

香港基督教青年會

YMCA of Hong Kong

康樂及運動部 – 租用場館申請表

Sports & Recreation Section – Facilities Booking Form

租用人或團體資料 Particulars of Hirer			
租用人或團體名稱 Name of Hirer			
租用人或團體地址 Address of Organization			
*商業登記證號碼 / 社團註冊號碼 / 慈善機構或信託團體檔案號碼 (須呈交副本) *No. of BR / Cert of Registration of a Society / IR no. of tax exemption under section 88 (must submit a copy)			
聯絡人資料 Contact No. of Hirer	(Office) (E-mail)	(Mobile)	聯絡人職務 Position Held
通訊地址 Correspondence Address			
活動資料 Particulars of Event			
活動名稱 Name of Event			
活動目的 Aim of Event			
活動類別 Nature of Event	*運動 / 舞蹈 / 講座 / 拍攝 / 其他, 請註明: *Sports / Dance / Conference / Shooting / Other, please specify:		
活動內容 Description of Event			
租用日期 Date(s) of Booking		預計參加人數 Expected Participants	
器材列表 Equipment List		承辦商列表 Service Provider List	
公眾查詢聯絡方法 Contact Information for Public			
電話 Tel No.		電郵 Email	
*比賽隊伍 / 表演藝人 / 講者 / 教練 / 拍攝團隊 (租用者必須確保有關人士可在香港合法從事相關工作) *Name(s) of Team(s) / Artist(s) / Performer(s) / Speaker(s) / Coach(es) participating (Hirers must ensure the said individuals legally take up employment in Hong Kong)			
*請圈出適用者 Please circle as appropriate			

活動流程 Event Schedule		
	日期及時間 (時間必須連續) (包括運送物資進入或離開本會) Date & Time (must be in continuous) (including logistic of equipments)	費用 (由本會填寫) Charge (official use only)
設備進場 Logistic in		
佈置場地 Set up		
綵排 Rehearsal		
活動 Event		
拆除 Dismantling		
設備離場 Logistic Out		
其他 Others		
活動性質 Nature of The Event		
活動會否進行籌款及抽獎? Are there any fund raising or lottery activity?	<input type="checkbox"/> 會 Yes 必須提交文件證明機構符合香港相關法律規定。 Documents must be provided to prove the institution complies with relevant laws and regulations in Hong Kong	<input type="checkbox"/> 不會 No
活動會否使用遊戲機或舉辦有賭博成份之遊戲? Are there any amusement machines or gambling games?	<input type="checkbox"/> 會 Yes 必須提交文件證明機構符合香港相關法律規定。 Documents must be provided to prove the institution complies with relevant laws and regulations in Hong Kong	<input type="checkbox"/> 不會 No
活動會否有食物或飲品派發或出售? (本會或會收取總銷售額的百分之十) Are there any food or beverage for sale or to distribute? (YMCA of HK will charge 10% on the total gross sales)	<input type="checkbox"/> 會 Yes 必須提交有關食品/飲品的名稱、數量、派發或出售方法及售價等予本會批核。 Please submit the food/drink type, quantity, price, mean of distribution/sales etc. for the YMCA of HK approval	<input type="checkbox"/> 不會 No
活動會否有商品或紀念品派發或出售? (本會或會收取總銷售額的百分之十) Are there any commodities or souvenirs sales for the event? (YMCA of HK will charge 10% on the total gross sales)	<input type="checkbox"/> 會 Yes 必須提交有關物品的類別、樣式、數量、派發或出售方法及售價等予本會批核。 Please submit the item type, design, quantity, price, mean of distribution/sales etc. for the YMCA of HK approval	<input type="checkbox"/> 不會 No
活動會否展示非租用團體的商標 (如贊助商商標) 或任何廣告 (如海報/橫額)? (本會將會作出收費, 詳見特許權費用) Are there any non-booking organization brand(s) (e.g. sponsors brand) or any advertisements displayed in the event (e.g. banners/posters)? (The YMCA of HK will charge on the captioned, please refer to Charges of Rights)	<input type="checkbox"/> 會 Yes 必須提交廣告的設計、大小、商標數量、展示位置及方法等予本會批核。 Please submit the advertisement design, size, no. of brand(s), location and mean of display etc. for the YMCA of Hong Kong approval	<input type="checkbox"/> 不會 No
活動會否播放或演奏歌曲、錄像等涉及版權或其他香港知識產權修例事宜? (相關機構例如 CASH, HKRIA, PP(SEA)L 等) Are there live music, Audio or video playback etc. that is/are copyright related or intellectual property related will be used/played in the event? (related authorities such as CASH, HKRIA, PP(SEA)L etc.)	<input type="checkbox"/> 會 Yes 必須提交有關授權文件予本會批核。 Please submit the related authorized document for the YMCA of HK approval	<input type="checkbox"/> 不會 No
活動會否使用煙火物料或激光等效果? Are there any firework or laser display?	<input type="checkbox"/> 會 Yes 必須提交創意香港或食物環境衛生處發出有關牌照許可證明文件予本會批核。 Please submit the related authorized permit document from Create Hong Kong or Food and Environmental Hygiene Department for the YMCA of HK approval	<input type="checkbox"/> 不會 No

