

香港社會服務聯會 (社聯)
Hong Kong Council of Social Service (HKCSS)
 香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 10 樓 1001 室
 Room 1001, 10/F, Duke of Windsor Social Service Building (DWSSB)
 No. 15 Hennessy Road, Wanchai, Hong Kong
 電話 Telephone No. 2864-2921 傳真 Fax No. 2528-1340

租用溫莎公爵社會服務大廈禮堂、會議室及有關設施申請表
Application for Booking of Auditorium, Rooms & Ancillary Facilities of DWSSB

客戶編號 Customer code: _____ 傳真 Fax : _____ 電郵 E-mail : _____

申請團體 Name of Organization : _____

負責人姓名 Name of Responsible Officer : _____ Telephone No. 電話 : _____

職位 Position Held : _____

地址 / 註冊地址 Address / Registered Office: _____

團體類別 Nature of Organization (必須填寫, must fill-in)

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

社會福利及/或教育用途使用詳情 Detailed Description of Proposed Social Welfare &/or Educational Activity (必須填寫, must fill-in)

參加者及人數 Permitted Participants & Number of Participants (必須確認及填寫, must confirm & fill-in) :

祇供申請團體會員/申請團體預先邀請及被接納人士,不對外開放 Strictly limited to members of the applicant organization/ participants by prior invitation of, and approval by, the applicant organization, and NOT open to the public; 預期人數: _____ Approximate number of participants: _____

除申請團體會員/申請團體預先邀請及被接納人士外,同時對外開放* Other than members of the applicant organization/ participants by prior invitation of, and approval by, the applicant organization, also open to the public* 預期人數: _____ Approximate number of participants: _____

* (申請團體必須已獲得並附上公眾娛樂場所牌照,而社聯保留一切接受或拒絕上述申請之權利)

*(provided that the Public Entertainment Licence issued by the Director of Food and Environmental Hygiene (DFEH) has been obtained and attached by the applicant organization, and that HKCSS reserves the right to accept or reject the aforesaid application at its own discretion)

租用詳情 Booking Details :

禮堂/會議室 Auditorium/Room	Time 時間		日期	共用小時 Total No. of hours	每小時費用 Charges per hour	收費 Charges
	由 From	至 To	Date(s)			
Auditorium 禮堂						
Room 103 室						
Room 201 室						
Room 202 室						
Room 203 室						

其他設施 Ancillary Facilities:					
音響系統 Sound System 鵝頭咪 gooseneck mic. 數量 Qty.: _____ 單位價格 Unit Rate: _____	收費 Charges _____	音響系統 Sound System 無線咪 Wireless Mic. 數量 Qty.: _____ 單位價 Unit Rate: _____	收費 Charges _____	音響系統 Sound System 無線夾咪 Wireless Clip Mic. 數量 Qty.: _____ 單位價格 Unit Rate: _____	收費 Charges _____
投影機(電腦適用) LCD projector for computer 數量 Qty.: _____ 單位價格 Unit Rate: _____	收費 Charges _____	電動銀幕(禮堂) Electric wall screen (Auditorium) 數量 Qty.: _____ 單位價格 UnitRate: _____	收費 Charges _____	高投影機 Overhead projector 數量 Qty.: _____ 單位價格 Unit Rate: _____	收費 Charges _____
等離子顯示屏 Plasma display 數量 Qty.: _____ 單位價 Unit Rate: _____	收費 Charges _____	即時轉播(禮堂至各會 議室) Live broadcasting Auditorium to meeting rooms 數量 Qty.: _____ 單位價 Unit Rate: _____	收費 Charges _____	高速寬頻上網 Broadband internet 數量 Qty.: _____ 單位價 Unit Rate: _____	收費 Charges _____
禮堂檯布("2x4"/"2x5") Table cloth for Auditorium 數量 Qty.: _____ 單位價格 Unit Rate: _____	收費 Charges _____	會議室檯布("3x6") Table cloth for meeting rooms 數量 Qty.: _____ 單位價 Unit Rate: _____	收費 Charges _____	考試檯 Exam table 數量 Qty.: _____ 單位價 Unit Rate: _____	收費 Charges _____
樽裝水 348ml(24 支 x \$60) 348ml Distilled water (\$60 for 24 bottles) 數量 Qty.: _____ 單位價格 Unit Rate: _____	收費 Charges _____	記者收音箱 Sound Box 數量 Qty.: _____ 單位價 Unit Rate: _____	收費 Charges _____	咪兜(大型記者會用) Mic. Stand for press conference 數量 Qty.: _____ 單位價格 Unit Rate: _____	收費 Charges _____
收費總額 Total Charges \$					_____

吾/吾等以下申請團體及負責人特此聲明上述資料乃真確無誤，並同意及確認此申請乃受制於所有租用場地及設施條款（見附件）及一切適用於香港特別行政區法例。現同意遵守及依從上述附件所有條款，香港特別行政區一切適用法例及社聯不時修訂的規則。並確認社聯享有一切權利接受或拒絕上述申請，而無須負上任何責任。

I/We, the undersigned, hereby declare that the information stated above is true and accurate. I/We further acknowledge and confirm that the application is subject to all the Terms and Conditions of Hire as prescribed by HKCSS from time to time and attached hereto, as well as all applicable laws of HKSAR, in respect of which I/We expressly agree to perform, observe and comply with all the provisions thereof and the regulations imposed by HKCSS. I/We further confirm that HKCSS entitles to accept or reject the aforesaid application at its own discretion without incurring any liabilities.

日期
Date

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

負責人簽署及申請團體印章
Signature of Responsible Officer and
Official Seal of Applicant Organization

上述申請於 _____ 獲社聯大廈管理處接納/拒絕接受。

Application Approved/Rejected by HKCSS-BMO on _____

中英文版本如有歧異，一概以英文版本為準。

In case of inconsistency between the English version and Chinese version, the English version shall prevail.