



香港兆基創意書院文化藝術中心 – 場地租用申請表格 HKSC Arts and Culture Centre – Booking Application Form

注意 Important Notes:	<p>(1) 填寫表格前，請先參閱香港兆基創意書院 – 「一般場地守則」、「多媒體劇場(G/F)及小劇場(2/F)使用守則」及「場地租用政策及繳費安排」。</p> <p>(2) 所有場地收費請參閱「多媒體劇場租用價目表」、「小劇場租用價目表」、「放映室租用價目表」及「其他場地租用價目表」。租金價格及項目如有更改，恕不另行通知。</p> <p>(3) 如獲減免場租（即非「標準收費」），請在所有宣傳品及節目中鳴謝「香港兆基創意書院」。</p> <p>(4) 如因天氣、技術故障或其他原因無法如期使用已租用場地，本校不會作出任何場租以外的賠償。</p> <p>(5) 請用中文或英文填寫申請表。</p> <p>(6) 每個申請請使用一份申請表。</p> <p>(7) 香港兆基創意書院保留接受或拒絕租用場地要求之權利。</p> <p>(8) 查詢：2339 7370（電話）/ 2339 1551（傳真）/ artscentre@creativehk.edu.hk（電郵）</p> <p>(1) Please read the “General Rules and Regulations Governing the Use of HKSC Venues”, “Rules and Regulations Governing the Use of the Multi-media Theatre (G/F) and Studio Theatre (2/F)” and “Venue Hiring Policy and Payment Procedure” before completing this application form.</p> <p>(2) Please refer to the “Multi-media Theatre Rate Card”, “Studio Theatre Rate Card”, “Screening Room Rate Card”, and “Other Venues Rate Card” for the charges for hiring our school venues. Content of the rate cards are subject to change without advance notice.</p> <p>(3) Should rate concession (non-standard rate) be granted, proper acknowledgment of HKSC should appear in all concerned publicity items and during the programme.</p> <p>(4) If the venue cannot be used due to bad weather, technical reasons, or any other unavoidable circumstances, a refund limited to the renting fee paid will be offered.</p> <p>(5) Please fill in the form in either Chinese or English.</p> <p>(6) One application form for each venue.</p> <p>(7) HKSC reserves the right to accept or decline a booking.</p> <p>(8) Enquiries: (852) 2339 7370 (Tel) / (852) 2339 1551 (Fax) / artscentre@creativehk.edu.hk (Email)</p>
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I. 申請者資料 Particulars of Applicant

申請人 / 機構名稱 Name of Applicant / Organization:

_____ (中文) _____ (English)

場地使用負責人 Person-in-charge: _____ (中文) _____ (English)

職位 Position: _____

聯絡電話 Telephone No: _____ 手提電話 Mobile No: _____

傳真號碼 Fax No: _____ 電郵 Email: _____

聯絡地址 Correspondence Address: _____

機構性質 註冊 慈善 / 非牟利 團體 Registered Charitable / Non-profit-making Organization

Nature of Organization: 註冊證編號 No. _____

商業 Commercial 政府機構 / 公共機構 Government / Public Organization

其他 Others

請註明 Please specify: _____

II. 節目資料 Particulars of Event

活動名稱
Name of Event: _____ (中文) _____ (English)
活動性質
Nature of Event _____

活動詳情 (例如表演團體、主題、節目及藝人/講者姓名等。)
Details of Event (e.g. theme, title, programmes and name of artists / speakers, etc.)

節目日期 Date of Event	節目時段 Time of Event	估計入場人數 Estimated No. of Participants	入場費 (票價 HK\$) / 免費 Admission Fee (Ticket Price) / Free

門票銷售渠道
Ticket Sales Channel: 城市售票網 URBTIX 其他 Others (請註明 Please specify: _____)

會否在活動舉行期間租用本校其他設施? 會 Yes # / # 請連同「租借其他設施及服務 申請表」一併交回本校。
Any hire of our school equipment during the event? 不會 No Please enclose the "Application for other Equipment and Service" Form.
會否在活動舉行期間銷售商品? 會 Yes ^ / ^ 如擬銷售商品, 請列明商品種類。
Any sale of merchandise during the event? 不會 No If yes, please specify the merchandise items at below.

備註
Remarks: _____

III. 租用時段表 Booking Schedule

A) 多媒體劇場 Multi-media Theatre# / 小劇場 Studio Theatre* (演出 Performance)#

請刪去不適用者 Please delete as appropriate

*如需租用小劇場作一般排練/課堂/工作坊之用, 請填寫本表格D 部份

*For hiring of the Studio Theatre for general rehearsal/ class/ workshop, please fill in part D of the form

日期 Booking Date		用途 Purpose				
dd/mm/yyyy	hour-hour	排練/裝台/拆台 Rehearsal / Set-up / Move-out	場地佔用 I Occupancy I	場地佔用 II Occupancy II	節目 Programme	其他 Others
Day 1	0900-1300					
	1400-1800					
	1900-2300					
	其他 Others					
Day 2	0900-1300					
	1400-1800					
	1900-2300					
	其他 Others					
Day 3	0900-1300					
	1400-1800					
	1900-2300					
	其他 Others					

如空位不足, 請加附頁。Please use separate sheet if space is not enough.

