務訂購表格並傳真至 3188-5793；或致電 3188-5792 向店長查詢。

- 3) If outside catering service is required, please specify hereunder 如使用其他到會服務公司，請在下列填報有關資料：