Application	No.申請編號	:
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# APPLICATION FOR USE OF FACILITIES IN KENNEDY TOWN COMMUNITY COMPLEX

# 租用 堅尼地城社區綜合大樓設施申請表

Please fax the completed application form to 請將填妥之申請表傳真至: 2119 9089 for Kennedy Community Complex 堅尼地城社區綜合大樓

Officer-in-charge	Kennedy Town	Community Complex 堅原	已地城社區綜合大樓	主管
Applicant 申請人/機	<b>構</b>			
Name: (英文)				
地址:				(Please provide pro (請提供地址證
Name of Contact Persous	on:	Tel. No.: 電話:	Fax No.: 	
		any) <mark>合辦/</mark> 協辦人/機構(		
Name: (央文)				
Address: 地址:				
Name of Contact Perso 聯絡人姓名:	on:	Tel. No.: 電話:	Fax No.: 傳真:	
Date of function 活動	<b>b</b> 日期		1,12,1	
Date	 日期		Time 時間	
(dd/mm/yy)	)(日/月/年)	From 由	То	至
Description of activit	y to be held 擬舉辦			
_	English 英文)			
活動夕稲:	Chinese 中文)			

Type of Function 活動類別:	n: ☐Meeting/Sem	Function/Ceremony 大型綜藝活動/典禮 inar 會議/講座 □Course/Training 課堂/訓練 specify 其他,請註明:	□Rehearsal 綵排
Objectives: 目的:			
Name of Officer- 活動負責人姓名		Emergency Tel.: 緊急聯絡電話:	
Target of Service: 服務對象:	□ Open (for specific line) □ Residents in □ Elderly 長□ □ 其他 other	)公開(所有人士) ecific group of people)公開(特定對象): n Central & Western District 中西區內居民 □Childrer 者 □Disabled 傷殘人士 :	n/Youth 兒童/青少年 —
Estimated no. of l 預計參加人數:	Participants:		JYes 是 JNo 否
是否擬申請豁免  Facilities applied also specify type and	<mark>者: \$</mark> 明每名参加者須 xemption from pa 繳費:  I for (Please read "C quantity.)	/ <mark>Audience 觀眾: \$</mark>	niture and equipment, please
Venue	Air-Conditioning	Common facilities (please specify quantity)	Charges (For Official use)
場地 Function Room 活動室	空氣調節  Required 需要 Not Required 不需要	—般設施 (請註明數量)  □ PA system 廣播系統 □ Wired microphone 有線咪 □ TV set 電視機連 <sup>[1]</sup> □ VCR/VCD/DVD* player 錄影帶/VCD/DVD*播放器 □ LCD projector 投影機 □ Projection screen 投影幕 □ Visualizer 實物投影機 □ Movable notice board 活動展板 () □ Movable wyteboard 活動白板 () □ Notice stand 告示牌	收費 (由本署填寫)  Hour:hr(s)  Basic \$  A/C \$
Conference Room 會議室		□ Foldable table 摺檯 () □ Umbrella stand 雨傘架 □ Stackable chair 疊椅 () □ Dancing Mattress 跳舞墊 () <sup>[2]</sup> □ Wireless microphone 無線咪 <sup>[3][4]</sup>	
elete as appropriate 請冊	刑去不適用者		HK\$
<b>Remark 附註:</b> [1] TV set is only ava	ilable to Function Roo	om (1).	

- 電視機設備只提供與活動室(1)使用。

  [2] Dancing Mattress is only available to Function Room (1) and Function Room (2). 跳舞墊設備只提供與活動室(1)及活動室(2)使用。

  [3] Wireless handheld mic. is only available to Function Room (4).
- 無線咪設備只提供與活動室(4)使用。 [4] Applicant is advised to bring his/her own batteries (3 pieces of AA batteries) for wireless handheld microphones and wireless tie-clip 申請人請自備三顆 AA 電池供無線咪及無線夾咪用。

5.

