

Chiang Chen Studio Theatre - Booking Application Form 蔣震劇院 - 租用申請表格

I Particulars of Applicant 申請者資料

1. To be completed if applicant is an organization 以團體名義申請者適用:

Name of Organization 團體名稱: _____ (English)
_____ (中文)

Nature of Organization 團體性質:

- Commercial 商業團體 Government 政府 Registered Non-profit-making 註冊非牟利團體
 Charitable 慈善團體 Overseas 海外 Others 其他: _____

Name of Signatory 負責人姓名: _____ (English) _____ (中文)

Position Held by Signatory 負責人所擔任職位: _____

Telephone No. 電話號碼: _____ Fax No. 傳真號碼: _____

Mobile Phone No. 手提電話號碼: _____ Email 電郵: _____

Correspondence Address 通訊地址: _____

2. To be completed if applicant is an individual 以個人名義申請者適用:

Name of Applicant 申請者姓名: _____ (English) _____ (中文)

HK Identity Card 香港身份證 / Passport No. 護照號碼: _____

Telephone No. 電話號碼: _____ Fax No. 傳真號碼: _____

Mobile Phone No. 手提電話號碼: _____ Email 電郵: _____

Correspondence Address 通訊地址: _____

II Particulars of Event 節目資料

Date 日期: _____ Time 時間: _____

Name of Event 節目名稱: _____ (English)
_____ (中文)

Type of Event 節目形式:

- Performing Programme (e.g. Dance, Drama, Opera, etc.) 演藝節目(如舞蹈, 話劇, 歌劇等) _____
 Concert 音樂會 Variety Show 綜合表演 Conference 會議 / Seminar 研討會 Ceremony 典禮
 Filmshow 電影 Recital 獨奏會 Others 其他: _____

Purpose 活動性質 / Outlines 概要: _____

Name & No. of Principal Artiste(s) / Speaker(s) 表演/演講者姓名及人數: _____

Anticipated No. of Artiste(s) 預計表演人數: _____ Anticipated No. of Audience 預計觀眾人數: _____

Materials for display/decoration e.g. banners, posters etc. (please specify, if any)

物品/裝飾, 如宣傳橫額、海報等(如有, 請註明): _____

III Particulars of Ticketing 票務資料

Total number of seats available 座位總數: 247 numbers/個)

Public 公開: Free admission 免費入場 / Selling tickets 售票 (Ticket price 票價 HK\$ _____)

Private 私人: Free admission 免費入場 / Selling tickets 售票 (Ticket price 票價 HK\$ _____)

Remark 備註: Choose where appropriate 選取適用者

IV Venue Hire Charges 場地租用費

Package 服務組合	Purpose 用途	Facilities 設備	Charge / hour 每小時收費 (HK 港幣\$)	No. of Hiring hours 單位	Sub-total 合計 (HK 港幣\$)
<input type="checkbox"/> A	Simple Meeting/ Lecture / Seminar etc. 簡單會議/ 演講/ 研討會等	- Mic 有線咪(4 Nos. 4 支) - Audio Recording 錄音 (for archival purpose only 只可作存檔用途)	945	_____ hrs 小時 (minimum 2 hrs) (最少 2 小時)	
<input type="checkbox"/> B	Meeting/ Lecture / Seminar etc. 會議/演講/ 研討會等	- Mic 有線咪(8 Nos. 8 支) - Wireless Mic 無線咪(2 Nos. 2 支) - Video Projector 投影機 - CD / MD / Tape Player 鐳射光碟/迷你鐳射光碟/錄音帶播放機 - Audio Recording 錄音 (for archival purpose only 只可作存檔用途)	1,995 <input type="checkbox"/> Extra 280/hr for additional stage lighting 額外舞台燈光， 每小時 280	_____ hrs 小時 (minimum 2 hrs) (最少 2 小時) _____ hrs 小時 (minimum 2 hrs) (最少 2 小時) for additional stage lighting, if any 如需額外舞台燈光	
<input type="checkbox"/> C	Film Show 電影欣賞	- Mic 有線咪(1 No. 1 支) - Video Projector 投影機 - CD / MD / Tape Player 鐳射光碟/迷你鐳射光碟/錄音帶播放機	1,365	_____ hrs 小時 (minimum 2 hrs) (最少 2 小時)	
<input type="checkbox"/> D	Performance 表演	- Mic 有線咪(8 Nos. 8 支) - Wireless Mic 無線咪(2 Nos. 2 支) - Full Stage Lighting 舞台燈光 - Grand Piano 三角鋼琴 - Video Projector 投影機 - CD / MD / Tape Player 鐳射光碟/迷你鐳射光碟/錄音帶播放機 - Audio Recording 錄音 (for archival purpose only 只可作存檔用途)	2,625	_____ hrs 小時 (minimum 2 hrs) (最少 2 小時)	

