

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／院校 Society / Church / NGO / Institution

電郵地址
Email Address : _____

帳單地址
Billing Address : _____

聯絡人
Contact Person : _____

電話號碼
Phone Number : _____

此名稱會被用於報價單、發票及收據等正式文件上。 This name will be used on all official documentation, including quotations, invoices, and receipts.

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 ☐ 記者會 Press Conf. ☐ 講座／研討會 Talk / Seminar

☐ 展覽* Exhibition* ☐ 運動比賽* Sporting Contest* ☐ 市集／賣物會* Fair / Bazaar* ☐ 電影放映* Cinematograph Display*

☐ 音樂、戲劇或劇場演出* Musical, Dramatic or Theatrical Performance* ☐ 其他* (請註明) Others* (Pls Specify) _____

* 視乎活動對公眾開放的程度，有關活動或受《公眾娛樂場所條例》規管。本中心或會按需要就相關申請索取進一步資料。
Depending on the extent to which the activity is open to the public, it may be subject to the Places of Public Entertainment Ordinance. The Centre reserves the right to request further information or supporting documents regarding this application.

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 : _____:00

結束時間
Ending Time : _____:00

時段均以整點 (00 分) 為單位。請確保預定時間已包括所有測試、準備及撤場所需時間。逾時使用會被徵收附加費。
13:00 至 14:00 期間為中心午膳及清潔時間，期間維持有限度服務。
你仍可於此段時間使用場地服務，如需於此時段內進出，請安排職員於中心入口協助出入管制。
Sessions are scheduled in hourly intervals (00"). Please ensure the booking includes time for testing, setup and move-out. Surcharges apply for any overtime usage.
Meal break and cleaning is scheduled daily between 13:00 and 14:00, during which limited services will be maintained.
The venue remains available for use during this interval; however, if access is required, please arrange for staff assistance at the entrance for access control.

場地編號
Venue Code : _____

使用模式 (適用於 LG01 申請)
Usage (Applicable to LG01 Application) : ☐ 一般使用 General Use ☐ 製作使用 Production Use

場地佈置
Venue Setting : ☐ 劇院 Theatre ☐ 課堂 Classroom ☐ U 形 U-Shaped ☐ 小組 Group ☐ 其他 (請於下方空格或另頁提供平面圖) Others (Please provide a floor plan in space below or on a separate sheet)

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中心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. 活動期間是否會有參加者或人員於場地內飲食（清水除外）？
Will there be any food or drink consumption (except plain water) by participants or staff at the venue during the event?
- ☐ 是（中心會依照場地類別徵收相應的「餐飲清潔附加費」）
Yes (A "Cleaning Charge for On-site Food and Beverage Consumption" will be charged based on the venue type.)
- ☐ 否（請提醒參加者有關場內不准飲食之規定；如有違反，中心保留追收「餐飲清潔附加費」的權利）
No (Please remind participants that food and drink are prohibited within the venue; in case of any violation, the Centre reserves the right to backcharge the "Cleaning Charge for On-site Food and Beverage Consumption".)
- g. 活動期間是否涉及任何商業性質之拍攝、錄影或直播？（包括但不限於：廣告、電影／電視劇製作等）
Will the event involve any filming, video recording, or live-streaming of a commercial nature? (e.g. advertisements, film/TV productions, etc.)
- ☐ 是（請於附件提供包含拍攝性質及內容的計劃書；中心會就使用徵收「商業拍攝附加費」）
Yes (Please provide a proposal outlining the nature and content of the filming in the attachment. A "Commercial Filming Charge" will be levied for the usage.)
- ☐ 否
No
- f. 為確保場地環境整潔，**場內嚴禁張貼實體告示**；中心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。同時，**中心建議貴機構向參加者提供場地編號，以作指引。**（必須別選）
To ensure the tidiness of the venue, **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. In the meantime, **applicant organisation is advised to provide the venue code to participants to facilitate wayfinding.** (Required)
- ☐ 本人了解有關指引及安排
I acknowledge and understand the relevant guidelines and arrangements.