(* Please de	lete as appropriate	<mark>oint organizer(s)/</mark> co-organizer <mark>(s)</mark> * belong to the following groups of organization
本機構現謹	聲明本機構 <mark>及合業</mark>	(協辦機構是屬於以下團體(* <i>請删去不適用者</i> )。
Applicant 申請機構	<mark>Joint Organizer</mark> /Co-organizer <mark>合辦/</mark> 協辦機構	Please "✓" the appropriate box (請在適當的空格內填上「✓」號)
		1. subvented welfare agencies 資助福利團體
		2. subvented educational institutions, subvented schools or non-profi making schools  資助教育機構、津貼學校或非牟利學校
		3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和區議員辦事處
		4. charitable organizations (Note: Please submit valid supporting
		<b>慈善團體</b> documents or the organization's constitution)  5. non-profit making organizations (註:請提交有效證明文件或會章)
		#牟利團體 6. local committees recognized by the Government
		政府認可地方委員會 7. Government Departments 政府部門
I agree with	4 1 1 6	
Community organizatio 本人同意讓 樓顯示屏。 I understan co-organize	y Complex: Name n 活動名稱、日期、 ad that in applying er (if any) should s	the following information on the display panel at Kennedy Town
Community organizatio 本人同意讓 樓顯示屏。  I understant co-organize Use of Facil 本人明白如豁免收費條  I hereby deagreed to o "Guidelines"	y Complex: Name in 活動名稱、日期、 id that in applying er (if any) should so lities" and should in l申請豁免收費,則 條件,並不可從活動 eclare that all the observe the conditions of	时間、場地及申請人/機構名稱等資訊顯示於堅尼地城社區綜合大 g for exemption for payment of charges, the applicant and the joint organizer/ tatisfy the conditions set out in Annex II to "Guidelines and Conditions on the lot take any profit out of the activity. 申請人及其合辦/協辦機構(如有)必須符合《租用設施指南和條件》附件 II 內之 中賺取利潤。
Community organizatio 本人同意讓樓顯示屏。  I understant co-organize Use of Facil 本人明白如豁免收費條  I hereby deagreed to o "Guidelines 本人在本表	y Complex: Name n  活動名稱、日期、  d that in applying r (if any) should slities" and should n 申請豁免收費,申  ch,並不可從活動 eclare that all the observe the conditions of the property of the property of the conditions of the property	时間、場地及申請人/機構名稱等資訊顯示於堅尼地城社區綜合大 g for exemption for payment of charges, the applicant and the joint organizer/satisfy the conditions set out in Annex II to "Guidelines and Conditions on the out take any profit out of the activity. 目請人及其 <mark>合辦/</mark> 協辦機構(如有)必須符合《租用設施指南和條件》附件 II 內之功中賺取利潤。

#### Note 附註:

The personal data provided in this form will be used for processing of applications for use of facilities in community complexes/community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer, [Central & Western District Office at 11th floor, Harbour Building, 38 Pier Road, Central, Hong Kong. 在這份表格所提供的個人資料會用作處理租用綜合大樓/社區中心設施的申請。收集的資料可能會為此目的而披露予有關方面。如欲更改或查閱在本表格提供的個人資料,可以書面向中西區民政事務處的公開資料主任提出。(地址:香港中環統一碼頭道 38 號海港政府大樓 11 樓)

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#### Application Note 申請須知

- 1. Applicant should read carefully all the clauses stipulated in "Guidelines and Conditions on the Use of Facilities" and its Annexes prior to submitting his/her application. 申請人須於遞交申請前詳閱《租用設施指南和條件》及其附件內所載有關條款。
- 2. Completed application form should be submitted to the corresponding community complex. 填妥之申請表格須遞交至有關綜合大樓。

Community Complex	Kennedy Town Community Complex
社區綜合大樓	堅尼地城社區綜合大樓
Enquiry Tel. No. 查詢電話	2119 5004
Fax No. 傳真號碼	2119 9089
Address	12 Rock Hill Street, Kennedy Town
地址	堅尼地城石山街 12 號

3. The above-listed furniture and equipment may not be available for loan in case of damage, on loan or any other reasons. The Central & Western District Office reserves the right not to loan the furniture and equipment.

上述可供借用之傢具及器材可能因損壞或被借用等因素未能供借用,中西區民政事務處保留借出傢具及器材之權利。

Application	No.申請編號	:
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# APPLICATION FOR USE OF FACILITIES IN SAI YING PUN COMMUNITY COMPLEX / WESTERN DISTRICT COMMUNITY CENTRE

# 租用 西營盤社區綜合大樓 / 西區社區中心 設施申請表

	v	Vesteri	n District Community Centre 西區社區	<b></b> 事中心		
Sec	tion A 甲部					
To: 致:	Officer-in-ch	arge	☐ Sai Ying Pun Community Complex☐ Western District Community Centr			主管
1.	Applicant #	請人	機構			
	Nomo	(Engl			_	
	Name: 姓名/名稱:	(英文				
	姓句/句件・	(中文	·			
	Address:					
	地址:				(Ple	ase provide proof)
						(請提供地址證明)
	Name of Cor	ntact P	erson: Tel. N	lo.:	Fax No.:	
	聯絡人姓名	:	電話:	:	 傳真:	

