

Application for Hiring Venue Facilities - For Non-Profit Making Organizations and Corporate Users

Part I: Information of Organization 申請機構資料

Name of Registered Organization**: _____ (English)

機構登記名稱**: _____ (中文)

Business Nature 機構性質: _____

Name of Applicant 申請人姓名: _____ (中文) _____ (English)

Position/Department of Applicant 申請人職位/部門: _____

Correspondence Address 通訊地址: _____

Tel. No. 聯絡電話: _____ Fax. No. 傳真號碼: _____

Email Address 電郵地址: _____

Name of Person-in-charge on Event Date 當日活動負責人姓名: _____

Tel. No. 聯絡電話: _____

** If this is the first application, please attach a copy of Hong Kong Business Registration and/or Society Registration Certificate 如屬首次申請者，請連同有效之商業登記 及/或 社團註冊證明書副本交回本學院。

Part II: Venue Booking 申請使用地點

- Meeting Rooms 會議室: 1, 2, 3
- Lecture Rooms 講室: 1, 2, 3, 4, 5
- Digital Debate & Speaking Chamber 數碼辯論演說廳
- Breakout Area 3: Former Magistrate's Chamber 前裁判官辦公室
- Lecture Room 6: Former Court No.2 前二號法庭
- Function Room 1: Former Defendant's Carport 前囚車停泊處
- Conservation Corner: Former Shroffs 前繳費處

Venue 地點	Event Date 租用日期	Event Time 租用時間	Name and Purpose of Event 活動名稱及性質	No. of Participants 參加人數	Equipment Required 儀器租用*
					Yes/ No
					Yes/ No
					Yes/ No

*If yes, please contact The Admin Office for the Hiring of AV/Equipment & Other Services Application Form.

如需要，請聯絡行政部索取「影音/會議設備及其他服務申請表」。

Remarks 備註:

- Bookings are made on first-come-first-served basis.
所有申請以先到先得方式處理。
- For the regulations of use, please refer to the Terms and Conditions on Venue Hire Regulations. 有關使用場地和設施的守則，請參閱「場地租用守則」的條例及規則。
- Opening hours for the facilities: 10:00 – 18:00. The duration of booking time can be varied depends on the situation.
訓練大樓開放時間為上午十時至晚上六時正。本學院可按場地使用情況，與申請者商議場地和設施使用時段加長的安排。
- The minimum booking time must be 2 hours. If additional hour is less than an hour, will be counted as one hour.
場地最低使用時間為 2 小時。不足 1 小時亦作 1 小時計算。
- If room is available, room can be opened for set up free-of charge 15 minutes prior to designated booking time. It is subject to room availability upon arrival.
視乎抵達時的房間供應情況，如果房間空置，可在指定的預訂時間前 15 分鐘免費開放作場地設置。
- Each meeting room and lecture room provides a standard amount of tables and chairs. Additional usage will be charged. Please contact our Admin Office for details.
會議室和講室已配備標準數量之桌子和椅子。如需額外使用將收取費用。詳情請與行政部聯絡。
- It is required to hire the in-house 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。
- 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

I undertake to observe and consent with the terms and conditions on the application form, Venue Booking Arrangement and Venue Hire Regulations relating to venue booking application. 本人已細閱、明白及同意本申請表的內容、場地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: