

元朗區綜合服務大樓
場地設施租用申請表

Application for Using Premises and Ancillary Facilities of
Yuen Long District Community Services Building

申請機構資料 About the Applicant

(如屬首次申請，而並非根據《稅務條例》第 88 條登記為獲豁免繳稅的慈善機構或慈善信託之機構，請附上有效之「社團註冊證明書」或「社團豁免註冊證明書」或商業登記副本)

For a first time applicant which is not a charitable organization or trust registered under section 88 of the Inland Revenue Ordinance, please attach a copy of the relevant registration certificates such as Certificate of Registration of a Society, Certificate of Exemption from Registration of a Society or Business Registration.

機構名稱 Name of Organisation			
機構性質 Business Nature	<input type="checkbox"/> 商業用途 For Business <input type="checkbox"/> 社團及福利用途 For Society and Charity		
申請人姓名 (中文)		Name of Applicant (in English):	
申請人職位 Position of Applicant			
聯絡電話 Contact No.		電郵地址 Email	
通訊地址 Correspondence Address			
活動當日負責人姓名及手提電話號碼 Name and mobile phone number of the person in-charge on event date			

吾/吾等以下申請團體及負責人特此聲明上述資料乃真確無誤，並同意及確認此申請乃受制於所有租用場地及設施條款（見附件）及一切適用於香港特別行政區法例。現同意遵守及依從上述附件所有條款，香港特別行政區一切適用法例及元朗區綜合服務大樓不時修訂的規則。並確認元朗區綜合服務大樓享有一切權利接受或拒絕上述申請，而無須負上任何責任。

I/We, the undersigned, hereby declare that the information stated above is true and accurate. I/We further acknowledge and confirm that the application is subject to all the Terms and Conditions for Using Premises and Ancillary Facilities as prescribed by YLDCSB from time to time and attached hereto, as well as all applicable laws of HKSAR, in respect of which I/We expressly agree to perform, observe and comply with all the provisions thereof and the regulations imposed by YLDCSB. I/We further confirm that YLDCSB entitles to accept or reject the aforesaid application at its own discretion without incurring any liabilities.

申請人簽署 Signature of the Applicant

機構蓋印 Organisation chop

申請人姓名 Name of the Applicant: _____

日期 Date: _____

請將填妥的申請表格親自遞交或傳真至元朗大會堂二樓社區中心。

Please hand-in/ fax the completed application form to the Community Centre, 2/F, Yuen Long Town Hall.

(傳真 Fax: 2478 1776 / 查詢電話 Enquiry: 2476 7771)

本機構專用 For Official Use Only

參考編號 Ref. No.: _____

場地： 可租用 不可租用

申請結果：批准 ----> 商業用途 福利用途 其他用途：_____

不批准

禮堂租金 Auditorium Rental Fee \$ _____ X _____ 節 =HK\$ _____

\$ _____ X _____ 節 =HK\$ _____

附加設施及服務 Additional equipment and services =HK\$ _____

租賃總金額 Total rental fee =HK\$ _____

繳交場租最後期限 Deadline of Rental Payment: _____

收妥場租按金日期 Deposit Payment Date: _____

租賃費用已收到 Rental fee received (支票號碼 cheque No.: _____)

單據號碼(A/N單簿) Receipt No.: _____

押金已收到 Deposit received (支票號碼 cheque No.: _____)