Miscellaneous Services 其他服務:

<input type="checkbox"/> First additional set of wireless mic 第一套附加無線咪 (subject to availability 需視乎供應情況)	550/4 hrs 每 4 小時 550 150/add. hr 額外每小時 150	_____ hrs 小時 (from 由 _____ to 至 _____)	
<input type="checkbox"/> Second additional set of wireless mic and more 第二套及其後附加無線咪 (subject to availability 需視乎供應情況)	120/4 hrs 每 4 小時 120 40/ add. hr 額外每小時 40	_____ units 支 _____ hrs 小時 (from 由 _____ to 至 _____)	

Break-up Rooms (For details, please refer to the Application of Break-up Rooms for Conferences) (subject to availability)
小組會議室(詳情請參閱小組會議室申請表)(需視乎供應情況)

GRAND TOTAL

Remark 備註(For Office Use Only 只供內部填寫):

V Booking Schedule 租用時段表

Booking Date 租用日期 dd/mm/yyyy 日/月/年		Purpose 用途(please fill in where appropriate 請在適當地方填寫)		
hour-hour 時段	Rehearsal/Set-up 綵排/佈置	Programme 節目	Move-out 離場	
e.g. 例如: 10/01/2000	Day 1 第一日	0900-1030	x	
		1030-1200		x
		1200-1300		x
	Day 1 第一日			
	Day 2 第二日			

Remark: Please use separate sheet if additional space is required.

備註: 如空位不足, 請加附頁。

VI Important Notes 注意事項

1. The Chiang Chen Studio Theatre is operated on a self-financing basis. All users of the Studio Theatre have to pay venue hire charges which are used to cover the operating expenditure and part of the manpower cost.
蔣震劇院以自負盈虧的方式運作，所有租用者需繳交場地租用費，以應付營運開支及部份人力資源成本。
2. **The Chiang Chen Studio Theatre is open according to booking hours. Hirers are advised to take the set-up and move-out time into account when hiring the Studio Theatre.**
蔣震劇院將按照租用時間開放。租用者需於租用時間內安排佈置和清理場地。
3. **In case of ad hoc additional booking on the date of event, rate of venue hire charge will be calculated on a double and half-hourly basis.**
如在活動當日額外延長租用時間，場地租用費將以每半小時及雙倍費用計算。
4. **The minimum duration for hire for each service package is two hours and half-hour booking thereafter is accepted.**
每項服務組合之租用時間最少為兩小時，其後以每半小時為單位。
5. The completed application form should reach the Culture Promotion and Events Office, Jockey Club Auditorium, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong at least 3 weeks prior to the date of the booking.
申請人需於租用日期前三星期將填妥表格交回香港九龍紅磡香港理工大學賽馬會綜藝館文化及設施推廣處。
6. **Applicant please return completed application form together with copies of the following documents:**
 - a. **Certificate of Business Registration / Certificate of Registration and a list of the current committee members ;**
 - b. **Hong Kong Identity Card / Passport (only applicable to individual application) ;**
 - c. **Promotional materials for the programme and or previous similar event**
申請者請將此表格連同以下文件副本交回文化及設施推廣處：
 - a. **商業登記/團體註冊證及現任委員名單**
 - b. **申請人身分證/護照(只適用於個人名義申請者)**
 - c. **是次節目/過往曾舉辦同類型節目之宣傳資料**
7. This application form will be kept for 7 years for auditing purpose and will be destroyed thereafter.
申請表將保留七年，以作審計用途，其後將全部銷毀。
8. Hirers are responsible for the setting up and subsequent removal of their decoration/props, including banners, backdrops, posters, etc.
租用者需自行搭建及拆除所有佈置和裝飾，包括宣傳橫額、背景幕及海報等。
9. Hirers have to complete a separate form, Booking Form for Theatre Lounge, if booking of Theatre Lounge is required. For enquiries, please contact the Catering Manager at 2336 8005.
如需租用蔣震劇院旁之餐廳，租用者需另外填寫申請表，以租用該餐廳及申請餐飲服務。如有查詢，請致電 2336 8005 與餐飲經理聯絡。
10. Notices regarding the collection of personal data in connection with booking application of Chiang Chen Studio Theatre in accordance with the Personal Data (Privacy) Ordinance:
 - a. Purpose of Collection
The personal data provided by means of this form will be used by the University for:
 - i. carrying out activities relating to the booking application made to Chiang Chen Studio Theatre;
 - ii. facilitating communication between the University and yourself.The provision of personal data by means of this form is voluntary. However, the booking application may not be able to process if information is insufficient.
 - b. Class of Transfer
The personal data that you have provided by means of this form may be disclosed to other Government departments and agencies in pursuance of the purpose mentioned in paragraph 10.a. above.
 - c. Access to Personal Data
You have the right of access and correction with respect to personal data as provided for in accordance with the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data, which you have provided by means of this form.
 - d. Enquiries
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections should be addressed to Culture Promotion and Events Office, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