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, 確認報價後直接以支票付款 (中心需待金額入賬後, 方能提供收據)
Not required; immediate payment will be made by cheque after the quotation is confirmed
(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服務申請, 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".

條款及守則全文 Full Terms and Rules



- ☐ 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.

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/學校註冊證明書)
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/ School Registration Certificate)
- ☐ 場地佈置平面圖 (可選) ☐ 活動大綱/流程 (如使用場地作「公眾娛樂」、商業拍攝用途或涉及 LGAS 展藝廊 及 UGAS 創藝坊的申請)
Venue Setting Floor Plan (Optional) Event Outline / Programme (If the venue is to be used for "public entertainment" or commercial filming purposes, or involves applications for LGAS Gallery and UGAS STEAM Hub)
- ☐ 額外服務申請表 (如未有隨本表格遞交, 中心或未能於屆時提供相關服務) ☐ 有關「公眾娛樂」活動的補充說明及額外聲明 (如使用場地作「公眾娛樂」用途)
Application for Additional Services (The Centre may be unable to provide the requested additional services if the form is not submitted together with the venue service application) Supplementary Notes and Additional Declaration for "Public Entertainment" Events (If the venue is to be used for "public entertainment" 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

額外服務申請表 Application Form for Additional Services [通用設備 General Equipment]		LG 樓 LG/F					UG 樓 UG/F			1 樓 1/F										收費 (如未獲豁免) Fee (If Not Waived)	請填寫 所需數量 Pls fill in the qty. required	
		LG01 (一般) (General)	LG01 (製作) (Prod- uction)	LG02	LG04	LG05	LGAS	UG01	UG02 & UG03	UGAS	100	101	102 & 103	104	105	106	104 & 105	104, 105 & 106	107			108
二人桌 Two-person Table		●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●	●	不適用 N/A	
椅子 Chair		●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●	●	不適用 N/A	
音響系統連 兩支無線咪 Audio System with 2 Wireless Microphones	手提式無線擴音機 Portable Wireless Amplifier	○	○	●	●	●		●	○		●	●	●	●	●	●	○	●	●	\$100		
	數碼混音器及喇叭 Audio Mixer and Speakers	● [1]	● [1]						● [1]								● [1]				不適用 N/A	
顯示屏幕連 HDMI 線 Display Screen with HDMI Cable	電子白板 尺寸隨機提供 Smartboard Size Allocated at Random (86"/75")	○	○	●	●	○	●	●	○	●	●	●	●	●	●	●	●	●	●	●	\$300	
	掛牆投影機連投影幕 Wall-mounted Projector with Screen (100")								●												不適用 N/A	
	LED 屏幕 LED Screen (7.8m × 3.0m)	● [2], [3]	● [2], [4]																		不適用 N/A	
	電視屏幕 TV Screen (43")					● [1]															不適用 N/A	
額外無線咪兩支 2 Extra Wireless Microphones		○	●						○								○				\$200	
額外流動投影機連投影幕 Additional Portable Projector with Screen		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$250	
手提電腦 - Windows Laptop - Windows		● [1], [5]	● [1], [6]	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$200	
手提電腦 - MacBook Pro Laptop - MacBook Pro		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$300	
落地式咪架 Floor-standing Microphone Stand		○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$50	
座檯式咪架 Desktop Microphone Stand		○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$50	
落地式譜架 Floor-standing Music Stand		○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$50	
流動式講台 Movable Lectern		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$100	
電子琴 Electronic Keyboard		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$150	
木箱鼓 Cajon		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$100	暫不提供 Not Avail.
裝拆式舞台 Portable Stage		○ [4]	○ [4]						○												\$1000	
餐飲清潔附加費 Cleaning Charge for On-site Food and Beverage Consumption										○		○	○	○	○	○	○			\$500		
		○	○	○	○	●	○	○	○									○	○	\$1000		
商業拍攝附加費 Commercial Filming Charge		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	總費用 20% 20% of total fee	

額外服務申請表 - 只適用於特定場地及用途的專業設備 [LG05]

Application Form for Additional Services - Professional Equipment for Specific Venue and Purposes [LG05]