## 2. Joint Organizer(s) / Co-organizer(s) (if any) 合辦/協辦人/機構 (如有)

Please fax the completed application form to 請將填妥之申請表傳真至:
- 2540 2812 for Sai Ying Pun Community Complex 西營盤社區綜合大樓; or 或

	(English) (英文) (Chinese)			
Address:	(中文)			
地址:				
Name of Cont	act Person	•	Tel. No.:	Fax No.:

電話:

傳真:

## 3. Date of function 活動日期

聯絡人姓名:

Date 日期	Time 時間		
(dd/mm/yy)(日/月/年)	From 由	To 至	

4. Description of activity to be held 擬舉辦活動簡
--

Name of function:	(English 英文)	
活動名稱:	(Chinese 中文)	

Type of Function: 活動類別:	□Mass Variety Function/Ceremony 大型綜藝活動/典禮 □Meeting/Seminar 會議/講座 □Course/Training 課堂/訓練 □Rehearsal 綵排 □Other, please specify 其他,請註明:
Objective: 目的:	
Name of Officer-in活動負責人姓名	n-charge: Emergency Tel.: :
Target of Service: 服務對象:	□Elderly 長者 □Disabled 傷殘人士 □其他 other: □ For members/staffs/tenants 會員/職員/住戶
Estimated no. of P 預計參加人數:	Admission e Charges □ Yes 是 'articipants: to participants / □ No 否 audience: 参加者/觀眾收費:
Participants 參加者	the amount chargeable per head.  **S***    Audience 觀眾: \$**   Upper statement
Application for ex 是否擬申請豁免約	emption from payment of charges:
also specify type and 申請租用的設施	for (Please read "Guidelines and Conditions on the Use of Facilities". For use of furniture and equipment, please quantity.) (請參閱《租用設施指南和條件》。如需借用傢具及器材,請註明類別及數量。) nmunity Complex 西營盤社區綜合大樓

Venue Air-Conditioning Other facilities, please specify quantity 收費 Charges 場地 空氣調節 其他設施 (請註明數量) (For Official use 由本處填寫) ☐ Lighting Panel (for special lighting effect) 燈光控制板(供特別燈光效果)[1] □ Hi-Fi System 音響系統<sup>[1][2]</sup> □ Projector System 投影機系統 □ Wired Handheld Mic. 有線咪 ( Hour: hr(s) □ Wireless Handheld Mic.無線咪 ( □ Required ■ Wireless Tie-clip Mic.無線衣領夾咪 (\_ Basic □Hall 需要 □ Wireless Head Mic 無線頭式夾咪 ( ☐ Not Required 禮堂 Stackable Chair 疊椅 (\_\_\_\_) A/C 不需要 ■ Foldable Table 摺檯 (\_\_\_ Lighting ■ Movable notice board 活動展板 ( □ Piano 鋼琴 □ Choral Riser 合唱團台階 ■ Music stand 譜架 ■ Musical chair 樂師椅 ☐ Male Dressing Room ☐ Required □ Locker(Male) 儲物櫃(男)(\_ Basic 男化妝室 需要 □ Locker(Female) 儲物櫃(女)(\_ ☐ Female Dressing Room ☐ Not Required □ Folding Table 摺檯 (\_\_\_\_) A/C 女化妝室 不需要 ☐ Required Basic

□ Conference Table 會議桌

□ Conference Chair 會議椅 (\_

A/C

\$

☐ Conference Room

會議室

需要

☐ Not Required

5.