關於蔣震劇院之租用申請表上之個人資料，將會根據個人資料(私隱)條例之規定處理：

- a. 資料收集之目的
大學將使用經這份申請表格填報的資料作以下用途：
 - i. 處理有關向蔣震劇院申請租用事宜；
 - ii. 就蔣震劇院之服務與申請人聯絡。本申請表上的個人資料，均由申請人自願提供。若提供的資料不足，申請事宜可能不獲辦理。
- b. 資料傳交
本申請表內的個人資料可能會交給其他政府部門及機構，以進行上述 10. a. 所述之用途。
- c. 查閱個人資料
根據個人資料(私隱)條例，申請人有權查閱及更改表格上的個人資料。查閱的權利包括索取此申請表內所提供的個人資料副本乙份。
- d. 查詢
如對表格上的個人資料有任何查詢，包括查閱及更改資料等，請來函致香港九龍紅磡香港理工大學賽馬會綜藝館文化及設施推廣處。

Please tick in the box provided if you do not want to receive marketing materials from our Office in future.
如不希望收到有關文化及設施推廣處之宣傳資料，請於空格內加上✓號。

VII Payment Agreement 付款協定

- Please find a cheque of HK\$ _____ payable to “The Hong Kong Polytechnic University” attached for the application.
本人附上支票港幣 \$ _____，支票抬頭“香港理工大學”，以繳交場地租用費。
- Please send us demand note for the payment of venue hire charge of \$ _____
請郵寄繳款通知單予本人，以繳交場地租用費 _____ 元。

I understand that confirmation of this booking is subject to the availability of the venue and my submission of payment does not constitute an agreement to this booking. Acceptance of this booking application will be subject to the University's final confirmation.

本人明白租用之核准需視乎場地的供應而定，而本人所繳交之費用並不達成租用協定。對於是否接納租用申請，香港理工大學將有最終決定權。

I have received a copy of the Information Guide of the Chiang Chen Studio Theatre, and I agree to observe and abide by all the Rules, Regulations, and Conditions of Hire of the Chiang Chen Studio Theatre stated therein.

本人已收到蔣震劇院之場地守則及租用條款，並同意遵守及履行蔣震劇院場地守則及租用條款內列明之所有租用條件。

Applicant / Authorized Signature
申請人 / 負責人簽署

Organization Chop
團體之印鑑

Date
日期

To: Applicant

致: 申請人

- Booking confirmed upon payment of venue hire charge on or before _____
申請已被接納，唯申請人需於 _____ 或之前繳交有關費用，否則此確認將會作廢。
- Booking confirmed 申請核准
- Booking not accepted 申請不被接納

For and on behalf of
The Hong Kong Polytechnic University
香港理工大學代表

Director
Culture Promotion and Events Office
文化及設施推廣處總監

Date 日期

For Office Use Only:

Copy to:

- FO** Please acknowledge receipt of the attached cheque no. _____ of _____ and credit to CCST Account 4-65-05-9081.
- Kindly address the receipt to the hirer direct (please see page 1 for the name and address).
- FMO** Please provide air-conditioning according to the following schedule:
Date: _____ Time: From _____ to _____
Date: _____ Time: From _____ to _____
- Please provide ventilation according to the following schedule:
Date: _____ Time: From _____ to _____
Date: _____ Time: From _____ to _____
- Please arrange facility set-up for Break-up rooms according to the attached schedule of requirements

For Office Use Only:

Date of receipt: _____ Source of Venue Information: _____

FOH: _____ Technical: _____

Booking: _____