



Part I: Information of Applicant 申請者資料

Name of Registered Organization: 機構登記名稱:	_____ (English)	_____ (中文)
Name of Applicant 申請人姓名:	_____ (English)	_____ (中文)
Tel. No. 聯絡電話: _____	Fax. No. 傳真號碼: _____	

Part II: Audio/Visual System & Other Equipment 影音/會議及其他設備

Audio/Visual System & Other Equipment 影音/會議及其他設備	Hire Rate 租用價錢		Quantity 數量	Hiring Date 租用日期	Hiring Time 租用時間	Venue 使用場地
Portable LCD Projector 便攜式 LCD 投影機	Hourly 每小時	\$100			00:00-00:00	
	*Half day *半日	\$300				
	**Full day **全日	\$600				
Wired or Wireless Microphone 有線或無線麥克風	Hourly 每小時	\$80			00:00-00:00	
	*Half day *半日	\$240				
	**Full day **全日	\$480				
Computer Notebook 手提電腦	Hourly 每小時	\$100			00:00-00:00	
	*Half day *半日	\$300				
	**Full day **全日	\$600				
Printer with A4 Paper (500 pieces) 打印機連 A4 紙 (500 張)	Hourly 每小時	\$100			00:00-00:00	
	*Half day *半日	\$300				
	**Full day **全日	\$600				

Audio/Visual System & Other Equipment 影音/會議及其他設備	Hire Rate 租用價錢	Quantity 數量	Hiring Date 租用日期	Hiring Time 租用時間	Venue 使用場地
	**全日				
Laser Presentation Remote 無線簡報器	\$30 each per day 每個\$30			—	
Normal Chair / Chair with Armrests / Chair with Writing Pad 普通椅子/帶扶手的椅子/書寫墊椅	\$10 each per day 每張\$10			—	
Notice Stand (A3/A4) 告示架	\$30 each per day 每個\$30			—	
Flipchart (H) 103 cm x (L)70 cm with Paper (20 pieces) and 2 Pens 掛紙白板 (高) 103 厘米 x (長)70 厘米 連 20 張紙及 2 支白板筆	\$70 each set per day 每套\$70			—	
Additional Flipchart Paper (20 pieces) 額外掛紙 20 張	\$50 each set per day 每套\$50			—	
White Board Pen 白板筆	\$10 each per day 每個\$10			—	
Extension Cord 電線拖板	\$10 each per day 每個\$10			—	
Long Folding Table (L)180cm x (W)60cm 長枱(長) 180 厘米 x (闊)60 厘米	\$70 each per day 每張\$70			—	
Rounded High Table (D) 60cm x (H) 74cm / Coffee Table (D) 45 cm x (H) 52 cm 圓枱 (直徑) 60 厘米 x (高) 74 厘米 / 咖啡桌(直徑) 45 厘米 x (高) 52 厘米	\$50 each per day 每張\$50			—	
Podium (Wooden, White) (W) x (D) x (H) 演講台 (闊) 90 厘米 x (深)35 厘米 x (高) 106 厘米	\$200 each per day 每張\$200			—	
Printing/ Photocopying (A3/A4): Black and White 列印/影印(A3/A4) : 黑白	\$3 per page 每張\$3			—	
Printing/Photocopying (A3/A4): Colours 列印/影印(A3/A4) : 彩色	\$5 per page 每張\$5			—	
Water Glasses / Cups 水杯	\$5 each per day 每隻\$5			—	
Water Dispenser with one 5-Gallon Distilled Bottled Water	\$150 each per day 每套\$150			—	

Audio/Visual System & Other Equipment 影音/會議及其他設備	Hire Rate 租用價錢	Quantity 數量	Hiring Date 租用日期	Hiring Time 租用時間	Venue 使用場地
冷熱飲水機連 5 加侖蒸餾水 1 樽					
Additional 5-Gallon Distilled Bottled Water Refill 額外 1 樽 5 加侖蒸餾水	\$50 each 每樽\$50			—	

Other Services 其他服務	Hire Rate 租用價錢	Quantity 數量	Hiring Date 租用日期	Hiring Time 租用時間	Venue 使用場地
Technical Support (each onsite technician) #4 技術人員支援 (每名駐場技術人員)	\$100 per hour 每小時\$100			00:00-00:00	
Audio Recording (min. 2 consecutive hours) (for Lecture Rooms only) 錄音服務 (最少租用連續 2 小時) (只適用講室)	\$100 per hour 每小時\$100	—		00:00-00:00	
Video Recording (min. 2 consecutive hours) (for Lecture Rooms only) 錄影服務 (最少租用連續 2 小時) (只適用講室)	\$200 per hour 每小時\$200	—		00:00-00:00	
Reception Setup (for Lecture Room 1 and 2 only) -includes 1 Long Folding Table and 3 Chairs 接待處 (只適用講室 1 和 2) -包 1 張長枱和 3 張椅子	\$200 per hour 每小時\$200	—		—	
Obligatory Catering Surcharge #6 餐飲附加費 (必須徵收)	\$500 per function 每活動\$500	—		—	
Catering Waste Disposal Fee 餐飲垃圾清理費	\$300 per room 每間\$300	—		—	

Booking Arrangement 申請須知:

1. The above items are in limited stock and provided on a first-come-first-served basis.
因器材有限，如要租用，必須預先申請，以先到先得方式處理。
2. *Half day: 4 to 7 hours; **Full Day: 8 hours or above
半日: 4 至 7 小時; 全日: 8 小時或以上
3. If the hirer(s) wish to use own equipment, please state clearly for approval.
未經許可，不得使用自備器材。
4. It is required to hire onsite technician when AV facilities in the Digital Debate and Speaking Chamber are used. The service period starts from 30 minutes prior the hiring period and ends 30 minutes after the hiring period.
使用數碼辯論演說廳之影音設備時，必須同時僱用駐場技術員。技術員收費將在租用場地前半小時起計，直至租用時間結束後半小時為止。
5. The hirer(s) should clean and remove all brought-in materials or additional cleaning or maintenance fee will be incurred.
租用者須於交還租用場地前將帶來物資或器材搬走，否則租用者需要支付額外的清潔費或維護費
6. Food and/or beverages can only be served at Meeting Rooms, Former Defendant's Carport, Former Magistrate's Chamber and some common areas with approval from The Institute. All food to be served must be brought in ready-prepared, and all brought-in catering materials and waste (containers, glassware and tableware, left-over food, beverage etc.) must be removed from the hired venue(s) by the hirer(s) or the hired caterer before departure. The Institute is only responsible for general cleaning of the hired venue(s), but can arrange waste disposal service for the hirer(s) at an additional charge.
除會議室、前囚車停泊處及前裁判官辦公室外，未經准許，不得於本學院其他場地飲食。如須於上述場地內設餐飲到會服務，所有食品必須由租用者或食品供應商預製。所有餐具及垃圾 (包括容器、杯碟、剩餘食物、飲料等) 必須於交還場地前全部搬走。本學院只負責一般清潔服務，但可因應租用者要求安排垃圾清理服務，租用者須負責所需費用。
7. Please email your application form to The Admin Office, The HKFYG Leadership Institute at admin@leadershipinstitute.hk
請將填妥之申請表格電郵至 admin@leadershipinstitute.hk

Declaration 聲明

- I undertake to observe and consent with the terms and conditions on the application form, Booking Arrangement and Regulations relating to equipment booking. 本人已細閱、明白及同意本申請表的內容、申請須知及場地使用守則。

Authorized Signatory (with official Chop)

姓名及簽署(公司印章)

Name 姓名:

Position 職位:

Date 日期: