

THE HONG KONG FEDERATION OF YOUTH GROUPS CONTINUOUS LEARNING CENTRE
香港青年協會持續進修中心場地及設施使用申請表

Application for Booking Facilities at
HKFYG Continuous Learning Centre

此欄由本會填寫 (For Official Use Only)
Received Date:
Serial No:

申請機構資料 / Information of Organisation

如屬首次申請者, 請連同有效之商業登記證副本交回中心。 If this is the first application, please attach a copy of the Business Registration.

機構登記名稱 Name of Registered Organisation: _____

機構性質 Business Nature: _____

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

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

聯絡電話 Contact Number: _____ 傳真號碼 Fax Number: _____

通訊地址 Correspondence Address: _____

電郵地址 Email Address: _____

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

申請使用地點 Booking Venue

所有申請以先到先得方式處理。 Bookings are made on a first-come-first-served basis.

設施開放時間為上午九時至晚上十時。現申請使用場地如下: (請於適當位置填上✓ 號)

Opening hours for the facilities: 09:00 - 22:00. Meeting Venue(s) is/are requested as follows: (Please ✓ as appropriate)

- 2101 室 Room 2101 2201 及 2202 室 Rooms 2201 & 2202
 2103 室 Room 2103 2202 及 2203 室 Rooms 2202 & 2203
 2201 室 Room 2201 2201 及 2202 及 2203 室 Rooms 2201, 2202 & 2203
 2202 室 Room 2202
 2203 室 Room 2203

*所有場地使用收費及房間容納人數請參閱網上價目表。

*Please refer to the online rate card for any booking charge and the room capacity.

自選收費設備/服務 Optional Charging Equipment/Service

- 55" LED 電視連腳架 55" LED TV with Stand (\$500/ session)
 飲水機連水 Water Dispenser with Water (\$250/ use)
 額外 18 公升裝水 Extra Bottle of 18L Water (\$70/ bottle)
 額外會議檯 Extra Conference Table (\$50/ each)
 掛紙白板不連紙 Flip Chart stand (\$50/ each)
 講檯 Podium (\$50/ each)

房間 Room	使用日期 Event Date	使用時間 Event Time	活動名稱及性質 Name & Purpose of the Event	參加人數 No. of Participants	備註 Remarks

- 場地最低使用時間為 2 小時。每 4 小時為一節使用時段, 不足 4 小時亦作一節計算。
The minimum booking time must be 2 hours. Each 4-hour-booking (including any booking less than 4 hours) will be counted as one booking session.
- 有關使用會議設施的守則, 請參閱使用條例及規則。
For the regulations of use, please refer to the Terms and Conditions for Use.
- 每房已配備標準數量之會議檯、學椅連寫字板及投影裝置。如需額外使用將收取費用, 詳情請參閱網頁。
Each room provides a standard amount of conference tables, tablet chairs and a projector setup. Additional usage will be charged. Please refer to the website for the details.
- 請將填妥之申請表格傳真至 2130 4030 或親臨銅鑼灣禮頓道 119 號公理堂大樓 21 樓青協持續進修中心。
Please fax your application form to 2130 4030 or return to HKFYG Continuous Learning Centre, 21/F, Congregation House, 119 Leighton Road, Causeway Bay, Hong Kong.
- 如有任何查詢, 敬請致電 2130 4000 與我們聯絡。
Should you have any enquiries, please contact us at 2130 4000.

本人已細閱、明白及同意本申請表的內容及場地使用守則。

I undertake to observe and consent with the terms and conditions on the application form relating to venue booking application.

姓名及簽署 (公司印章)
Name & Signature (with Official Chop)

日期
Date