

社會企業商務中心
Social Enterprise Building Centre

香港灣仔軒尼詩道15號溫莎公爵社會服務大廈10樓1002室
Room 1002, 10/F, Duke of Windsor Social Service Building, No.15 Hennessy Road, Wanchai, HK
電話 Telephone No. 2864-2921 傳真 Fax No. 2528-1340

設施租用申請表
Application for Booking of Common Facilities

申請人 Name of Applicant : _____ 電話 Telephone No.: _____

傳真 Fax: _____ 電郵 E-mail: _____

團體 Organization : _____

職位 Position Held : _____

地址 Address : _____

團體類別 Nature of Organization

- 社聯會員機構及大廈租戶 HKCSS member agencies and Tenants
 註冊慈善團體 Registered Charitable organization (Tax exempted by Inland Revenue Department)
 其他註冊團體 Other organization

用途使用詳情 Description of the proposed function in detail :

出席 Attendance :

- 祇供申請團體會員／申請團體預先邀請及被接納人士，不對外開放
Strictly limited to members of the applicant's organization / participants by prior invitation of, and approval by, the applicant organization, and **NOT open to the public**
 申請團體預先邀請及被接納人士，同時對外開放*
Other than members of the applicant organization / participants by prior invitation of, and approval by, the applicant organization, also **open to the public***

*(申請團體必須已獲得並附上公眾娛樂場所牌照，而社聯保留一切接受或拒絕上述申請之權利)

*(provided that the Public Entertainment Licence issued by the Director of Food and Environmental Hygiene (DFEH) has been obtained and attached by the applicant organization, and that HKCSS reserves the right to accept or reject the aforesaid application at its own discretion)

租用詳情 Booking Details :

| 會議室 Conference Units | 日期 Date(s) | 時間 Time 由 From 至 To | 共用小時 Total No. of hours | 每小時費用 Charges/hour | 收費 Charges |
|---|---------------|------------------------|----------------------------|-----------------------|---------------|
| 101室 (最多容納人數: 30人) Room 101 (Maximum capacity: 30 persons) | | | | | |
| 設施 Facilities | 日期 Date(s) | 時間 Time 由 From 至 To | 共用小時 Total No. of hours | 每小時費用 Charges/hour | 收費 Charges |
| 投影機(電腦適用)及流動式屏幕 LCD projector (for computer) and portable screen | | | | | |
| 理想(煮)義烹煮套裝 Ideal Cookery Package | | | | | |
| 至尊烹煮套裝 Premium Cookery Package | | | | | |
| | | | | 收費總額 Total Due \$ | |

吾/吾等以下名稱，申請使用溫莎公爵社會服務大廈會議室及設施，若貴會接納申請，定當同意遵守租用會議設施條款。

I/ We, the undersigned, hereby apply for the use of the room and facilities in the Duke of Windsor Social Service Building as specified above and agree to perform and observe the Terms and Conditions of Hire prescribed by the Council if my/our application is accepted.

All goods purchased are non-refundable

日期
Date

負責人姓名
Name of Responsible Officer
(in block letter)

負責人簽署及公司印章
Signature of Responsible Officer
and Official Seal of Organization