

1 申請機構資料 Details of Applicant Organisation

機構名稱
Name of Organisation : _____

機構類別
Nature of Organisation : 公司 Company 社團／教會／非牟利機構 Society / Church / NGO 聯絡人 Contact Person : _____

電郵地址
Email Address : _____ 電話號碼
Phone Number : _____

帳單地址
Billing Address : _____

請以英文填寫 Please fill in English

2 活動資料 Event Information

活動名稱
Name of Event : _____

活動性質
Nature of Event : 會議 Meeting 課程／培訓 Course / Training 展覽 Exhibition 演藝／製作 Performing Arts / Production

記者會 Press Conf. 講座／研討會 Talk / Seminar 其他 (請註明) Others (Pls Specify) _____

預計使用場地人數
Estimated No. of Users : _____ 活動詳情
Details of Event : _____

如主題、節目和嘉賓姓名等 e.g. theme, programmes and name of guests, etc

3 服務申請 Service Application

服務日期
Service Date : _____ 開始時間
Starting Time : _____ 結束時間
Ending Time : _____

場地編號
Venue Code : _____ 場地佈置
Venue Setting : 劇院 Theatre 課堂 Classroom U形 U-Shaped 其他 (請提供平面圖) Others (Pls provide floor plan)

額外服務
Additional Svcs : 椅子 張 Chairs (_____ Units) 二人桌 張 Two-person Table (_____ Units) 電子白板 Smartboard

額外服務收費
Applicable Fee for Additional Svcs

手提式無線擴音機連兩支無線咪 Portable Wireless Amplifier with 2 Wireless Microphones 數碼混音器、喇叭連兩支無線咪 Audio Mixer, Speakers with 2 Wireless Microphones 額外無線咪 Extra Wireless Microphones

落地式咪架 個 Floor-standing Microphone Stand (_____ Units) 落地式譜架 個 Floor-standing Music Stand (_____ Units) 流動投影機連投影幕 Portable Projector with Screen

手提電腦 - MacBook Pro Laptop - MacBook Pro 手提電腦 - Windows Laptop - Windows 流動式講台 Movable Lectern

電子琴 Electronic Keyboard 木箱鼓 Cajon 裝拆式舞台 Portable Stage

專業多媒體製作設備套裝 Professional Multi Media Production Equipment Set 餐飲清潔附加費 Cleaning Charge for On-site Food and Beverage Consumption 商業拍攝附加費 Commercial Filming Charge

詳細說明 (如有)
Details (If Any) : _____

4 補充資料 Supplementary Information

- a. 活動是否開放予公眾人士參與？
Is the event open to the public?
- 私人活動，不對外開放
Private event; not open to the public
- 免費入場的公眾活動
Public event with free entry
- 收費入場的公眾活動
Public event with paid entry
- b. 請註明活動入場安排。
Please specify the admission arrangement.
- 機構內部使用
Internal Use
- 僅限獲邀人士
By Invitation Only
- 僅限已預約／報名人士
By Reservation / Registration Only
- 即場報名／購票
On-site Registration / Ticket Purchase
- 僅限持票人士
By Ticket Holders Only
- 不設入場限制
No Admission Restriction
- 其他 (請註明)
Others (Pls Specify) _____
- c. 活動是否會有知名人士或重要嘉賓出席？如是，請提供其姓名及稱謂。
Will any notable guests or public figures be in attendance at the event? If so, please provide their name and title.
- 是，其姓名及稱謂： _____ 否
Yes, their name and title: _____ No
- d. 活動是否會邀請傳媒到場採訪，或預期會引起傳媒關注？如是，請提供預計來訪的傳媒人數。
Will media be invited to cover the event, or is it expected to attract media attention? If so, please provide the estimated number of media representatives attending.
- 是，預計來訪的傳媒人數： _____ 否
Yes, estimated number of media representatives: _____ No
- e. 活動預計會否吸引非參與者在場館內或周邊聚集或進行公眾活動？如是，請提供相關詳情及預計人數。
Is the event expected to attract non-participants to gather or hold public activities at or around the venue? If so, please provide relevant details and the estimated number of people.
- 是，詳情及預計聚集人數： _____ 否
Yes, details and estimated number of people gathering: _____ No
- f. 為確保場地環境整潔，場內嚴禁張貼實體告示；本館將依據申請表上之內容，統一利用場內顯示屏發布各場地之活動資訊，以便為所有場地使用者提供清晰的方向指引；如活動名稱及開始時間與前述填寫內容有別，請於下列註明：
To ensure the tidiness of the venue environment, the display of physical notices is prohibited within the premises. The Centre will centrally utilise the on-site display screens to publish event information for all venues, based on the details provided in this form to offer clear directional guidance to all venue users. Should the activity name and commencement time differ from the details previously filled in, kindly specify the changes below:

5 付款方式 Payment Method

- 發票
Invoice
- 需要 (需時約 10 個工作日)
Required (To be provided within 10 working days of the confirmation of the quotation)
- 不需要，確認報價後以現金或支票付款 (如以支票付款，場館需待金額入賬後，方能提供收據)
Not required; payment can be made by cash or cheque after the quotation is confirmed
(If paying by cheque, the receipt will only be provided after the amount has cleared)

6 其他 (如有其他服務需求或需要特別協助，請於下列位置註明) Others (Please specify below if you have any other service request or require special assistance)

7 同意守則及條款 (必須剔選) Agreement to Rules and Terms (Required)

- 本人確認已獲申請機構正式授權提出及處理上述場地借用申請，並同意「港青耀信場地服務一般條款及守則」。
I confirm that I have been formally authorised by the applicant organisation to submit and handle the aforementioned venue booking application, and I agree to the "YMCA of Hong Kong The Beacon General Rules and Terms for Venue Services".
- 本人將盡一切能力確保是次活動完全符合香港特別行政區之所有現行法例，包括但不限於《中華人民共和國香港特別行政區維護國家安全法》及《維護國家安全條例》。本人理解並同意，如因申請機構或其活動參加者、工作人員、或相關人士之任何違法行為，概與港青耀信無關，所有責任將由申請機構及相關個人完全承擔。
I will make every effort to ensure that this event fully complies with all existing laws of the Hong Kong Special Administrative Region, including but not limited to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the Safeguarding National Security Ordinance.
I understand and agree that should any illegal acts be committed by the applicant organisation or its event participants, staff, or related persons, The Beacon shall bear no responsibility, and all liabilities shall be fully borne by the applicant organisation and the individuals concerned.

「港青耀信場地服務一般條款及守則」摘要 Highlights of "YMCA of Hong Kong The Beacon General Rules and Terms for Venue Services"