	不需要	
		HK\$

Western Di	istrict Commun	ity Cer	itre 西區社	品	<u> </u>			
7	Venue	Air-Co	onditioning		Other facilities( please s	pecify quantity)	JI IK	費 Charges
	場地		新調節 新調節		其他設施 (請註			、貝 Charges cial use 由本處填寫
	<i>پر</i> ، د		1//10/21/14		•		( 35 -	
					Projector System 投影		Hour:	hr(s)
		□ Requ	uired		•	有線咪 ( )		
□ Conferen		需要					Basic	\$
會議室		☐ Not Required					A/C	¢
		不需	要		Folding Table 摺檯 (_	)	A/C	Φ
					Movable wyte-board	5動白板		
					Piano 鋼琴			
							HK\$	
[2] The Hi-Fi respective 音響系統 [3] Applicant i 申請人請 I hereby de (* Please de 本機構現證	ly. 備有四種情境模式( s advised to bring his 自備 2A 電池供以使 eclare that I / an elete as appropri 董聲明本機構及1	包括粤版 包括粤版 Sher owr 定用無線 ad joint ate)	a-set modes w 劇、話劇、演 in 2A batteries f 咪。 torganizer( 品游機構*是	hicl 構/會 for u	n serves Cantonese Opera, Dragator of serves Cantonese Opera, Dragator of serves Cantonese Opera, Dragator of serves Capture of serves Capture of Serves of serves Capture of Serves of S	to the following g		
申請機構	Co-organize <mark>合辦/</mark> 協辦機構	r (罰			各內填上「✓」號)			
		1.	subvented	l w	elfare agencies			
			資助福利	團	體			
		2.	schools		ducational institutions, s		or non-	profit making
П		3			構、津貼學校或非牟利學 e Legislative Councillor		ıncillors	
Ш		Э.			辦事處和區議員辦事處	s and District Cot	incinoi s	
		4.	charitable	e o	rganizations	(Note: Please sub		
			慈善團體	į	L	documents or the	organizat	tion's
					ſ	constitution)		
		5.	non-prof	it 1	making organizations	(註:請提交有外	效證明文	件或會章)
			非牟利團					
		6.	local com	mi	ttees recognized by the (	Government		

(If more than one joint organizer / co-organizer, please use a separate sheet to list out their groups of organizations as required above. 如多於一個合辦 協辦機構,請按以上要求另紙列出它們所屬的團體類別。)

I agree with the displaying of the following information on the display panels at Sai Ying Pun Community Complex: Name, date, time and venue of function and name of applicant / □ No 否 organization

本人同意讓活動名稱、日期、時間、場地及申請人/機構名稱等資訊顯示於西營盤社區綜合大樓 顯示屏。

政府認可地方委員會

政府部門

7. Government Departments

I understand that in applying for exemption for payment of charges, the applicant and the joint organizer/co-organizer (if any) should satisfy the conditions set out in Annex II to "Guidelines and Conditions on the Use of Facilities" and should not take any profit out of the activity.

6.

本人明白如申請豁免收費,申請人及其<mark>合辦/協辦機構(如有)必須符合《租用設施指南和條件》附件 II 內之豁免收費條件,並不可從活動中賺取利潤。</mark>

I hereby declare that all the above information given by me is true and correct and that I have read and agreed to observe the conditions for the application procedures and use of the above facilities as set out in "Guidelines and Conditions on the Use of Facilities" and its Annexes attached to this form.

本人在本表格內所填的一切資料,均屬真實及正確,也已細閱本表格夾附的《租用設施指南和條件》及其附件所載的申請手續及租用上述設施的條件,並同意遵守各項規定,特此聲明。

Official stamp of applicant	
(applicable to applicant	
organisation only)	
申請機構的正式印鑑	
(只適用於以機構名義	
提出的申請)	

Signat 簽署
Name
姓名
Positio
職位
Date
日期

Signature	:	
簽署	: _	
Name	:	
姓名	: _	
Position	:	
職位	: _	
Date	:	
日期	: -	

### Note 附註:

The personal data provided in this form will be used for processing of applications for use of facilities in community complexes/community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer at Central & Western District Office, 11th floor, Harbour Building, 38 Pier Road, Central, Hong Kong. 在這份表格所提供的個人資料會用作處理租用綜合大樓社區中心設施的申請。收集的資料可能會為此目的而披露予有關方面。如欲更改或查閱在本表格提供的個人資料,可以書面向中西區民政事務處的公開資料主任提出。(地址:香港中環統一碼頭道 38 號海港政府大樓 11 樓)

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#### Application Note 申請須知

- 1. Applicant should read carefully all the clauses stipulated in "Guidelines and Conditions on the Use of Facilities" and its Annexes prior to submitting his/her application. 申請人須於遞交申請前詳閱《租用設施指南和條件》及其附件內所載有關條款。
- 2. Completed application form should be submitted to the corresponding community complex/community centre. 填妥之申請表格須遞交至有關綜合大樓/社區中心。

Community Hall/Centre	Sai Ying Pun Community Complex	Western District Community Centre
社區會堂/中心	西營盤社區綜合大樓	西區社區中心
Enquiry Tel. No. 查詢電話	2540 2812	2852 3497
Fax No. 傳真號碼	2540 2812	2815 2155
Address	2 High Street, Sai Ying Pun	36A Western Street, Sai Ying Pun
地址	西營盤高街 2 號	西營盤西邊街 36 號 A

3. The above-listed furniture and equipment may not be available for loan in case of damage, on loan or any other reasons. The Central & Western District Office reserves the right not to loan the furniture and equipment.

