



外界團體租用設施申請表
Facility Booking Application Form for Outside Bodies

- (1) 申請人姓名
Name of Applicant: _____
- (2) 所代表機構／團體的名稱 (如適用)
Name of Organization Represented (If applicable): _____
- (3) 機構／團體的郵遞地址 (如適用)
Postal Address of Organization (If applicable):

- (4) 聯絡電話號碼
Contact No.: _____
- (5) 傳真號碼
Fax No.: _____
- (6) 電郵地址
Email Address _____
- (7) 非政府機構編碼 / NGO Code : _____
- (8) 租用日期 / Date(s) of booking :

- (9) 租用時間 / Booking Time :

- (10) 用途 / Purpose of Use:

- (11) 預期參加人數
Estimated Number of Participants: _____
- (12) 會否向參加者收取費用? 會／不會*
Will you collect fees/charges from the participants? Yes/ No*
- (13) 會否租用擴音系統(如適用)? 會／不會*
Will you hire the Public Address System (If applicable)? Yes/ No*

(14) 擬租用的設施 / Facilities Required: * 請”✓”合適場地 / Please tick ”✓” where appropriate

場地設施/ Facilities	日期 / Date	時間 / Time
<input type="checkbox"/> 單線滾軸曲棍球場/籃球場 Inline Hockey Rink/ Basketball Court		
<input type="checkbox"/> 網球場 1 / 2 / 3 Tennis Court 1/ 2/ 3		
<input type="checkbox"/> 室外攀石牆 Outdoor Climbing Wall		
<input type="checkbox"/> 多用途活動室 Multi-purpose Function Room		
<input type="checkbox"/> 全個京士柏中心 Whole KPCC Centre		

(15) 其他租用的器材 / Additional Equipment Rental Required:

* 請”✓”合適器材 / Please tick ”✓” where appropriate

其他收費器材 / Additional Equipments for Hire :	免費使用 / Complimentary Use:
<input type="checkbox"/> 電子計分板/ Electric scoreboard (只供單線滾軸曲棍球/籃球活動使用/ (Only applicable to Inline hockey/basketball activity)	<input type="checkbox"/> 多用途活動室內的投影屏幕 1 個 Screen @Function Room x 1 pc only
<input type="checkbox"/> 電源供應給充氣物品 Electricity supply for air-filled objects	<input type="checkbox"/> 白板 1 塊 (連白板筆) Whiteboard (with markers) x 1 pc only
<input type="checkbox"/> 音響設備連咪 P.A. system with microphone	<input type="checkbox"/> 日租儲物櫃: 最多 10 個 數量: 男(____個), 女(____個) Daily used locker: .Max. No.: 10 pcs each
<input type="checkbox"/> 攜帶式擴音器連咪 Portable loud speaker with microphone	No.: Male (____pcs) , Female (____pcs)
<input type="checkbox"/> 長檯 (____ 張)及椅子(____套) Table (____ pc(s)) & Chairs (____ set) * 最多可租用數量: 8 張長檯及 60 張椅子 Maximum Qty. : 8 tables & 60 chairs	

- (16)活動的負責人(請提供兩名負責人的姓名，其中一名負責人必須在已預訂的時段到有關場地取場。)
Name of responsible persons of the event (Please provide the names of two responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):

負責人(A) Responsible person (A)		
先生/女士* Mr/Miss/Ms/Mrs* _____	職位 Position Held: _____	電話號碼 Tel. No.: _____
負責人(B) Responsible person (B)		
先生/女士* Mr/Miss/Ms/Mrs* _____	職位 Position Held: _____	電話號碼 Tel. No.: _____

本人代表 _____(機構 / 團體名稱)(下稱「本機構 / 團體」)作出承諾，如是項申請獲得批准，在收到香港基督教青年會京士柏百周年紀念中心發出的付款通知書後，本人會即時支付租用該香港基督教青年會京士柏百周年紀念中心設施的所有費用；如設施在本機構 / 團體使用期間遭到任何損毀，本人會支付有關的修理費用；以及如在該段期間有任何設備、器具、裝置或其他財物遭到損壞或破壞、失竊或被移走，本人亦會支付修理、修復或重新購置有關物品的費用。本人聲明，上述申請是因本機構 / 團體舉辦活動而提出，所提供的資料均屬正確。

If this application is successful, I, on behalf of _____ (Name of the Organization)(the Organization), undertake to pay all charges arising from the hiring of the recreation and sports facility/facilities immediately upon the receipt of Advice of Payment issued by YMCA of Hong Kong King's Park Centenary Centre. I also undertake to meet the cost of repairing any damage caused to the facility/facilities, and of repairing or reinstating or replacing any equipment, apparatus, fitting or other property damaged or destroyed, stolen or removed during the use of the facility/facilities by the Organization. I declare that the above application is for the purpose of organizing activity by the Organization, and all information provided herewith is true and correct.