- 所有場地服務申請，應在同一訂單所載之首個場地服務使用日至少十四個歷日前，按照場館屆時於官方網站公布或申請表上所示之方式提交；如該申請牽涉場地服務申請人擬使用場地作「公眾娛樂」用途，則該申請應在同一訂單所載之首個場地服務使用日至少三十五個歷日前，以上述方式提交。
All applications for venue services should be submitted on the same order, in the manner specified on the venue's official website or application form at that time. If the application involves using the venue for "public entertainment", it should be submitted in the same manner at least 35 calendar days before the first day of venue service use on the same order.
- 場地服務以整點(00分)作為每小時的開始和結束時間，每次使用之最短時長為兩小時，所有事前預備及事後清理之時間，均計算在場地服務使用時長之內。
Venue services are charged on the hour, with the start and end of each hour at the 00-minute mark. The minimum duration of each booking is two hours. All time for pre-event preparation and post-event cleanup is included in the total duration of the venue service.
- 如天文台於場館原定開放時間前預告即將發出八號或以上熱帶氣旋警告訊號，或在八號或以上熱帶氣旋警告訊號、黑色暴雨警告訊號或香港特區政府公布之「極端情況」於場館原定開放時間前兩小時仍然懸掛或生效的情況下，場館當日不會如期開放及提供場地服務，直至警告訊號卸下或「極端情況」取消後三小時。如警告訊號卸下或「極端情況」取消時間距離場館正常關閉時間不足四小時，場館當日不會重開。
If the Hong Kong Observatory pre-announces the issuance of a Typhoon Signal No. 8 or higher before the venue's scheduled opening time, or if a Typhoon Signal No. 8 or higher, a Black Rainstorm Warning Signal, or "Extreme Conditions" announced by the HKSAR Government remain in effect two hours before the venue's scheduled opening time, the venue will not open as scheduled and will not provide venue services. The venue will only reopen three hours after the signal is lowered or the "Extreme Conditions" are cancelled. If the signal is lowered or "Extreme Conditions" are cancelled less than four hours before the venue's normal closing time, the venue will not reopen on that day.
- 如天文台於場館開放時間內預告即將發出八號或以上熱帶氣旋警告訊號，場館將維持有限度服務，並逐步關閉。當日所有未開始的場地服務會被暫停；而已開始的場地服務，場館將按實際情況，並視乎活動進度，在可行及不影響場館職員及所有場地使用者安全的情況下，讓服務有序結束。所有場地服務應不遲於天文台預計發出警告訊號時間(如以時段形式公布，則為該時段之開始時間)前一小時中止。
If the Hong Kong Observatory pre-announces the issuance of a Typhoon Signal No. 8 or higher during the venue's opening hours, the venue will maintain limited services and gradually close. All venue services that have not yet started will be suspended. For services that have already commenced, the venue will, based on the actual situation and event progress, allow them to conclude in an orderly manner, provided it is feasible and does not compromise the safety of venue staff and all venue users. All venue services should cease no later than one hour before the Hong Kong Observatory's estimated time for the issuance of the warning signal (or the start of the time slot if announced in a period).
- 如八號或以上熱帶氣旋警告訊號或香港特區政府公布之「極端情況」於場地服務使用者使用場地服務期間懸掛，場館將即時中止所有活動，並在訊號懸掛或「極端情況」生效後十五分鐘內關閉。
If a Typhoon Signal No. 8 or higher or "Extreme Conditions" announced by the HKSAR Government are hoisted or take effect while a venue user is using venue services, the venue will immediately suspend all activities and close within 15 minutes of the signal being hoisted or "Extreme Conditions" taking effect.
- 如黑色暴雨警告於場地服務使用者使用場地服務期間懸掛，場館將繼續維持開放。場地服務使用者可選擇繼續使用、取消使用或更改使用日期。場地服務使用者若選擇繼續使用場地服務，即表示其已充分了解並自願承擔活動繼續舉行而有可能引致的一切潛在風險。
If a Black Rainstorm Warning Signal is hoisted while a venue user is using venue services, the venue will remain open. Venue users may choose to continue, cancel, or change the date of their booking. By choosing to continue with the venue services, the user confirms that they have a full understanding of, and voluntarily assume, all potential risks that may arise from the event continuing.
- 如遇惡劣天氣而影響場地服務，場地服務使用者可按本守則之規定處理受影響的服務。
In the event that adverse weather affects services, venue users may handle the affected services in accordance with the provisions of these rules.

條款及守則全文
Full Terms and Rules



獲授權人姓名
Name of Authorised Person : _____

獲授權人簽署
Signature of Authorised Person : _____

機構蓋章
Organisation Chop : _____

日期
Date : _____

附件 Attachments

- 機構註冊文件 (商業登記證/社團註冊證明書/社團豁免註冊證明書/由稅務局發出證明機構屬獲豁免繳稅的慈善機構或信託之信函)
Registration Document of the Organisation
(Business Registration/ Certificate of Registration of a Society/ Certificate of Exemption from Registration of a Society/ Letter Certifying the Organisation being a Charitable Institution or Trust that is Exempt from Tax Issued by IRD)
- 場地佈置平面圖 (可選)
Venue Setting Floor Plan (Optional)
- 活動大綱/流程 (如使用場地作「公眾娛樂」或商業拍攝用途)
Event Outline / Programme (If the venue is used for "public entertainment" or commercial filming purposes)

請將填妥的表格及附件電郵至 Please send the completed form and attachment(s) to: thebeacon@ymcahk.org.hk