

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

Application for Hiring of Meeting Facilities at
The Hong Kong Federation of Youth Groups Building

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，請連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: _____

當日負責人姓名及聯絡電話 Name of in-charge person and contact number 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 (演講廳為早上九時三十分至晚上十時)。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 (Auditorium 09:30 - 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 (7/F) |
| <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 801 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 Name 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 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 3755-7188 或 3755-7189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 / 3755-7188/ 3755-7189 for enquiries.

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: _____