申請人姓名(正楷)和職位

Name in Block Letters

and Position of Applicant: _____

申請人簽署

Signature of

Applicant : _____

機構 / 團體印章

Official Chop of Organization: _____

日期

Date : _____

* 請刪去不適用者 Please delete as appropriate

租用設施收費表

Facilities Booking Fees

租用設施收費 Facilities Booking Fees	非繁忙時間 Non-Peak Hours	繁忙時間 Peak Hours		
網球場 Tennis Courts	\$160/小時/場 \$160/hr/court	\$180/小時/場 \$180/hr/court		
單線滾軸溜冰場/籃球場 Inline Hockey Rink/Basketball Court	\$580/小時 \$580/hr	\$750/小時 \$750/hr		
多用途活動室 Multi-purpose Function Room	\$280/小時 \$280/hr	\$320/小時 \$320/hr		
全個京士柏中心 Whole KPCC	\$1760/小時 \$1760/hr	\$1860/小時 \$1860/hr		
室外攀石牆 Outdoor Climbing Wall	參加者人數 Participant Numbers			
	10 人或以下 10 and Under	11 -20	21-30	31-40
	\$1,305/小時 \$1,305/hr	\$1,800/小時 \$1,800/hr	\$2,250/小時 \$2,250/hr	\$2,700/小時 \$2,700/hr

備註 Remarks:

- 以下五類外界團體將被優先接納申請：註冊學校、註冊非牟利機構、政府部門、青年和制服團體及體育總會。以上團體須於活動日期前三至六個月提出申請。
Priority booking is reserved to five categories of outside bodies: schools, non-governmental organizations (NGOs), government departments, youth and uniformed groups and "national sports associations" (NSAs). Bookings shall be made at least three but no more than six calendar months in advanced from the date of use.
- 所有由體育總會所舉辦的運動訓練/比賽的場地租用須於活動日期前六至十二個月提出申請。
Bookings for sports training/competitions from NSAs shall be made at least six but no more than twelve calendar months in advanced from the date of use.
- 所有由體育總會所舉辦的國際賽事的場地租用須於活動日期前十二至十八個月提出申請。
Bookings for international events by NSAs shall be made at least twelve but no more than eighteen calendar months in advanced from the date of use.

4. 註冊學校、註冊非牟利機構、政府部門、青年和制服團體及體育總會可獲優惠價租用本中心場地。其他非上述五類外界團體則按非會員價收費。
Schools, non-governmental organizations, youth and uniformed groups and national sports associations are eligible for a concessionary. Other outside bodies apart from five categories of outside bodies are charged with a “Non-Member” fee.
5. 以上設施租用費用表最後於二零一六年一月更新。請聯絡本中心查詢最新收費
The above facilities booking fee table is updated as at January 2016. Please contact KPCC for the most updated booking fee.
6. 繁忙時間包括星期六、星期日、公眾假期及星期一至五下午五時三十一分至晚上十時三十分；非繁忙時間包括星期一至五早上九時三十分至下午五時三十分。
“Peak Hours” include Saturdays, Sundays, Public Holidays and 17:31-22:30 in weekdays; “Non-Peak Hours” include 9:30-17:30 in weekdays.
7. 申請人所提供的個人資料只作處理有關使用本會之設施的申請之用。如欲更正或查閱在本表格上填寫的個人資料，請與有關部門聯絡。
The personal data provided by the Applicant will only be used for processing applications for using our center. Please contact the staff of the relevant office for correction of or access to the personal data provided on this form.
8. 在遞交申請表時，請一併附上已貼上足夠郵資的回郵信封。
Please enclose a return envelope with sufficient postage when submitting this application form.
9. 使用攀石牆的團體必須有本會提供之教練陪同下方可使用。
For group use of the climbing wall, the user must be accompanied by instructors provided by our Center.

此表最後更新: 2016 年 5 月
Last updated: May 2016