上述可供借用之傢具及器材可能因損壞或被借用等因素未能供借用,中西區民政事務處保留借出傢具及器材之權利。

Application	No.申請編號	:
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# APPLICATION FOR USE OF FACILITIES IN FORMER WESTERN MAGISTRACY BUILDING

# 租用 前西區裁判法院設施申請表

Please fax the completed application form to 請將填妥之申請表傳真至: 2815 2155 for Former Western Magistracy Building 前西區裁判法院

Sector To:	tion A 甲部		\\\\
致:	Officer-in-charge	Former Western Magistracy Building 前西區表	送判法院 主管 主管 ————————————————————————————————
1.	Applicant 申請人/機構		
	Name: (英义)		
	Address:		(Please provide proof) (請提供地址證明)
	Name of Contact Person: 聯絡人姓名:	Tel. No.: 電話:	Fax No.: 傳真:
2.	Joint Organizer(s) / Co	organizer <mark>(s)</mark> (if any) <mark>合辦/</mark> 協辦人/機構 (如有	·)
	Name: (英文) 姓名/名稱:(Chinese) (中文) Address: 地址:		
		Tel. No.: 電話:	
3.	Date of function 活動日		
	Date ⊟	期 Tir	ne 時間
	(dd/mm/yy)(E		To 至
4.	Description of activity t	o be held 擬舉辦活動簡介	
	Maine of function. 活動夕稱:	lish 英文) nese 中文)	

	n: ☐Meeting/Semi	nar 會議/講座   □Course/Training 課堂/訓練	□Rehearsal 綵排
活動類別:		specify 其他,請註明:	
Objectives: 目的:			
Name of Officer- 活動負責人姓名		Emergency Tel.: 緊急聯絡電話:	
Target of Service: 服務對象:	□ Open (for specific control of the control of th	/staffs/tenants 會員/職員/住戶	
Estimated no. of I 預計參加人數:	Participants:	Admission e <mark>C</mark> harges to participants / audience: 参加者/觀眾收費:	□Yes 是 □No 否
If yes, please state	e the amount charg	geable per head.	
Participants 參加 如要收費,請說	明每名參加者須	<mark>/ Audience 觀眾: \$</mark> 激費用款額。	
Application for ex是否擬申請豁免	xemption from pay 繳費:	yment of charges: ☐ Yes 是☐ No 否	
是否擬申請豁免  Facilities applied also specify type and	繳費: I for (Please read "C   quantity.)		urniture and equipment, pl
是否擬申請豁免  Facilities applied also specify type and	繳費: I for (Please read "C   quantity.)	□ No 否  Guidelines and Conditions on the Use of Facilities". For use of facilities ". For use of facilities" by 如需借用傢具及器材,請註明類別及數量。)  Common facilities (please specify quantity)	urniture and equipment, ple Charges (For Official u 收費 (由本署填寫
是否擬申請豁免  Facilities applied also specify type and 申請租用的設施  Venue 場地  Gunction Room	繳費: I for (Please read "Clauntity.) i (請參閱〈租用設施  Air-Conditioning 空氣調節  □ Required 需要	□ No 否 Guidelines and Conditions on the Use of Facilities". For use of f 指南和條件〉。如需借用傢具及器材,請註明類別及數量。)	Charges (For Official w 收費 (由本署填寫 Hour:hr(s)
是否擬申請豁免  Facilities applied also specify type and 申請租用的設施  Venue	繳費: I for (Please read "Clauntity.) i (請參閱《租用設施  Air-Conditioning 空氣調節  □ Required	□ No 否  Fuidelines and Conditions on the Use of Facilities". For use of fi 指南和條件〉。如需借用傢具及器材,講註明類別及數量。)  Common facilities (please specify quantity) —般設施(請註明數量) □ PA system 廣播系統 □ Wired handheld microphone 有線咪() □ Wireless handheld microphone 無線咪() □ Wireless head microphone 無線頭式夾咪() □ Microphone desk stand 座檯式咪座() □ Microphone floor stand 座地式咪座() □ Blur-ray player 藍光播放器	Charges (For Official u 收費 (由本署填寫 Hour:hr(s)