B) 放映室 Screening Room

日期 Booking Date	用途 Purpose		用途 Purpose	
dd/mm/yyyy	hour-hour	放映 Screening (2.5 小時 hrs / 節 session)	hour-hour	會議, 講座及研討會 Meeting, Conference and Seminar (4 小時 hrs / 節 session)
	Day 1	0900-2300	Day 1	0900-1300
				1400-1800
				1900-2300
	Day 2	0900-2300	Day 2	0900-1300
				1400-1800
				1900-2300
	Day 3	0900-2300	Day 3	0900-1300
				1400-1800
				1900-2300

如空位不足，請加附頁。Please use separate sheet if space is not enough.

C) 展覽廳 Gallery

	由 From:		至 To:	
	日期 Date	時間 Time	日期 Date	時間 Time
置展 Set up				
典禮 Ceremony				
展覽 Exhibition				
拆展 Move-out				
其他 Others				

D) 其他場地 Other Venues

<input type="checkbox"/> 小劇場 (一般排練/課堂/工作坊) Studio Theatre (General rehearsal/ class/ workshop)	<input type="checkbox"/> 創意大道 Creative Promenade	<input type="checkbox"/> 電腦室 Computer Room
<input type="checkbox"/> 課室 Classroom x _____	<input type="checkbox"/> 雙連課室 Classroom (Double Size) x _____	<input type="checkbox"/> 籃球場 Basketball Court
<input type="checkbox"/> 會議室 Conference Room	<input type="checkbox"/> 評論室 Critic Room x _____	<input type="checkbox"/> 1樓多用途室 1/F Multi-purpose Room
<input type="checkbox"/> 音樂室 Music Room	<input type="checkbox"/> 其他 Others (請註明 Please specify: _____)	
租用時段 Duration of Event:	日期 Date	時間 Period
1. _____		1. _____
2. _____		2. _____
3. _____		3. _____
4. _____		4. _____

IV. 申請人負責人簽署 Applicant Authorized Signature

本人／機構已細閱「一般場地守則」及「多媒體劇場(G/F)及小劇場(2/F)使用守則」，明白須保持借用地方之整潔及還原場地之擺設。如借用場地內有任何損毀，本人／機構 將負責賠償學校的有關損失。

I acknowledge the “General Rules and Regulations Governing the Use of HKSC Venues” and “Rules and Regulations Governing the Use of the Multi-Media Theatre (G/F) and Studio Theatre (2/F)” as attached and will be responsible for keeping the venue in a tidy and good condition. I / The Organization above will be responsible for any damage caused.

申請人 / 機構負責人
Signature: _____

申請人 / 機構負責人姓名
Name of Applicant / Signatory: _____

所代表機構的印鑑
Chop of Organization Represented: _____

申請日期
Application Date: _____

有關個人資料 (私隱) 條例 Notices Regarding the Personal Data (Privacy) Ordinance

收集資料的目的:

- (1) 香港兆基創意書院將使用表格上的個人資料作下列用途：
辦理香港兆基創意書設施的訂租申請事宜；在一般情況下或發生緊急事故時聯絡申請人；及就本校其他服務聯絡申請人。
- (2) 表格上的個人資料均由申請人自願提供。不過，假如申請人提供的資料不足，有關方面可能會延遲審批，甚至不接納或不辦理其申請/要求。

查閱個人資料根據：個人資料（私隱）條例第 18 條、第 22 條及附表 1 第 6 原則，申請人有權要求查閱或改正表格上的個人資料。

如欲查詢本表格上的個人資料，包括查閱或改正已填報的個人資料，請致電 2339 7370 或傳真 2339 1551，與我們聯絡。

Purpose of Collection:

- (1) The personal data provided by means of this form will be used by HKSC for the following purposes:
Processing of booking applications for HKSC hiring facilities; communication in the normal course and in case of emergencies; and communication regarding other HKSC services.
- (2) The provision of personal data by means of this form is voluntary. However, if insufficient information is provided, the application/ request maybe delayed or not be considered or processed.

Access to Personal Data:

Applicant will have a right to request access to or the correction of his / her personal data as stated in this form in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance Enquiries concerning the personal data collected by means of this form including the request for access and correction, should be addressed to HKSC at 2339 7370 (Tel) or 2339 1551 (Fax).

辦事處專用 FOR OFFICE USE ONLY

以上申請已獲辦事處 批准 / 不批准 使用

The above application is approved / not approved.

申請編號
Application Number: _____

租用人編號
Applicant Number: _____

批核人簽署
Approved by: _____

批核日期
Date: _____

