

東蒲 TungPo

胡李名靜體育館 Kitty Woo Stadium

場地租用申請表 VENUE BOOKING FORM

1. 申請者填寫本申請表格前，請先細閱租用設施租用條款。
Please read the Hiring Terms and Conditions for Hiring Facilities before completing this application form.
2. 請用 藍/黑 筆填寫申請表格。
Please complete this application form using blue / black pen.
3. 本申請表格必須全部填妥，並由申請人(個人申請)或申請團體的負責人簽署及蓋上團體印章(如有)。
Completed application form must be signed by the applicant (Individual Applicant) or the head of organization and with organization chop fixed (if any).
4. 所有申請表格的簽署人必須正確地於適當的空格上加上「✓」號。
All persons signing this form must carefully and accurately put an "✓" in the appropriate box.

辦事處專用 For Office Use Only

申請編號 Appn I.D.: _____

第一部分 Part 1: 申請者資料 Information of Applicant

個人申請 Individual Applicant

☐ 先生 Mr ☐ 小姐 Miss ☐ 女士 Ms

申請者中文姓名(須與身分證相同)

Chinese Name of Applicant (Same as personal identification document): _____

申請者英文姓名(須與身分證相同)

English Name of Applicant (Same as personal identification document): _____

香港身份證/護照號碼 Hong Kong Identity Card No. / Passport No.: _____

*訂租期間或需向場地職員出示相關身份證明文件 *Note: You may be required to present your identification document to venue staff for verification

聯絡電話 Tel: _____

傳真 Fax: _____

電郵地址 Email: _____

聯絡地址 Address: _____

團體申請 Organization Applicant

申請團體中文名稱 (須與註冊文件相同)

Chi. Name of Organization (Same as registration document): _____

申請團體英文名稱 (須與註冊文件相同)

Eng. Name of Organization (Same as registration document): _____

機構性質 Nature of Organization: ☐ 商業 Commercial ☐ 非商業 Non-profit making organization

團體地址(中文) Address of Organization (Chi.): _____

團體地址(英文) Address of Organization (Eng.): _____

電郵 Email: _____ 網頁 (如有) Website (if any): _____

聯絡人 Contact person

☐ 先生 Mr ☐ 小姐 Miss ☐ 女士 Ms

中文姓名 Chi. Name: _____ 英文姓名 Eng. Name: _____

職銜 Title: _____ 聯絡電話 Tel: _____

電郵 Email: _____ 傳真 Fax: _____

☐ 本人/團體欲申請特惠場租計劃

I / We would like to apply for the Concessionary Rates

本人/團體為 I am/ We are :

☐ 註冊非牟利/慈善團體* Non-profit-making organization*

☐ 註冊學校(幼稚園/小學/中學/專上學院)* Registered school in Hong Kong (kindergarten / primary school / secondary school / post-secondary college)*

*請根據租用條款提交相關證明文件

*Please submit relevant supporting documents for Hiring Facilities

第二部分 Part 2: 租用場地 Hire of Facility

日期 (日/月/年) Date (DD/MM/YY)	租用時間及租用類別 Time and nature			
	請填寫: 演出, 技術裝/綵排, 佈置/清場, 佔用, 研討會/典禮, 體育訓練, 體育比賽 (P, R, A, C, M, SPT, SPC)			
	09:00 – 13:00	14:00 – 18:00	19:00 – 23:00	全日(1300-1400 及 1800-1900 除外) Whole Day (Except 1300-1400 and 1800-1900)

第三部分 Part3: 活動資料 Information of Event

活動名稱 Name of Event

中文 Chi.: _____

英文 Eng.: _____

活動性質 Nature of Event ☐ 演出 Stage Performance ☐ 典禮 Ceremony ☐ 體育 Sport ☐ 其他 (請註明): _____

活動詳情# Details of Event# (例如 節目類別、主題、劇目及藝人/講者姓名等。 E.g. nature of event, theme, programme and name of artist / speaker, etc.):

節目內容、節目流程、節目場地平面圖及表演者/講者/比賽隊伍姓名等資料須於租用日開始 30 前天提交。

Detail event rundown and floor plan should be submitted 30 days before the date of booking.

節目開場時間 Commencement Time of Event : _____

估計入場人數 Estimated No. of Participant: _____

入場費用 Admission Fee:

☐ \$ _____ (門票價目及座位數分配 請另頁書寫 please submit additional sheet(s) for ticket price scale and capacity) 免費 Free

活動是否讓公眾人士入場 Open to public event: ☐ 是 YES ☐ 否 NO

如是, 請自行申請臨時公眾娛樂場所牌照, 並提交有關授權文件予本場館批核。

If yes, please apply for a TPPE license yourselves and submit the related authorized permit document from the Food and Environmental Hygiene Department for the Venue

approval

1. 活動期間會否有商品、紀念品、食物或飲品派發或出售? Are there any commodities, souvenirs, food or beverage sales for the event?

☐ 會 YES (請註明(Please specify the items): _____

☐ 不會 NO

2. 活動期間會否展示非租用團體的商標如(贊助商商標)或任何廣告(如海報/橫額)?

Are there any non-booking organization brand(s) (e.g. sponsors brand) or any advertisements displayed in the event (e.g. banners/posters)?

