

香港社會服務聯會

Hong Kong Council of Social Service

香港灣仔軒尼詩道15號地下溫莎公爵社會服務大廈

Duke of Windsor Social Service Building

G/F, No. 15 Hennessy Road, Wanchai, Hong Kong.

電話 Telephone No. 2864-2921

傳真 Fax No. 2528-1340

設施租用申請表

Application for Booking of Common Facilities

傳真 Fax

電郵 E-mail

申請人 Name of Applicant : _____

Telephone No. 電話 : _____

團體 Organization : _____

職位 Position Held : _____

地址 Address : _____

團體類別 Nature of Organization

- 租戶團體 Tenant Organization
 非租戶會員團體 Non-tenant member organization of HKCSS / FMSHK
 註冊慈善團體 Registered Charitable organization (Tax exempted by Inland Revenue Department)
 其他註冊團體 Other organization

用途使用詳情 Description of the proposed function in detail :

出席 Attendance :

- 祇供申請團體會員 Strictly limited to members of the applicant's organization
 祇供申請團體邀請人仕不對外開放 Limited to participants by invitation only and not open to public

租用詳情 Booking Details :

會議室 Conference Units	時間 Time 由 From 至 To	日期 Date(s)	共用小時 Total No. of hours	每小時費用 Charges per hour	租用額 Amount of hire charges
禮堂 Auditorium					
Room 103室					
Room 201室					
Room 202室					
Room 203室					
器材 Equipment :			小時 No. of hrs	每小時費用 Charges/hr	收費額 Total Charges
音響系統 Sound system : 有線咪 Wire microphones ()					
音響系統 Sound system : 無線咪 Wireless microphones ()					
攝影錄象 View-cam recorder		投影機 L C D projector		高速寬頻上網 Broadband internet	
錄影機或影碟機 Video or DVD		29吋電視及錄影機 29" TV & video		29吋電視及影碟機 29" TV & DVD	
電動銀幕 Electric wall screen		高投影機 Overhead projector		幻燈機 Slide projector	
記者收音箱 Sound Box		等離子顯示屏 Plasma			
樽裝水(24支\$60) Distill water		紙包飲品(24包\$84) Soft drinks		3M雙面貼(橫額)每盒\$30 Double-stick(3M)	
				收費總額 Total Due \$	

吾/吾等以下名稱，申請使用溫莎公爵社會服務大廈會議室及設施，若貴會接納申請，定當同意遵守租用會議設施條款。

I / We, the undersigned, hereby apply for the use of the room and facilities in the Duke of Windsor Social Service Building as specified above and agree to perform and observe the Terms and Conditions of Hire prescribed by the Council if my/our application is accepted.

*All goods purchased are non-refundable

日期

Date

負責人姓名
Name of Responsible Officer
(in block letter)

負責人簽署及公司印章
Signature of Responsible Officer
and Official Seal of Organization