按金收據號碼 Deposit Receipt No.: _____

通知工友準備物資及安排場地： 已通知 未通知

注意事項：_____

負責職員 Handled by: _____

審批職員 Approved by: _____

日期 Date: _____

日期 Date: _____

**元朗區綜合服務大樓
場地設施租用費一覽表**

**Licence Fees of Using Premises and Ancillary Facilities at the
Yuen Long District Community Services Building**

場地 Venue	面積 Size			租金 Licence Fee	備註 Remarks
禮堂 Auditorium	約 Approximate 288 m ²	A)	商業用途 For Business	\$5,000	<ul style="list-style-type: none"> ● 如需用影音設備，必須由本大樓技術員操作，每節收費500元。 ● 必須不遲於租用日期前7天繳付500元之劃線支票作為按金。 ● It is required to hire the in-house technician for \$500 per session if audio-visual (AV) facilities were required. ● \$500 deposit crossed cheque must be paid not less than 7 days before the date of use.
		B)	社團及福利用途 For Society and Charity		
鋼琴 Piano	/	A)	商業用途 For Business	\$400	
		B)	社團及福利用途 For Society and Charity	\$200	
會議室 Conference Room	約 Approximate 67 m ²	A)	商業用途 For Business	\$3,500	<ul style="list-style-type: none"> ● 包括本大樓技術員之服務提供，必須不遲於租用日期前7天繳付500元之劃線支票作為按金。 ● In-house technician is inclusive; \$500 deposit crossed cheque must be paid not less than 7 days before the date of use.
		B)	社團及福利用途 For Society and Charity	\$1,750	

活動室 Function Room	約 Approximate 30 - 45 m ²	A)	商業用途 For Business	每節 (四小時計) Each session (per 4 hrs)	\$1,800	
		B)	社團及福利用途 For Society and Charity	每節 (四小時計) Each session (per 4 hrs)	\$900	
錄音室 Studio	約 Approximate 38 m ²		每節 (一小時計) Each session (per 1 hr)		\$300	<ul style="list-style-type: none"> ● 包括本大樓技術員之服務提供； ● 必須於租用日期 7 天前預約。 ● In-house technician is inclusive; ● Reservations must be made not less than 7 days before the date of use.
樂隊練習室 Band Room	約 Approximate 20 m ²		每節 (一小時計) Each session (per 1 hr)		\$130	<ul style="list-style-type: none"> ● 必須於租用前另繳付 500 元作按金。 ● \$500 deposit must be paid before the date of use.
舞蹈室 Dancing Room	約 Approximate 94 m ²	A)	商業用途 For Business	每節 (四小時計) Each session (per 4 hrs)	\$3,000	
		B)	社團及福利用途 For Society and Charity	每節 (四小時計) Each session (per 4 hrs)	\$1,500	

**元朗區綜合服務大樓
租用場地及設施條款**

**Terms and Conditions for Using Premises and Ancillary Facilities of
Yuen Long District Community Services Building**

1. 所有租用場地及活動只限於申請團體("申請團體")所申辦之指定用途及供其參加者使用在租用場地內進行之活動與申請表格所列之內容相同，並須遵守香港法例。申請團體、其代表、員工、代理人及受邀人均須遵守「租用場地及設施條款」的條款和香港法例。在任何情況下，元朗區綜合服務大樓範圍內均嚴禁進行不法活動。申請團體之活動不得影響和/或干擾元朗區綜合服務大樓內其他活動、元朗區綜合服務大樓員工的工作以至滋擾或騷擾鄰近居民或公眾人士。
All licensed venue(s) and activities are limited to the proposed use of the applicant organisation ("the applicant organisation") stated in the application form and for the use of the participants mentioned therein and comply with all legal requirements and all laws of Hong Kong. The applicant organisation shall ensure observance of the Terms and Conditions stated herein and laws of Hong Kong by himself/herself and/or his/her representative(s), employee(s), agent(s) or invitee(s). No unlawful activity is allowed on all areas of YLDCSB premise under all circumstances. The activity shall not cause disturbance and/or disruptions to the other YLDCSB activities, to the works of YLDCSB staff and Neighbouring residents/the public.
2. 申請團體須持有場內活動舉辦權之證明文件(包括有關牌照等)，並即時提供予元朗區綜合服務大樓查閱。
The applicant organisation must possess all necessary supporting documents (including the relevant licence, etc.) proving the right to hold and use the venue for the specified event and, upon request, provide the same immediately to YLDCSB for inspection.
3. 元朗區綜合服務大樓對申請團體在租用場地內進行之活動一概不負責。
The YLDCSB accepts no responsibility for all activities organised by the applicant organisation in the hiring venue.
4. 申請團體需要在申請表上註明參與活動的預計人數，並採取必須和合適的措施和安排來確保活動期間的任何時間內租用場地內的人數不超越其可容納人數的上限。
The applicant organisation is required to indicate the estimated number of participants of the activity in the application. The applicant organisation shall take all necessary and appropriate measures to ensure that the stated capacity of the licensed venue(s) is duly observed and that licensed venue(s) not be overcrowded at any time.
5. 申請團體需在租用當天出示場地租用付款收據以作核實。
Applicant organisation is requested to present the receipt of payment for verification on the date of booking.
6. 申請團體不得直接或間接利用元朗區綜合服務大樓的名義宣傳其活動、服務或產品。
The applicant organisation may not directly or indirectly promote its events, activities, services or products in the name of YLDCSB.

