

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 Event	參加人數 No. of Participants	*儀器租用 Equipment Required	*技術人員駐場 On-site Technician	*茶點服務 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/會議設備及餐飲服務申請表」。If yes, please submit the Hiring of AV / Equipment & Catering Services Application Form

有關使用會議設施的守則，請參閱香港青年協會大廈場地及設備租用條款。

請將填妥之申請表格傳真至3755-7155; 電郵至 bm@hkfyg.org.hk; 或郵寄至

北角百福道21號香港青年協會大廈21樓青協大廈管理組。

如有任何查詢，請致電3755-7098 或3755-7099與大廈管理組聯絡。

Please refer to "HKFYG Building Regulations of Hire" for the booking rules.

Please fax your application form(s) to 3755-7155; email to bm@hkfyg.org.hk;

or mail to BMU, 21/F, HKFYG Building, 21 Pak Fuk Road, North Point, H.K.

Please contact BMU at 3755-7098 or 3755-7099 for enquiries.

姓名及簽署 / 公司蓋章

Name & Signature / Company 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: _____