公眾安全及管理 Crowd Safety and Management					
租用人會否自行安排急救服務？ Will the First Aid Service be arranged by hirer?		<input type="checkbox"/> 會 Yes 人數 Pax :		<input type="checkbox"/> 不會 No	
租用人會否自行安排職員於租用場館處理查詢？ Will any staff for enquiry be arranged by hirer at the booked venue?		<input type="checkbox"/> 會 Yes 人數 Pax : 到場時間 Arrival time:		<input type="checkbox"/> 不會 No	
租用人會否自行安排保安服務？ Will the security service be arranged by hirer?		<input type="checkbox"/> 會 Yes 人數 Pax : 到場時間 Arrival time:		<input type="checkbox"/> 不會 No	
租用人會否自行安排清潔服務？如沒有，本會會收取額外清潔費。 Will the cleaning service be arranged by hirer? If not, extra cleaning service fee will be charged by YMCA of Hong Kong.		<input type="checkbox"/> 會 Yes 人數 Pax : 到場時間 Arrival time:		<input type="checkbox"/> 不會 No	
租用人必須自行為活動購買：公眾責任保險（保額至少五百萬，受保人包括本會），並須在活動舉行三十天前把保單副本交予本會職員，否則本會將取消相關租用，已繳費用概不退還。 Hirer must purchase: Public Liability Insurance (\$5 million premium or above for, coverage include The YMCA of HK). Please submit the copy of the Insurance record to YMCA of Hong Kong 30 days before the event date. The Association reserves the right to cancel the application without prior notice and no refund will be made if the hirer fails to provide the information.		<input type="checkbox"/> 同意及將會購買 Agree			
拍攝 / 錄影 Photo Taking / Video Recording					
活動期間會否進行拍攝或錄影？ Will there be any photo taking or video recording?		<input type="checkbox"/> 會 Yes 職員會個別聯絡並作詳細了解 Our staff will contact you later for details		<input type="checkbox"/> 不會 No 未經本會同意，不得進行拍攝或錄影 Photo-taking or video recording is prohibited without prior permission)	
收費 Charges					
項目 Item	費用 Fees	日期 Date	時間 Time	數量 QTY	費用（由本會填寫） Charge (by official use)
場地 Venue					
多功能室內運動場 Multi-function Indoor Gymnasium	每小時 \$3,600 per hour				
多用途舞蹈室 Multi-function Dance Studio	每小時 \$840 per hour				
壁球室 Squash Court	每小時 \$540 per hour				
室內攀石牆 Indoor Climbing Wall	每小時 \$1,800 per hour				
訓練游泳池 Swimming Pool（每泳線 Lane）	每小時 \$1,280 per hour				
嬉水游泳池 Training Pool（半個池 Half）	每小時 \$1,500 per hour				
工作人員 Personnel					
額外工作人員 Additional staff	每小時每人 \$300				
額外清潔費 Extra Cleaning Fee	每次 \$1,000 per event				
器材設備 Equipment					
廣播系統 Public Announcement	每小時 \$100 per hour				
膠椅 Chairs	每張 \$10 per piece				
桌子 Table	每張 \$10 per piece				
頒獎台 Prize Presentation Stage	每次 \$200 per event				
電力插頭 Electricity Plug	每個 \$300 per piece				

