

# 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'.

是否須要開放7樓玻璃門供進場及散場人士使用。是/否

To open the door on the 7/F for entering and exiting the venue. Yes/No

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: \_\_\_\_\_

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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: \_\_\_\_\_