烘焙及烹飪設備 Baking & Cooking Equipment	LG05	最大數量 Max Qty Avail.	請填寫 所需數量 Pls fill in the qty. required	烘焙及烹飪設備 Baking & Cooking Equipment	LG05	最大數量 Max Qty Avail.	請填寫 所需數量 Pls fill in the qty. required	烘焙及烹飪設備 Baking & Cooking Equipment	LG05	最大數量 Max Qty Avail.	請填寫 所需數量 Pls fill in the qty. required
大型設施及電器 Major Facilities & Appliances				食材處理用具 Food Processing Tools				容器器皿 Containers			
不鏽鋼工作枱 Stainless Steel Workbench	●	5		打蛋器 Whisk	●	8		不鏽鋼碗（12 厘米） Stainless Steel Bowl (12 cm)	●	20	
圓凳 Round Stool	●	20		擀麵棍 Rolling Pin	●	8		不鏽鋼碗（14 厘米） Stainless Steel Bowl (14 cm)	●	20	
PTZ 攝影機 PTZ Camera	● [1], [4]	1	暫不提供 Not Avail.	開罐器 Can Opener	●	1		不鏽鋼碗（26 厘米） Stainless Steel Bowl (22/26 cm)	●	10	
洗滌槽連水龍頭 Sink with Tap	Ⓐ [1]	3		刨絲刀 Grater	●	1		不鏽鋼碗（34/38 厘米） Stainless Steel Bowl (34/38 cm)	●	10	
即熱式熱水罈 Instant Water Boiler	Ⓐ [1]	1		大刮刀 Spatula (L)	●	8		不鏽鋼長方盤 Large Stainless Steel Tray (M)	●	4	
商用焗爐 Commercial Oven	Ⓐ [1]	4		梯形塑膠刮板 Plastic Scraper	●	8		焗爐配件 Oven Accessories			
商用冷藏櫃 Commercial Refrigerator	Ⓐ [1]	1		直型羊毛刷 Wool Pastry Brush	●	8		焗爐溫度計 Oven Thermometer	●	4	
商用冷凍櫃 Commercial Freezer	Ⓐ [1]	1		切片刀 Slicing Knife	●	8		焗盤 Baking Tray	●	4	
廚房機械及手提電器 Kitchen Machinery & Handheld Appliances				塑膠砧板 Plastic Chopping boards	●	8		有孔焗盤 Perforated Baking Tray	●	4	
座檯式電磁爐 Tabletop Induction Cooker	●	6		不鏽鋼廚房剪刀 Stainless Steel Kitchen Shears	●	4		焗爐烤架 Oven Wire Rack	●	4	
攪拌機 Mixer	●	2		隔熱手套（對） Oven Mitts (Pair)	●	8		搬運設備 Transport Equipment			
電動手提式打蛋器 Electric Hand Mixer	●	8		矽膠揉麵墊 Silicone Kneading Mat	●	20		不鏽鋼手推車 Stainless Trolley	●	1	
量度工具 Measuring Tools				餐具 Cutlery							
食物電子磅 Digital Kitchen Scale	●	8		餐叉 Table Fork	●	20					
量杯 Measuring Jug	●	8		餐匙 Table Spoon	●	20					

圖例及附註釋義請見末頁 Legend and notes are provided on the last page.

額外服務申請表 - 只適用於特定場地及用途的專業設備 [LG01-製作使用] [LG02] [107] [108]
Application Form for Additional Services - Professional Equipment for Specific Venue and Purposes [LG01-Production Use] [LG02] [107] [108]

