

八福匯租借場地申請表

租借教會 / 機構：_____

地址：_____

電話：_____ 傳真：_____ 電郵：_____

租借用途：_____ 預計人數：_____

聯絡人：_____ 手提電話：_____

場地	租借日期和時間	租借時數	每小時收費	金額
音響、樂器、投影機和電腦系統		每次\$		
			合計:	

備註 (包括其它要求或需要)：_____

申請人姓名：_____ 職位：_____

簽署及蓋印：_____ 日期：_____

借用場地條款和規則：

1. 租借時間以每一小時為一單位（不足一小時亦作一小時計算），超時則需另加收費用，這將以小時計算。
2. 申請獲接納後，必須在 2 星期內繳交全部租場費之 50% 作為訂金，餘款則需於使用場地日期前 1 個月繳清。
3. 申請獲接納後，如團體於使用場地日期前 1 個月通知本會取消，將被扣除租場費用之 50%，餘款則退回有關團體。若少於使用場地日期前 1 個月通知本會取消，所有已繳之費用則不獲退還。
4. 逾期繳款將作自動取消，所繳之訂金將不獲退還。
5. 若訂場日期距使用場地日期少於 1 個月，申請獲接納後，須於 3 天內繳付全部費用作實。
6. 租借場地者必須保持地方整潔，並於使用完畢後，清潔場地及將設施、物品放回原處。
7. 租借場地者於離開前必須關掉所有音響、冷氣、電燈及鎖上大門。
8. 租借場地者不可隨意移動任何器材，若有任何損毀，需照價賠償及繳付總值 20% 的行政費。
9. 如需要在場地內張貼任何物品，需要事先經本會同意才可張貼。
10. 租借場地者不得在本會地方內進食，只可飲用清水，禁止吸煙、飲酒、賭博、營銷活動及進行任何違反香港法例之活動。
11. 本會就租借場地者於使用場地期間，所引發之財物損失或意外，不會負上任何法律或民事責任。

付款方法：

1. 郵寄支票：支票抬頭請寫「禧福協會有限公司」或「Jubilee Ministries Limited」，背面註明團體名稱及租用日期，並郵寄至九龍佐敦廟街 239 號八福匯 15 樓行政部收。本會恕不接受期票。
2. 銀行過戶：請將款項存入香港上海滙豐銀行，帳戶編號「007-236243-001」，戶名「禧福協會有限公司」，並把入數紙或存款證明(其上需寫上租借者的姓名、聯絡電話)，電郵至 info@jubileehk.org 或傳真至 2708 8771 或 Whatsapp 至 2708 8666。

颱風及暴雨警告安排：

1. 若申請團體在使用場地期間，天文台宣佈懸掛 3 號或以上颱風訊號或黑色暴雨警告訊號，團體可選擇繼續留在場內或儘快離場。若本會同工認為場地不適合繼續逗留，使用者必須遵循同工指引，在安全情況下撤離。選擇離場者，所繳之費用可按實際比例退還。
2. 若在使用場地前 2 小時，天文台宣佈懸掛 8 號或以上颱風訊號或黑色暴雨警告訊號，當日的租場可作取消，而所繳之費用，租用團體可選擇退款又或更改租場使用日期。
若 8 號或以上颱風訊號或黑色暴雨警告訊號在使用場地前 2 小時除下，而租用團體選擇不使用場地，所繳費用將不獲退還。

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### 辦公室專用：

申請 接納 / 不接納 同工：\_\_\_\_\_ 日期：\_\_\_\_\_

備註：\_\_\_\_\_

支付租用費用：〈現金 / 支票〉 \_\_\_\_\_ 金額：\_\_\_\_ 領 取 鎖 匙 \_\_\_\_\_ :

\_\_\_\_\_ 室 日期：\_\_\_\_\_ 簽署：\_\_\_\_\_  交返鎖匙日期：\_\_\_\_\_

## Application for Hall Usage

Name of Church/Organization : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Purpose : \_\_\_\_\_ No. of Participants : \_\_\_\_\_

Person responsible : \_\_\_\_\_ Mobile : \_\_\_\_\_

| Venue                       | Date & time requested | No.ofhours | Hourly rate | Amount |
|-----------------------------|-----------------------|------------|-------------|--------|
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| Audio visual & sound system |                       |            |             |        |
| <b>TOTAL:</b>               |                       |            |             |        |

Remarks ( include any special requirement) : \_\_\_\_\_

(Please fill in the application form and submit by email – [info@jubileehk.org](mailto:info@jubileehk.org) or fax – 2708 8771 or Whatsapp – 2708 8666 )

**Terms and Conditions:**

1. The minimum rental period is one hour for each booking. Overtime usage will be charged hourly.
2. Once the booking is accepted, 50% of the total rental must be paid within 2 weeks as the deposit. The balance should be settled one month before the date of usage.
3. After the booking is accepted, if the cancellation made one month before the date of usage, 50% of the total rental will be deducted and the balance will be refunded. If the cancellation made less than one month prior to the date of usage, there will be no refund.
4. If the payment is overdue, the booking will be treated as cancelled, and the deposit will not be refunded.
5. If the booking is made less than 1 month before the date of usage, the payment should be settled within 3 days after the booking is accepted.
6. Please keep the place clean and tidy. All furniture and fixtures have to be reinstated after use.
7. All musical instruments, lightings, air-conditioners have to be switched off before leaving the venue. Doors have to be locked.
8. No furniture should be removed without permission. All damages of the fixtures and fittings during the rental period will be indemnified by the renter with an additional 20% administrative cost.
9. Approval has to be obtained before putting any posters within the premise.
10. Eating and drinking are not allowed in the venue unless obtaining Jubilee Ministries' approval. Smoking, gambling, drinking alcoholic and any other illegal activities are strictly prohibited.
11. Jubilee Ministries is not liable for any damages or lost of properties and any other accidents caused during the events.

**Payment Method:**

1. Cheque by post: Crossed cheque payable to "Jubilee Ministries Limited" and mail to 15/F, Hub 8, 239 Temple street, Jordan, Kowloon, HK. Post-dated cheque is not accepted.
2. Direct Debit: Please direct deposit the rental to HSBC, Account number is 007-236243-001, Account name is Jubilee Ministries Limited. Please send the deposit slip with applicant' s name by email to [info@jubileehk.org](mailto:info@jubileehk.org) or fax to 2708 8771 or whatsapp to 2708 8666.

**Typhoon and Rainstorm Arrangements :**

1. During the use of the venue, if the typhoon signal no.3 or above or a black rainstorm signal is issued, the applicant can decide whether staying at or leaving the premise. If Jubilee Ministries found that it is not suitable to stay, please follow our guidance and leave the premise safely. The rental will be refunded proportionally.
  2. If typhoon signal no. 8 or above or a black rainstorm signal is issued 2 hours before the usage, the booking will be treated as cancelled. The applicant can either get the refund or select another date of usage.
- If typhoon signal no. 8 or above or a black rainstorm signal is lowered 2 hours before the usage, the booking should not be cancelled. For any cancellation, there will be no refund.

**For internal use only :**

Application Accepted / Rejected by Officer : \_\_\_\_\_ Date : \_\_\_\_\_

Remarks : \_\_\_\_\_

Paid by Cash / Cheque / Direct Debit: \_\_\_\_\_ Rental Amount : \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_