7. 如申請團體及/或活動參加者或其所攜帶的物品有任何損壞或遺失，元朗區綜合服務大樓概不負責。
The YLDCSB shall not be responsible for any damage or loss to or suffered by the applicant organisation or the event participants or the items they carry.
8. 元朗區綜合服務大樓有權在無須作出解釋下，拒絕租出場地。
The YLDCSB reserves the right to reject any application to use the venue.
9. 未經元朗區綜合服務大樓許可，申請團體不得使用租用場地以外的任何空間，如走廊、樓梯、大堂等。
The applicant organisation shall not use any areas or spaces such as corridors, stairs, lobbies, lifts, etc., other than the licensed venue(s), without the prior permission of the YLDCSB.
10. 未經元朗區綜合服務大樓許可，申請團體不可於元朗區綜合服務大樓範圍內隨處擺放及/或張貼指示、通告及/或任何宣傳單張及/或其他物品器材及搭建任何物件。一經發現，元朗區綜合服務大樓職員有權作出清除而毋須事先通知或負責任何損失並於按金中扣除一切損失及行政開支。
The applicant organisation shall not place and / or post any instructions, notices, leaflets, banners, promotional items and / or other facilities and construct any unauthorized structure in YLDCSB without the prior permission of the YLDCSB. In case of default, staff of YLDCSB is entitled to remove or clear the aforesaid without prior notice or incurring any liability for loss and charging any loss and administrative cost occurred from the deposit.
11. 若申請團體或其代表、員工、代理和受邀人在租用期內遺失、損毀、偷竊、移取、弄污元朗區綜合服務大樓內的任何設備、財產、固定裝置、設施等，申請團體需按元朗區綜合服務大樓要求繳付相關的還原、清潔、重新購置等費用。
The applicant organisation shall pay to the YLDCSB on demand the cost of reinstating, cleaning, or replacing any part of any equipment, property, fixtures or facilities on the premise of YLDCSB, which have been lost, damaged, destroyed, stolen, removed or made dirty during the hiring period by the applicant organisation, its representative(s), employee(s), agent(s) or invitee(s) .
12. 除申請表內列明之參加者及申請團體之工作人員，其餘人等（包括公眾人士）均不得進入租用場地。申請團體須於活動舉辦當天提供有效之許可證以識別所有已核准之參加者及工作人員。
Except for the approved participants and the staff members of the applicant organisation stated in the application form, no other people (including the public) is allowed to enter or use the licensed venue(s). The applicant organisation must provide valid identification documents for identifying and verifying all approved participants and staff on the day of the event.
13. 申請團體須保持租用場地清潔，並在交回租用場地前清理租用場地。如有不妥善之處而需由元朗區綜合服務大樓進行清潔，有關費用一概由申請團體負責。
The applicant organisation should keep the licensed venue(s) clean, and should before returning the licensed venue(s) clean it up. If there is any impropriety that needs to be

cleaned or remedied by YLDCSB, the relevant fee shall be borne by the applicant organisation solely.

