

## 東蒲 TungPo

## 場地設施借用申請表 Facility Reservation Form

- 申請者填寫本申請表格前，請先細閱場地使用守則。  
Please read the house rules before completing this application form.
- 本申請表格必須全部填妥，並由申請人簽署及蓋上團體印章(如有)。  
Completed application form must be signed by the applicant with organization chop fixed (if any).
- 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.
- 如有任何查詢，歡迎電郵至 [info@tungpo.org.hk](mailto:info@tungpo.org.hk)。  
For enquiries, please contact the at [info@tungpo.org.hk](mailto:info@tungpo.org.hk).

辦事處專用 For Office Use Only

申請編號 Application I.D.: \_\_\_\_\_

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

## 個人申請 Individual Applicant

(不適用於團體申請者 Not applicable to "Organization Applicant")

☐ 先生 Mr    ☐ 小姐 Miss    ☐ 女士 Ms    會員編號 Member No. : \_\_\_\_\_

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: \_\_\_\_\_ 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: \_\_\_\_\_ 電郵 Email: \_\_\_\_\_

聯絡電話 Tel: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

☐ 本人/團體欲申請特惠場地設施借用服務費

I / We would like to apply for the concessionary service charges

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)\*

\*請根據借用條款提交相關證明文件

\*Please submit relevant supporting documents for reserving facilities

## 第二部分 Part 2: 借用場地設施 Reservation for Facilities

時段 Timeslot: 上午 10 時至下午 10 時(星期一至星期日) Booking Hours: 10am - 10pm (Mon - Sun)

### 參考資料 Reference: 地下 G/F

|  |  |   |
|--|--|---|
| 創新科技工作間<br>Innovation and Technology Working Area<br>[建議人數 suggested capacity: 80-100 人 people]                                | 東華三院 150 周年庚子年董事局展覽大堂<br>TWGHs Board of Directors 2020/2021<br>Exhibition Foyer<br>[建議人數 suggested capacity: 100-120 人 people] | 六合聖室文化及創意產業館<br>Luk Hop Sing Shut Cultural and Creative Industrial Hub<br>[建議人數 suggested capacity: 70-80 人 people] |
| 多用途活動室 1A (可與多用途活動室 1B 相連)<br>Activity Room 1A (can connect the Activity Room 1B)<br>[建議人數 suggested capacity: 30-40 人 people] | 多用途活動室 1B (可與多用途活動室 1A 相連)<br>Activity Room 1B (can connect the Activity Room 1A)<br>[建議人數 suggested capacity: 70-80 人 people] | 多用途活動室 2<br>Activity Room 2<br>[建議人數 suggested capacity: 80-90 人 people]  |
| 1 樓 1/F  |  |   |
| 多用途活動室 5<br>Activity Room 5<br>[建議人數 suggested capacity: 60-70 人 people]   | -  | -   |
| 2 樓 2/F  |  |   |
| 多媒體製作及直播區<br>Multimedia Studio   | 樂隊練習室<br>Band Room   | 多功能錄音室 1<br>Music studio 1  |
| 多功能錄音室 2<br>Music studio 2   | 綜合會堂(黑盒劇場)<br>Multi-purpose Hall<br>[建議人數 suggested capacity: 100-120 人 people]  |   |
| 3 樓 3/F  |  |   |
| 舞蹈室<br>Dance Studio<br>[建議人數 suggested capacity: 20-30 人 people]   | 咖啡茶座暨烹飪教室<br>Cooking Studio<br>[建議人數 suggested capacity: 40-50 人 people]   | 點滴是愛綠色生活館<br>A Drop of Love Green Lab<br>[建議人數 suggested capacity: 30-40 人 people]                                  |

| 請列明場地設施名稱<br>Please specify the facility name at below | 日期 (日/月/年)<br>Date (DD/MM/YY) | 時間 (包括裝置及拆卸時間)<br>Time (including set-up & move-out time) |
|--|-------------------------------|---|
| 1.   |                               |   |
| 2.   |                               |   |
| 3.   |                               |   |
| 4.   |                               |   |
| 5.   |                               |   |

活動名稱 Name of Event

中文 Chi.: \_\_\_\_\_

英文 Eng.: \_\_\_\_\_

活動性質 Nature of Event :

☐ 演出 Performance
                 
 ☐ 排練 Rehearsal
                 
 ☐ 教學 Education
                 
 ☐ 講座／研討會 Conference / Seminar

☐ 工作坊 Workshop
                 
 ☐ 展覽 Exhibition
                 
 ☐ 其他 others (請註明): \_\_\_\_\_

活動內容 Content of Event

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預計活動人數 Estimated No. of Participant: \_\_\_\_\_

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職員作批核。

If yes, please apply for a TPPE license on your own and submit the related authorized permit document from the Food and Environmental Hygiene Department to venue staff for approval.

入場費用 If yes, admission Fee :

☐ \$\_\_\_\_\_ (門票價目及座位數分配 ticket price scale and capacity)☐ 免費 Free

## 第三部份 Part 3: 其他設施 Other Equipment

| 項目 Item | 數量 Quantity<br>(視乎設施分配情況，本場館職員擁有最終決定權 It depends on the availability of the equipment and venue staff has the sole discretion to make decision) |
|---------|---|
| 枱 Desk  |   |
| 椅 Chair |   |

|   |  |
|---|--|
| 簡便音響設備 Self-operated Sound System   |  |
| 無線咪 Wireless Microphones<br>(如超過兩支，會另外收費 Extra fees for more than 3 mics)   |  |
| 觸控式多用途智慧白板 Interactive Touch Display<br>(如超過一部，會另外收費 Extra fees for more than 1 display)  |  |
| 其他查詢，請註明<br>Other enquiries, please specify   |  |
| 第四部份 Part 4: 聲明 Declaration   |  |
| <p>本人作為申請人/申請團體授權代表謹此聲明：本人就此場地設施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予職員批批。</p> <p>本人明白 若本人就此場地設施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。 <input type="checkbox"/> 是</p> <p>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.</p> <p>I understand that I may be liable to be prosecuted should any false information and/or invalid documents be provided in this booking application. <input type="checkbox"/> YES</p> <p>簽署申請表格後，我們同意將受本條款約束。</p> <p>After signing this application form, we agree to follow and abide by the terms and conditions listed in this form.</p> |  |
| <div></div> <div>日期</div> <div>Date</div>   | <div></div> <div>租用人簽署</div> <div>Signature of Hirer</div>               |
|   | <div></div> <div>團體印鑑 (如適用者)</div> <div>Organization Chop (if any)</div> |

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:

☐ 團體申請者: 團體註冊證明、組織章程

Organization applicant: Certificate of Organization Registration