特許權費用 Charges of Rights			
項目 Item	細則 Description	日期時間 Date/Time	費用（由本會填寫） Charge (by official use)
電子媒體直播 Digital media live broadcasting of the event			
商業用途 Commercial	租訂期內每日收費 \$40,000 (During the period of hire) \$40,000 per day of booking		
非商業用途 Non-profit making	租訂期內每日收費 \$20,000 (During the period of hire) \$20,000 per day of booking		
錄影 / 錄音錄影 Audio-visual / Visual recordings in the venue			
作公開播放或發售用途 For public release or sale	租訂期內每日收費 \$5,000 (During the period of hire) \$5,000 per day of booking		
只作宣傳 / 推廣用途 For advertising purpose only	租訂期內每日收費 \$3,000 (During the period of hire) \$3,000 per day of booking		
租期內，在活動橫額上展示廣告或商號（展示數目、位置及面積最後由本會決定，租用人不得異議） 租期內，在活動場地展示廣告或商號，收費另議 Display of brand on the event banner during the period of hire (Quantity of display / exposure, location and size are decided by the YMCA of HK) Display of on-site advertisement or brand in the venue during the period of hire, charge is subject to negotiation.			
並在場內作電視廣播 / 錄影 / 錄音 With television broadcasting / audio-visual / recording in the venue	每個贊助或牌子名稱，每日收附加費\$3,000 \$3,000 per session for each sponsor or brand name		
不在場內作電視廣播 / 錄影 / 錄音 Without television broadcasting / audio-visual / recording in the venue	每個贊助或牌子名稱，每日收附加費\$1,500 \$1,500 per session for each sponsor or brand name		
Grand Total Charge:			

一般租用條款 GENERAL TERMS & CONDITIONS OF HIRE

- 租用人先致電 2268 7087(運動及體育組)/ 2268 7010(水運組) 查詢租用日期，接受半年前預訂場地（此查詢並不視作正式租用）。租用人經遞表申請後，如獲接納訂場，租用人將會獲電郵通知並須繳交訂金；有關租用申請須在繳付訂金後方為落實。獲覆實租用後，租用場地的時間、日期等資料將不接受任何形式的更改或轉讓。
Please call our Sports & Recreation office at 2268 7087 (SPE Unit)/2268 7010 (Aquatics Unit) for vacancy checking, reservation is accepted 6 months in advance (Enquiry call is not a formal booking or reservation). Hirer should submit a booking form to S&R office. If the application is accepted, an official email will be sent to the applicant and deposit is required as a confirmation of booking. i.e. The booking is not yet confirmed until the deposit is made. No amendment of booking date, time nor whatsoever will be accepted after confirmation.
- 租用人必須為節目主辦單位及香港基督教青年會購買公眾責任保險，並於節目舉行三十天前提交有效保單副本。如未能於指定時間內提供所有資料或付款，本會將取消相關租用，已繳費用概不退還。
Hirer must purchase Public Liability Insurance for the event organization and YMCA of Hong Kong, the copy of the insurance record must be given to the Stadium 30 days before in advance to the event date. Should the hirer fail to provide information upon the request, the Association reserves the right to cancel the application without prior notice and no refund will be made.
- 如有逾期繳款(訂金、租金餘數或任何收費)，香港基督教青年會（下稱「本會」）有權取消有關申請而不作另行通知。
YMCA of Hong Kong (the Association) reserves the right to cancel the application that is in any kinds of overdue of payment (deposit, balance payment or any charges) without prior notice.
- 本會只接受支票付款。
The Association accepts payment in cheque only.
- 當確認租用後，租用人須繳付場地租金之半額作按金，當活動完結後，場地沒有任何損壞，本會將全數退還該按金。
Hirer should provide a deposit which value 50% of the venue cost. The YMCA of Hong Kong will refund in full if no damages occur.
- 如因天氣問題（八號風球或以上/黑雨）、緊急維修或任何原因以致場館需要關閉，本會將安排往後仍未外租的檔期作替補（期限為受影響租用日起計的一年內）。
In case of unstable weather (storm signal 8 or above / rainstorm signal black), emergency maintenance or any kinds of urgent reasons that caused the facilities closure, a replacement of booking date will be arranged for the vacancy within 1 year from the rental day.
- 倘若活動內容、租用人或入場人士違反任何租用條款（如未能按時提供所需牌照／準許證、未有遵守版權條例的規定等），本會有權即時停止所有節目進行，已繳費用概不退還。
The YMCA of Hong Kong reserves the right to terminate any ongoing events whenever the Hirer violates the Rental Regulations. Any fees paid will not be refunded.

