



九龍明愛服務中心
Caritas Social Centre - Kowloon

公眾會堂訂租申請書
Application for Booking of The Community Hall

CH-

TVE/LIC-

This form must be returned on or before

If not, the reservation listed below will be considered as cancelled.

此表格須於 年 月 日前

填妥交還，否則下列之訂租事項將予以取銷

Name of applicant 申請人姓名 HK I/D C. No.: 身份證編號

Organization represented and office held 所代表團體及所擔任職務

* This is a private/commercial/charitable/registered non-profit-making organisation 此乃一私人/商業/慈善/註冊非牟利機構

Address 地址 : Tel. No. 電話

Description of function and purpose in detail (租用目的請詳細敘述) :

* Will there be a charge for admission? Yes/No 是否收取入場費：是/否

No. of Participants: _____

Application of the whole of the net proceeds to be 收入純益全部撥作 :

* (a) as donation to charity 慈善用途

* (b) as income for registered non-profit-making society/private/commercial organisation 註冊非牟利團體/私人/商業機構之收入

Attendance to be 入場限制 :

* (a) open to public 公眾人士均可入場 * (b) strictly private 絕對私人性質

* (c) strictly limited to members of a registered society only 祇限註冊社團會員入場

| Date 日期 | Time 時間 | | Service Schedule 所需設備 編號 | (a) Performance or use (b) Rehearsal Only (a) 正式演出或使用 (b) 預演 | For Office Use Only 專供辦事人員填用 | |
|--|------------|----------|-----------------------------------|--|-----------------------------------|---------------------------------|
| | From 開始 | To 完竣 | | | Scale of Hire Charges 租用價目表 | Amount of Hire Charges 租額 |
| Additional Services: 其他服務收費 : | | | | | | |
| Total Seating Capacity 全場座位共 704 : | | | Stalls 大堂 | 476 | Total 總金額 | |
| | | | Balcony 樓座 | 228 | | |
| Remarks: Service Schedule : - | | | | | Deposit 已付定金 | |
| 1) Rental | | | | | Balance due 應付餘額 | |
| 2) Air-Conditioning | | | | | | |
| 3) Stage Light | | | | | | |
| 4) Spot Light | | | | | | |
| 5) Sound System | | | | | | |
| 6) Piano | | | | | | |
| 7) Re-arrangement of chairs | | | | | | |
| 8) Add : Staff/Others | | | | | | |

To: the Centre Director, Caritas Social Centre, Kowloon
致：九龍明愛服務中心 中心主任

To: The Applicant
致：申請人

I/We, the undersigned, hereby apply for the use of Community Hall of your Centre as specified above and this covenant and agree to perform and observe the Terms and Conditions of Hire of the Caritas Social Centre - Kowloon if my/our application is accepted.
余等茲欲申請租用九龍明愛服務中心之公眾會堂，並憑此據立約，如申請獲准必遵守所規定之九龍明愛服務中心的租用條例。

Application accepted subject to payment of hire charges in the following manner:-

(a) HK\$ payable on or before

(b) HK\$ payable on or before

申請租用事項經已接納，申請人必須依照下開規定繳交租金：

(甲) 於 年 月 日或該日以前繳交 元

(乙) 於 年 月 日或該日以前繳交 元

Date 日期

Signature 簽署
(For Organization, with Official Chop)
如屬團體、機構、須附印鑑

Date 日期

Centre Director 中心主任
Caritas Social Centre - Kowloon
九龍明愛服務中心

Note:- Payment which must be accompanied by this form, should be made by crossed cheque in favour of Caritas Social Centre - Kowloon, sent to the Centre Director of Caritas Social Centre, Kowloon or by cash at the Centre's Administration Office, 134, Boundary Street, Kowloon. Separate receipts will be issued. If all hire charges are not paid on or before the due date(s), this booking will be cancelled.

注意：請將上述租金用支付九龍明愛服務中心之劃線支票寄交本中心或逕到本中心辦事處繳交現款（地址：九龍界限街134號）。繳費時必須附交此訂租申請書。本中心收款後當另發收據。如於規定期限內未能將租金全數繳妥則本中心將取消訂租。