☐ 是 YES

☐ 否 NO

贊助機構 (如適用者) Name of sponsor (if any): _____

3. 活動期間會否播放或演奏歌曲、錄像等涉及版權或其他香港知識產權條例事宜? (相關機構例如 CASH, HKRIA, PP(SEA)L 等)

Are there live music, Audio or video playback etc. That is/are copyright related or intellectual property related will be used/played in the event? (related authorities such as CASH, HKRIA, PP(SEA)L etc.)

☐ 是 YES 機構 Authority: _____

☐ 否 NO (請提交保證信 Please provide the declare form)

如是，請提交有關授權文件予本會批核。

If yes, please submit the related authorized document for the Venue approval).

4. 活動期間會否放映影片 Are there any film/movie to show?

☐ 是 YES

☐ 否 NO

如是，請向電影、報刊及物品管理辦事處申請豁免證明書。

If yes, please apply certificate exemption from "Office for Film, newspaper & Article Administration.

5. 活動期間會否進行拍攝或錄影? Will there be any photo taking or video recording? (The Venue may charge on the captioned)

☐ 是 YES

☐ 否 NO

6. 會否有媒體採訪? Any media interviews?

☐ 會 Yes (請提交媒體名單 Please submit the media list)

☐ 不會 No

7. 活動期間會否使用煙火物料或激光等效果 Are there any firework or laser display?

☐ 是 YES

☐ 否 NO

如是，請提交創意香港或食物環境衛生署發出有關牌照許可證明文件予本會批核。

If yes, please submit the related authorized permit document from Create Hong Kong or Food and Environmental Hygiene Department for the Venue approval)

8. 活動期間會否使用遊戲機或舉辦有賭博成分之遊戲 Are there any amusement machine or gambling game?

☐ 是 YES

☐ 否 NO

如是，請提交民政事務局發出的「有獎娛樂遊戲牌照」副本。 If yes, please submit the Amusements with Prizes License issued from the Secretary for Home Affairs

9. 是否願意場地把節目資料上載至相關宣傳平台 (包括中心官方網頁、Facebook 及通訊)? Agree to upload event information to our publicity platforms

(Including but not limited to the official website, Facebook and Newsletter.)?

☐ 是 Yes

☐ 否 No

第四部份 Part 4: 公眾安全及管理 Crowd Safety And Management

1. 是否得悉需要安排急救服務? (200 人以上節目必須安排急救服務) Will the First Aid Service be arranged? (Compulsory for more than 200 attendances)

☐ 是 YES

☐ 否 NO

2. 會否於閘口安排職員處理查詢？ Will any staff for enquiry be arranged at the entrance?

☐ 是 YES (人數 Pax: _____; 到場時間 arrival time : _____)

☐ 否 NO

3. 會否安排保安？ Will the security guard be arranged?

☐ 是 YES (人數 Pax: _____; 到場時間 arrival time : _____)

☐ 否 NO

4. 是否得悉租用人必須自行為活動購買公眾責任保險（保單金額需三千萬或以上，受保人包括本中心與其承包商）及 勞工/團體意外保險。）

Have noted that the hirer must purchase Public Liability Insurance (\$30,000,000 premium or above for PL, coverage include Tung Po and subcontractor) and Labour/Group Accident Insurance for the event.

☐ 是 YES

☐ 否 NO

請在活動/使用日 30 天前把保單副本交到場館。 Please hand in the copy of the Insurance record to the Stadium 30 days before the start day of the event.

50 人以下體育訓練或練習(團體/公司內部訓練)只需為參加者購買勞工/團體意外保險(團體意外保險保單金額需每人十萬或以上)

Rental of sports training / competition with less than 50 attendances (internal training) would need to purchase Labour / Group Accident Insurance for the attendances only. (\$100,000 premium or above per person).

第五部份 Part 5: 聲明 Declaration

本人作為申請人/申請團體授權代表謹此聲明：本人就此訂租申請所提交有關申請人/申請團體法律地位的資料及相關證明文件，全屬最新、有效及存續的資料及文件；如有任何更改，本人承諾提供相關的資料及文件給東華三院。

本人明白若本人就此訂租申請提供任何虛假資料及/或無效的文件，本人有可能會被檢控。

☐ 是

I, the authorized representative of the applicant/organization, hereby declare that all information and documents submitted by me in support of this booking application are updated, valid, and subsisting with regard to the legal status of the applicant/organization; I undertake to provide any further information and documents in respect of any changes thereto.

I understand that I may be liable to be prosecuted should any false information and/or invalid documents be provided in this booking application.

☐ YES

簽署申請表格後，我們同意將受本條款約束。

After signing this application form, we agree to follow and abide by the Hiring Terms and Conditions for Short Term Hiring Facilities.

日期

Date

租用人簽署

Signature of Hirer

團體印鑑 (如適用者)

Organization Chop (if any)

提示：在提交申請時，請夾附以下文件 POINT TO NOTE: When making an application, please attach a copy of the following supporting documents:

☐ 已全部填妥及簽署的申請表格，已閱讀場地使用守則及佈置場地規則 A duly completed and signed Application Form, read all General Rules & Regulation of Stadium, and Regulation of Venue Decoration

☐ 團體申請者: 團體註冊證明、組織章程、主要成員及董事會成員名單 Organization applicant: Certificate of Organization Registration, The Memorandum and List of Key Members and Board of Directors

☐ 個人申請者: 身份證 / 證照副本 Individual applicant: copy of Hong Kong ID Card / Passport