



# 香港童軍總會 SCOUT ASSOCIATION OF HONG KONG

表格 Form  
EST-01

九龍柯士甸道童軍徑香港童軍中心十樓香港童軍總會產業署

Estate Branch, Scout Association 10/F Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon

查詢 Enquiry: 2957 6388

網址 Web site: <http://www.scout.org.hk>

傳真號碼 Fax: 2302 1006

電子郵件 E-mail: [estate@scout.org.hk](mailto:estate@scout.org.hk)

## 借用場地申請表 (香港童軍中心 9 至 11 樓適用)

### Function Room Booking Form (For 9/F-11/F Hong Kong Scout Centre)

#### 活動資料 Details of Activity

活動名稱 Name of Activity	(English)  (中文)	活動用途 Nature of Activity	
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#### 場地需求 Venue Request

使用日期 Function Date	時段 Period (xx:00 – xx:00)	人數 No. of Users	房號及選次 Room No. & Priority	
			首選 (1 <sup>st</sup> )	次選 (2 <sup>nd</sup> ) (如有 if any)

#### 器材需求 Equipment Request (請填寫所需數量 Please fill the required quantity)

液晶體投射機 LCD Projector **		擴音系統 P A System	
實物投影機 Visualizer **		鐳射影碟及錄影機(連電視機) DVD, VCR (& TV)	
白板 Whiteboard		鐳射光碟連卡式帶機 CD & Cassette Player	
活頁板 Flip Chart		高影機 Overhead Projector (for transparencies)	
其他 Others :			

(\*\*收費項目 with equipment charge)

#### 機構/單位/申請人資料 Details of Organization/Unit/Applicant

機構/單位名稱 Name of Organization/ Unit	(English)  (中文)		
通訊地址 Mailing Address	(English)  (中文)		
申請人姓名 Applicant's Name	(English)	(中文)	
申請人職位 Applicant's Post		聯絡電話 Contact Tel. No.	
電子郵箱 E-mail Address		傳真號碼 Fax No.	

附上以下之註冊證明文件副本 The following copy(ies) of Registration Certificate of the organization is(are) attached :

- 商業登記証 Business Registration Certificate 或 OR
- 慈善團體註冊證明(由香港稅務局發出之證明書) 或 OR  
Charitable Institutions & Trusts Registration Certificate (Issued by the Inland Revenue Department)
- 其他註冊證明 Other Registration Certificate

#### 聲明 Declaration :

申請人簽署及遞交此申請表格表示已細心閱讀並清楚明白附夾之「場地借用條款及使用守則」內之條款及守則，並承諾遵守。而申請表格內填報之個人及其他有關的資料，純屬申請者自願提供，供本會處理申請借用本中心 9 至 11 樓場地及有關之用途。

The applicant signs and submits this form which means that he/she has already read carefully and fully understood the "Function Room Booking Terms and Regulations" and agreed to be bound by it. The personal data and other related information provided in the application form are given by the applicant voluntarily, and will be used by the Association for dealing with the application for 9/F-11/F Hong Kong Scout Centre function room booking and other related purposes.

申請人簽署 Applicant's Signature		機構/單位印章 Chop of Organization/Unit	
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