

## 路中心租借場地申請表

九龍旺角道 7-9 號威特商業大廈 4 樓 A-B 室

租借教會 / 機構 : \_\_\_\_\_

地址 : \_\_\_\_\_

電話 : \_\_\_\_\_ 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	費用合共
A 室 (60 人)			\$300	
B 室 (15 人)			\$200	
A 室音響、樂器、投影機和電腦系統		每次	\$300	
			合計 :	

備註(包括其它要求或需要) : \_\_\_\_\_

申請人姓名 : \_\_\_\_\_ 職位 : \_\_\_\_\_

簽署和蓋印 : \_\_\_\_\_ 日期 : \_\_\_\_\_

(填妥此表請電郵 : info@jubileehk.org 或傳真至 2708 8771 ; 或 whatsapp 至 6728 1746)

### 辦公室專用:

支付 : (現金 / 支票) \_\_\_\_\_

已領取鎖匙 : \_\_\_\_\_  已還鎖匙

備註 : \_\_\_\_\_

負責同工簽署 : \_\_\_\_\_ 日期 : \_\_\_\_\_

## 租借場地規則：

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，加收費用以小時計算。
2. 租借場地費用須於兩星期前繳交作實。
3. 必須保持地方清潔。
4. 使用完畢，必須清潔場地及將設施物品放回原處。
5. 離開場地前，請關掉所有音響、冷氣、電燈及鎖上大門。
6. 如損毀任何裝設或物品，須照價賠償及繳付總值之 20% 行政費。
7. 如需在場地內張貼任何物品，須事先經本會同意。
8. 不得在本會地方內吸煙、飲酒、賭博，及進行任何違反香港法例之活動。
9. 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而不會負上任何法律或民事責任。

## 付款方法：

### 1. 郵寄支票：

以劃線支票郵寄至九龍佐敦道 23-27 號新寶廣場 18 樓行政部收。  
支票抬頭「禧福協會有限公司」或「Jubilee Ministries Ltd」

### 2. 銀行過戶：

直接到銀行或於網上過數至本會下列戶口：

- 「匯豐銀行」戶口：007-4-108762
- 「南洋商業銀行」戶口：043-478-1-125680-5

請寫姓名、聯絡電話及地址於入數紙或存款證明上，電郵/傳真/寄回本會，以便發收據。  
(電郵：[info@jubileehk.org](mailto:info@jubileehk.org) 傳真號碼：2708-8771)

## Application for Hall Usage (The Way)

4/F., Waltex House, 7-9 Mong Kok Road, Mong Kok, Kowloon, Hong Kong

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

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

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

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

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

Venue	Date & time requested	No. of hours	Hourly rate	Amount
Flat A (60 seats)			\$300	
Flat B (Living room)			\$200	
Audio visual & sound system in Flat A			\$300 per event	
<b>TOTAL:</b>				

Remarks (other requirement) : \_\_\_\_\_

Name : \_\_\_\_\_ Position : \_\_\_\_\_

Signature & chop : \_\_\_\_\_ Date : \_\_\_\_\_

\*\* Please submit your application form by email : [info@jubileehk.org](mailto:info@jubileehk.org) or by fax: 2708 8771

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**FOR OFFICE USE:**

Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

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

Paid : (Cheque/Cash) \_\_\_\_\_ Amount: \_\_\_\_\_

Keys received : Room \_\_\_\_\_

Returned

Name : \_\_\_\_\_ Position : \_\_\_\_\_

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

## **Terms & Conditions:**

10. The minimum rental period is one hour for each booking. Overtime usage will be charged hourly.
11. The audio system and all musical instruments should be handled by designated person only. Name of the PA system controller should be submitted to Jubilee Ministries in advance.
12. Please keep the place clean and tidy.
13. All furniture and fixtures have to be reinstated after use. The PA system, all musical instruments, lightings, air-conditioners have to be switched off before leaving the venue. Doors have to be locked.
14. Keys are to be returned to Jubilee Ministries on the next business day.
15. 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.
16. Approval has to be obtained before putting any posters within the premise.
17. Jubilee Ministries is not liable for any damages or lost of properties and any other accidents caused during the events.
18. Smoking, gambling, drinking alcoholic and any other illegal activities are strictly prohibited.

Application Method: Please fill in the application form and fax to: 2708-8771 or e-mail to [info@jubileehk.org](mailto:info@jubileehk.org)

Payment Method: Full payment should be paid two weeks before the date of usage.

1. Cheque should be made payable to “**Jubilee Ministries Ltd**”
2. Direct Debit: Bank Name: HSBC, Account Number: 007-4-108762

: Bank Name: Nanyang Commercial Bank, Account Number: 043-478-1-125680-5

\*\* Please send us deposit slip by email – [info@jubileehk.org](mailto:info@jubileehk.org) or fax : 2708 8771 with applicant’s name