舞台製作設備 Stage Production Equipment	LG01 (製作) (Production)	最大數量 Max Qty Avail.	請填寫 所需數量 Pls fill in the qty. required	多媒體製作設備 Multi Media Production Equipment	LG02	最大數量 Max Qty Avail.	收費 Fee	請填寫 所需數量 Pls fill in the qty. required	護理訓練設備 Care Training Equipment	107	108	最大數量 Max Qty Avail.	請填寫 所需數量 Pls fill in the qty. required
燈光控制台（組） Control Board (Set) ✧ LED 影室燈 LED Studio Light ✧ 光效搖頭燈 Moving Head Beam Light ✧ PAR 燈 PAR Light	● [1], [4]	1		專業多媒體製作設備套裝 Professional Multi Media Production Equipment Set	○		\$800 /組 Set	包含以下項目 Incl. all the items below	護理訓練台階及斜坡 Steps and Ramps for Care Training	● [1]		1	
				人聲咪 Vocal Microphone	◎	2			電動升降護理床 Electric Profiling Care Bed	● [1]	● [1]	2	
				電容咪 Condenser Microphone	◎	2			活動式床上餐枱 Adjustable Overbed Table	●	●	2	
線路輸入 Microphone Tie Line	● [1], [4]	1		無線咪 Wireless Microphone	◎	2			輪椅 Wheelchair	●	●	2	
人聲咪 Vocal Microphone	● [4]	2		混音器及音訊介面 Mixer with Audio Interface	◎ [1], [4]	1			拐杖 Walking Stick	●	●	1	
PTZ 攝影機 PTZ Camera	● [1], [4]	1		監聽耳筒 Monitor Headphones	◎	1			助行架 Walking Frame	●	●	2	
技術人員駐場支援 On-site Technical Support	● [4]	1		錄音室監聽喇叭（對） Studio Monitor (Pair)	◎ [1]	1			高背餵食護理椅 High-back Nursing Chair	●	●	1	
LG04 後台使用 LG04 Backstage Usage	●	1		DI 盒 DI Box	◎ [1], [4]	1			便廁椅 Commode Chair	●	●	1	
				視訊切換器 Video Switcher	◎ [1], [4]	1			不銹鋼診症車 Stainless Steel Trolley	●	●	1	
				攝影機 Camera	◎	1			模擬家居設施（組） Simulated Home Facilities (Set) ✧ 電視櫃連電視 TV Cabinet with Television ✧ 雙人梳化 Two-seater Sofa ✧ 茶几 Coffee Table ✧ 單人床 Single Bed ✧ 坐廁 Toilet Bowl ✧ 洗手盤 Washbasin ✧ 淋浴間（附有淋浴花灑） Shower room (with shower head)		Ⓐ [1]	1	
				電子琴 Electronic Keyboard	◎	1							
				木箱鼓（組） Cajon (Set)	◎	1		暫不提供 Not Avail.					
				落地式咪架 Floor-standing Microphone Stand	◎	2							
				座檯式咪架 Desktop Microphone Stand	◎	1							
				落地式譜架 Floor-standing Music Stand	◎	2							
				技術人員駐場支援 On-site Technical Support	◎ [4]	1							

圖例 Legend
● 獲費用豁免；視乎場地供應。 Fee waived; subject to availability.
○ 額外收費適用於本服務。 Available with additional fee.
① 費用豁免只適用於首組服務；額外單位視乎場地供應，並按標準收費。 Fee waiver applies to the first unit only; subsequent units are subject to availability and standard fees.
◎ 費用已包含在套裝收費內，不獨立收費。 Inclusive of the Set; not available as a standalone item.
Ⓐ 無需提前預約。 No Advance Booking Required.

附註 Notes
[1] 固定安裝於場內，不可移動。 Fixed installation; non-portable.
[2] 因設備規格限制，如選用此項設備，必須同時選用中心提供之「手提電腦 - Windows」。 Subject to equipment requirements, this item must be accompanied by "Laptop - Windows" provided by the Centre.
[3] 固定以 16:9 輸出（不能用盡整個顯示屏幕），離地升高約 50 厘米（約 106"）。 Fixed at 16:9 aspect ratio (unable to utilize full screen), approximately 50 cm A.F.L. (around 106").
[4] 請提前與中心職員商議規格。 Specifications to be discussed with Centre staff in advance.
[5] 固定安裝於台左桌子上。 Fixed on the table near Stage Left.
[6] 固定安裝於控制台。 Fixed in the Control Console.

設備詳細資料
Detailed specifications of equipment
QR code
https://thebeacon.ymcahk.org.hk/facility/