8. 在一般情況下，已繳款項概不退還。
In general circumstance, no refund will be available.
9. 本會會優先給予會員使用場地設施。
The YMCA of Hong Kong reserves the right of giving members priority in using YMCA's facilities and services.
10. 如本會發現任何對本會設施和其他場地使用者產生潛在的風險和破壞的租務，我們會保留終止其租用的權利。
The YMCA of Hong Kong reserves the right to terminate any booking which may be conceived to cause risk or potential damage to any part of the premises and other venue users.
11. 如本會認為該租用違反YMCA的任何規定，或管理層認為此類活動不適宜在本會舉辦時，我們會保留終止其租用的權利並在執行此權利時，毋須作出解釋。
The YMCA of Hong Kong reserves the right to terminate any booking should, in our opinion, there be any breach of the YMCA regulations or should the facilities be needed for such programmes deemed by YMCA management. No explanation needs to be given in exercising this right.
12. 本會有權更改上述各項規則而毋須作出事前通知。
The YMCA of Hong Kong reserves the right to amend the above regulations without prior notice.

場地使用守則 GENERAL RULES & REGULATION OF VENUE

1. 如租用時間過後，請結束進行中的節目，按時交還及離開場地。
No activity shall continue at the end of the session booked. Users should leave the venue on time.
2. 除經本會批准外，不可在場館內進行租用用途以外之節目。
No other form of activities should be conducted other than the stated purpose of the booking unless approved by the Association .
3. 租用人有責任確保節目當天的入場人次（包括工作人員）不多於本會批准的人數，否則場館職員有權禁止任何超額人士進入本館。
Hirer is responsible to ensure that the number of attendance (including staff) must not exceed the limit approved from the Association. Otherwise the Stadium is authorized to reject any persons entering Stadium from exceeding the limit.
4. 主場館使用者必須穿著鞋底不脫色之運動鞋，獲本會批准除外。
All users must wear non-marking sport shoes in Stadium, excluded with the approval of the Association.
5. 除經本會批准外，不可在場內攝影或錄影。
No photo-taking or video recording is allowed unless approved by the Association.
6. 請小心使用場地各設施，如有損壞，租用人須負責賠償。
All equipments provided should be used with care or otherwise the hirer will be held responsible for the compensation of the damaged equipment.
7. 場館內嚴禁吸煙。
No smoking is allowed.
8. 除經本會批准外，嚴禁於場館內飲食。
No eating and drinking is allowed unless approved by the Association.
9. 使用者必須保持場館及場館內設施清潔及衛生。
Users should keep Stadium and other facilities clean and sanitary.
10. 使用者不可於場館內進行一切影響他人的活動。
Users are not allowed to disturb other users.
11. 除經本會批准外，使用者嚴禁於場館內進行任何形式的銷售或買賣，有關申請程序及分賬事宜請與場館職員聯絡。
Users are not allowed to carry out any forms of selling or purchasing in Stadium unless approved by the YMCA of Hong Kong. Please contact us for the application and profit sharing details.
12. 使用者須同時遵守場館守則及張貼於場館內之告示。
Users must follow the Rules and Regulations of Stadium and the notices posted in Stadium.
13. 租用人必須自行評估租務期間為表演者/參加者/其他在場人士構成的一切風險。一切意外、受傷、財物遺失等，本會概不負責。
The Association will accept no claims whatsoever in connection with any accidents, injuries, loss of valuables incurred directly or indirectly arising out in hirer rental period to the performers/participants/any persons in the stadium.
14. 本會一切範圍內嚴禁任何不當行為，例如（包括但不限於）噪音滋擾、故意破壞、粗言穢語及帶有歧視性的語言和行為。如有發現，本會會即時終止場地及設施的使用權。
Misbehaviors including, but not limited to, noise nuisance, vandalism, using abusive or discriminatory language or behavior, intimidation or harassment are prohibited. The right of using the venue or facility will be immediately terminated.
15. 任何人士如違反上述守則或不聽從場館職員之勸告，場館職員有權要求違反守則者離開，一切已繳款項概不退還。
Stadium staff may ask persons who do not obey the above regulations to leave Stadium and fee paid will not be refunded.