14. 租用場地時間為早上九時正至晚上十時正。申請團體須在擬租用日期前不少於三十天遞交書面申請（樂隊練習室可活動當天即時租借，先到先得）。如在租用日期之七天前申請團體未能繳付全部租用費及港幣伍佰元之劃線支票（抬頭請寫元朗區綜合服務大樓）作按金用途（僅限指定場地），則其申請將視為自動放棄及無效，元朗區綜合服務大樓毋須向申請團體負責或作出任何賠償。元朗區綜合服務大樓有絕對權力另行出租有關場地予其他任何人仕，而無須另行通知。

The time available for using the licensed venue(s) is from 9 a.m. to 10 p.m.. The applicant organisation should submit a written application not less than 30 days before the proposed day of use (Band Room can be licensed on the same date of use on a first-come, first-served basis). If the applicant organisation fails to pay the licence fee in full and HK\$500 by crossed cheque payable to "Yuen Long District Community Services Centre" for deposit (only applied on designated venues) 7 days before the date of use, the application shall be deemed to be automatically withdrawn, and become null and void, in such case, YLDCSB shall not be responsible, or liable to the applicant organisation, for any loss or compensation. The YLDCSB has the absolute right and discretion to license the relevant venue(s) to any other person without notice.

15. 元朗區綜合服務大樓場地及設施租用費用及服務條款若有任何調整或修改，將不會另行通知。

YLDCSB reserves all rights to amend, revise and change any of the provisions stipulated under the Terms and Conditions for Using Premises and Ancillary Facilities as well as the licence fees and charges for such use at any times without any prior notice.

16. 因設備故障或所提供的服務招致的任何損失或損害，元朗區綜合服務大樓及其員工概不負責相關之申索賠償。若元朗區綜合服務大樓未能提供租用的設備和服務，申請團體可獲退還設備租用費。

Neither the YLDCSB nor its employees shall be liable for any claim of loss and/or damage due to malfunction equipment or services howsoever caused. The applicant organisation may receive a refund to the exact amount of hiring fee of the unavailable equipment and/or services.

17. 任何因電力故障、颱風或惡劣天氣等導致活動終止或取消，元朗區綜合服務大樓概不負責有關之任何損失或損害。

The YLDCSB shall not be responsible for any losses or damages arising from the interruption or cancellation of the activities caused by whatsoever reasons, including failure of supply of electricity, and typhoon, etc.

18. 元朗區綜合服務大樓保留關閉及/或開放租用場地之權利。

YLDCSB reserves the right to close and /or open the licensed venue(s).

19. 除非已獲元朗區綜合服務大樓的特別預先批准，申請團體不得在元朗區綜合服務大樓的走廊或租用場地內任何範圍煮食或派發食物或飲料，亦不得在元朗區綜合服務大樓的租用場地內任何範圍飲食，如發現相關情況，元朗區綜合服務大樓或會按需要收取

清潔費。

Cooking or serving of food or beverage will not be allowed in any licensed venue(s) or corridors in YLDCSB as well as eating or drinking in any licensed venue(s) except with special and prior approval by the YLDCSB. Special cleaning charge may be levied.