■Mass Variety Function/Ceremony 大型綜藝活動/典禮

投影幕及跳舞墊設備只提供予活動室使用。

[2] LCD TV for projection is only available to Conference Room 投影用電視只提供予會議室使用。

[3] Applicant is advised to bring his/her own batteries for using wireless handheld microphones (2 pieces of AA batteries) and wireless head microphones (1 piece of AA batteries).
申請人請自備以使用無線咪(兩顆 AA 電池)及無線頭式夾咪(一顆 AA 電池)。

6.		clare that I / and <mark>joi</mark> t lete as appropriate)	<mark>nt or</mark>	<mark>ganizer(s)/</mark> co-organizer <mark>(s)</mark> * belong	to the following groups of organizations
	本機構現謹	聲明本機構/協辦機	構是	屬於以下團體(*請删去不適用者)	0
	Applicant 申請機構	Joint Organizer / Co-organizer		ase "✓" the appropriate box 在適當的空格內填上「✓」號)	
		<mark>合辦/</mark> 協辦機構 一	1.	subvented welfare agencies	
				資助福利團體	
			2. ma	subvented educational instituti king schools	ons, subvented schools or non-profit
		_		資助教育機構、津貼學校或非牟	
			3.	Offices of the Legislative Council 立法會議員辦事處和區議員辦事	
			4.	charitable organizations	(Note: Please submit valid supporting
				慈善團體	documents or the organization's
					constitution)
			5.	non-profit making organizations 非牟利團體	(註:請提交有效證明文件或會章)
	Ц		6.	local committees recognized by the	he Government
		_		政府認可地方委員會	
	Ц		7.	Government Departments 政府部門	
	co-organize Use of Facil 本人明白如 豁免收費條 I hereby de agreed to o "Guidelines 本人 <mark>在本表</mark>	er (if any) should sa lities"and should no l申請豁免收費,申 件,並不可從活動 <sup>t</sup> eclare that <mark>all the a</mark> bserve the condition s and Conditions on 格內所填的一切資	tisfy t tak 請人 中賺 bove ns fo the b	the conditions set out in Annex II e any profit out of the activity. 及其 <mark>合辦/</mark> 協辦機構(如有)必須符合取利潤。  information given by me is true or the application procedures and Use of Facilities" and its Annexes a	各夾附的《租用設施指南和條件》及其
(ap org 申記 (只	icial stamp of plicable to app anisation only 请機構的正式 適用於以機構 出的申請)	plicant 7) 印鑑		Signature 簽署 Name 姓名 Position 職位 Date 日期	

#### Note 附註:

The personal data provided in this form will be used for processing of applications for use of facilities in community complexes/community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer, [Central & Western District Office at 11th floor, Harbour Building, 38 Pier Road, Central, Hong Kong. 在這份表格所提供的個人資料會用作處理租用綜合大樓/社區中心設施的申請。收集的資料可能會為此目的而披露予有關方面。如欲更改或查閱在本表格提供的個人資料,可以書面向中西區民政事務處的公開資料主任提出。(地址:香港中環統一碼頭道 38 號海港政府大樓 11 樓)

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#### Application Note 申請須知

- 1. Applicant should read carefully all the clauses stipulated in "Guidelines and Conditions on the Use of Facilities" and its Annexes prior to submitting his/her application. 申請人須於遞交申請前詳閱《租用設施指南和條件》及其附件內所載有關條款。
- 2. Completed application form should be submitted to the corresponding building... 填妥之申請表格須遞交至有關大樓。

Community Hall/Centre 社區會堂/中心	The Former Western Magistracy Building 前西區裁判法院
Enquiry Tel. No. 查詢電話	2852 3497
Fax No. 傳真號碼	2815 2155
Address 地址	2A Pokfulam Road, Hong Kong 香港薄扶林道 2 號 A

3. The above-listed furniture and equipment may not be available for loan in case of damage, on loan or any other reasons. The Central & Western District Office reserves the right not to loan the furniture and equipment.

上述可供借用之傢具及器材可能因損壞或被借用等因素未能供借用,中西區民政事務處保留借出傢具及器材之權利。