租用人聲明 Declaration from the Hirer

本機構明白及同意香港基督教青年會收集及保存機構資料的目的及用途：

We understand and agree The YMCA of Hong Kong to collect and use our data in following purposes and ways:

1. 處理租用場地申請、安排節目細節流程及安排租金及其他費用繳交事宜。
Handle the hiring application, assist the rundown of the event and carry out the payment of rental and charges procedure.
2. 香港基督教青年會可能會使用本機構資料，以電郵、郵件及電話等方式向我們提供有關推廣場館設施及優惠的相關資訊。
The YMCA of Hong Kong may use our data (such as telephone number, email address and/or correspondence address) for marketing the services and promotional events through various communication means such as direct-mail, email, telephone, printed matter, newsletter, brochure and leaflets.
3. 有需要時香港基督教青年會會在節日期間拍攝照片/錄像或錄音作紀錄之用，並在電子/印刷/影音媒體作宣傳之用及配合香港基督教青年會場館目的與電視台/電台/電影公司/出版社共同製作的項目上不受限制地使用。
If necessary, The YMCA of Hong Kong may take photographs, records the videos or sound in the event for recording purpose. Those data may also be used in worldwide web, print matters and media in marketing purpose and transferred to and used by other parties such as TV and radio broadcasts, films production companies and publishers for producing related materials.

本機構知悉，如日後不願意香港基督教青年會繼續使用本機構的資料作上述推廣用途，可隨時向香港基督教青年會康樂及運動部作書面提出。
I know that, at any time, I can choose to opt-out from your side using my data for marketing by informing you by mail or fax.

致：康樂及運動部 To: Sports & Recreation Section

我們現申請租用上文所述的香港基督教青年會場館，並同意遵守香港基督教青年會所定的租用條款。我們亦會確保所有用場人士明白及遵守上述之場地使用守則及場館職員指示。

We do hereby apply for the hire of the unit(s) of the facilities of The YMCA of Hong Kong as specified above and agree to follow and abide by the TERMS AND CONDITIONS OF HIRE. We will also ensure that all users are fully aware of the "Rules and Regulation of the Stadium" as above and the instruction given by The YMCA of Hong Kong staff.

日期 Date

租用人簽署 Signature of Hirer

團體印鑑 Organization Chop

Official use only

Venue availability:

- Yes
 No

Remarks:

- Food and drinks are NOT allowed at venue.
 This booking is non-refundable.

Payment terms:

- Full payment must be made on or before _____.
 50% deposit must be made on or before _____.
 The total fee will be charged 50% for any cancellation.

Prepared by: _____

Position: _____

Approved by: _____

Position: Ms. Kofi Lai
Senior Programme Officer
Sports & Recreation Section
YMCA of Hong Kong

Date: _____

Date: _____