



場地租用申請表 Venue Application Form

- (1) 申請團體名稱： (中文 in Chinese) _____
Name of Organisation (英文 in Eng.) _____
- (2) 社團註冊號碼： _____ (副本附上) 是 否
Company Registration No. _____ (Copy attached) Yes No
- (3) 社團地址： _____
Company Address _____
- (4) 活動名稱： _____
Programme's Name _____
- (5) 活動性質內容： _____
Programme's details _____
- (6) 申請細節 Details of Application
(請於適當的空格內加 “ ” Please tick where appropriate)

免費租用設施				
音響 # <input type="checkbox"/> Sound System 咪 _____ 支 Mic. _____ No.	錄影機 <input type="checkbox"/> Video	高映機 <input type="checkbox"/> Overhead Projector	鐳射棒 <input type="checkbox"/> Laser pointer	多媒體投影機 <input type="checkbox"/> LCD Projector

- # 當申請接納，請出示座位圖。 Please provide seating plan when accept your application.
租用音響已包括兩支無線咪。 2 microphones are included in hiring the sound system.

注意事項 Note

場地內不准飲食、吸煙。不能進行任何非法及不道德活動。

No eating and drinking in the classroom. No smoking and no illegal and immoral activities will be allowed.

請參閱租用細則 Please refer to the regulation on hiring our venue.

申請人簽名及團體印章
Signature of Applicant with Company Chop

日期
Date