**堅農圃租借場地申請表**

**申請人資料**

1. 團體／機構名稱 （英文） ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 （中文） ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. 團體／機構性質\*： 🞏 公司 🞏 非牟利機構 🞏教育團體

🞏 其他 \_\_\_\_\_\_\_\_\_\_\_\_ (請提供證明文件)

3. 地址 ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. 電話號碼 ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 傳真號碼 ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. 電郵地址 ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. 負責人 ： (請提供兩名負責人姓名，其中一人必須在預訂時段到場地登記取場。)

 負責人(A)

 姓名 ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (先生／女士\*) 職位 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 電話號碼 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 電郵地址 ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 負責人(B)

姓名 ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (先生／女士\*) 職位 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 電話號碼 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 電郵地址 ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (\*請刪去不適用者)

**活動資料**

1. 活動名稱（英文） ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 （中文） ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. 活動性質： 🞏 興趣班 🞏 培訓課程 🞏 講座 🞏 工作坊 🞏 比賽 🞏 墟巿

 🞏 表演 (請註明) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 其他 (請註明) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. 活動日期及時間： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. 對象及估計參加人數： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. 會否收費： 🞏 會(請註明每人收費) \_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 不會

6. 擬租用位置： 🞏 堅廣場 🞏 戶外教室A 🞏 戶外教室B 🞏 戶外教室C

🞏 其他 (請註明) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. 擬租用設施： 🞏 桌 \_\_\_\_ 🞏 椅 \_\_\_\_ 🞏 帳篷 \_\_\_\_ 🞏 咪 \_\_\_\_ 及擴音器\_\_\_\_\_

(請註明數量) 🞏 投影機 \_\_\_\_ 🞏 電腦 \_\_\_\_ 🞏 白板 \_\_\_\_ 🞏 其他 \_\_\_\_\_\_\_\_\_\_\_\_\_

8. 自備設施：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

本人證明以上資料均屬正確，並願意遵守場地使用守則及當值人員的指示。如有違反守則，並因此發生意外或造成損失，本機構會自行負責。

申請人簽署/印鑑： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**堅農圃專用**

審核結果： 🞏 接納 🞏 不接納

負責人簽署：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**K-Farm Venue Rental Form**

**Applicant**

1. Name of Organisation (English): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chinese): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Nature: 🞏 Company 🞏 Non-profit 🞏 Educational

🞏 Others \_\_\_\_\_\_\_\_\_\_\_\_ (Please provide proof documents)

3. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Tel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Person in charge: Please provide two names. One of those should present on the event day.

 In-charge person (A)

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mr/Ms\*) Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tel No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 In-charge person (B)

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mr/Ms\*) Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tel No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (\*Please delete as appropriate)

**Event details**

1. Event Name (English) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chinese): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Nature: 🞏 Interest 🞏 Training 🞏 Talk 🞏 Workshop 🞏 Competition 🞏 Market

 🞏 Performance (Please note) \_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Others (Please note) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Targets and Estimated no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Fees and Charges 🞏 Yes $ \_\_\_\_\_\_\_\_\_\_ each; Total no.:\_\_\_\_\_\_ 🞏 No

6. Location: 🞏 K-Plaza 🞏 Outdoor classroom A 🞏 Outdoor classroom B 🞏 Outdoor classroom C 🞏 Others (Please note) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Facilities: 🞏 Table \_\_\_\_ 🞏 Chair \_\_\_\_ 🞏 Marquee \_\_\_\_ 🞏 Mic \_\_\_\_ & Amplifier\_\_\_\_\_

 🞏 Projector \_\_\_\_ 🞏 Computer \_\_\_\_ 🞏 White board \_\_\_\_\_ 🞏 Others \_\_\_\_\_\_\_\_

8. Self-provided Equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby declare that the above information is true and will follow the regulations of the venue and instructions given by the staff. We will take the responsibility for any accidents and damages due to the violation of the rules and regulations.

Signature and chop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Official Use**

Result of Approval 🞏 Accept 🞏 Reject

Signature of Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_