20. 元朗區綜合服務大樓內任何範圍包括租用場地嚴禁吸煙，否則可能觸犯香港法例第371章《吸煙(公眾衛生)條例》。申請團體必須自行負責禁止場內人士吸煙。
Smoking is strictly prohibited in all areas of the building in YLDCSB, including the licensed venue(s) and will be a violation to the laws of Hong Kong under the Smoking (Public Health) Ordinance, Cap. 371. The applicant organisation is responsible for prohibiting the participants from smoking.
21. 元朗區綜合服務大樓內任何範圍包括租用場地嚴禁使用以下物品：任何產生煙霧、火焰或爆炸或類似效果之裝置或物品、派對紙屑炮及派對火炮或類似物品等。
The use of any smoke, flame or explosion or devices or substances causing smoke flame or explosion to create effects, party cannons, confetti cannons and/or confetti shooters alike are prohibited in the licensed venue(s) and any areas on the YLDCSB.
22. 元朗區綜合服務大樓內任何範圍包括租用場地嚴禁任何賭博或相關活動。
Gambling is strictly prohibited in all areas of the YLDCSB, including the licensed venue(s).
23. 除非已獲元朗區綜合服務大樓的預先批准，任何銷售活動或捐款均嚴禁在元朗區綜合服務大樓任何範圍進行，包括但不限於：出售任何商品/紀念品/擺設/飾物、售賣活動/服務門票，以及任何形式之現金交易。
Without prior approval of the YLDCSB, sales activities or donations including but not limited to sales of goods/souvenirs/articles/programs/services and cash transaction of all kinds are strictly refrained to be held in the licensed venue(s) and any other area(s) of the YLDCSB.
24. 場地租用費用不包括免費提供泊車位予申請團體和其代表、員工、代理或受邀請者。
No complimentary parking will be available to the applicant organisation, his/her representatives, employees, agents or invitees.
25. 如申請團體及/或其活動參加者違反任何本租用場地及設施條款及/或任何相關之法例或發現申請團體及/或其活動參加者之活動影響元朗區綜合服務大樓的正常運作或其員工工作，租用服務將被立即終止或取消，而申請團體已繳交的所有費用將不會退還。元朗區綜合服務大樓保留一切權利向申請團體及其活動參加者追討有關損失。
If the applicant organisation and / or its event participants violate, any terms and conditions herein contained or if the activity disturbs the normal operation of YLDCSB or the works of its staff, the licence for use of the venue and relevant facilities shall be terminated or cancelled immediately, and all the fees paid by the applicant organisation will be absolutely forfeited and not be refunded. The YLDCSB reserves all rights to claim or recover any loss or damage from the applicant organisation and/or its participants as a result thereof.
26. 申請團體需負責向元朗區綜合服務大樓賠償任何因活動導致或與活動相關的申索、控告、訴訟、要求或所有相關的額外開支。
The applicant organisation shall indemnify the YLDCSB against all claims, actions,

proceedings, demands, costs and expenses arising therefrom or in connection with the activities.

27. 任何携進和遺留在租用場地的私人物品和行李，元朗區綜合服務大樓概不負責有關之任何損毀或失竊。

The YLDCSB will not be held liable for any damage(s) or loss(es) of luggage and personal belongings that are brought to the licensed venue(s) and left therein.

28. 申請團體在活動後並離開元朗區綜合服務大樓前，應移除所有帶來的物品包括但不限於：裝飾物品、宣傳物和包裝材料。任何在元朗區綜合服務大樓內發現的個人物品，元朗區綜合服務大樓會因應情況移走並儲存該等物品，並向申請團體收取相關之處理費用。

The applicant organisation shall remove all properties including but not limited to decorative, promotional and packing materials that he/she brought from the licensed venue(s) and any other areas of YLDCSB before departure. If any property or materials belonged to the applicant organisation are found in any area(s) of the YLDCSB, the YLDCSB may remove or store the same in such manner as they consider necessary, and on demand, the applicant organisation shall reimburse the YLDCSB of the total costs incurred by such removal and storage.

29. 元朗區綜合服務大樓恕不對活動參加者之個人損傷或死亡，以及任何財物損壞或遺失承擔責任。申請團體有責任為租用場地內舉辦的活動及參加者自費購買適合的相關保險，包括第三者保險等及負責活動參加者之安全。

The YLDCSB will not be responsible for any personal injuries, death, damages or loss of belongings to the activity participants. The applicant organisation should have obtained appropriate insurance at their own expenses to cover all eventualities during the use of the licensed venue(s) including third parties' liabilities etc, and to be responsible for the safety of its participants.