



香港護理學院

College of Nursing, Hong Kong

香港灣仔告士打道 223 號海聯大廈十三樓 A 及 C 室 Room A&C, 13/F., Hyde Centre, 223 Gloucester Road, Wanchai, Hong Kong

電話 Tel : (852) 2572 9255

傳真 Fax: (852) 2838 6280

Email: info@cnhk.org.hk

Website: www.cnhk.org.hk

Venue Rental Application Form 租用場地申請表 CN05

For Official Use 由本學院填寫

Date received :

Handled by :

Name of Organization 機構名稱 : _____

Contact Person 聯絡人 : _____

Contact Tel. No. 聯絡電話 : _____ Fax No. 傳真號碼 : _____

Name of Event 活動名稱 : _____

Date 租用日期 : _____ Time 時間 : _____ No. of users 人數 : _____

1. Venue information 場地資料 (please tick the appropriate box 請在適當的空格內加上「√」)

Table with columns: Hiring Time, Organization, Hiring Charges, Classroom, Conference Room. Includes rows for different times and organization types with checkboxes for fees.

2. Rental for facilities 租用設備 (please tick the appropriate box 請在適當的空格內加上「√」)

Table with columns: Slide Projector, Overhead Projector, LCD Projector & Notebook, Mic system. Includes rows for charges per booking and total rental fee.

*except Conference Room 會議室除外

3. Catering 茶點 (please tick the appropriate box 請在適當的空格內加上「√」)

Table with columns: Items, Per Head, Quantity, Sub Total Amount. Includes row for Tea/Coffee + cookies and a Total Fee row.

Remarks 備註:

*Please contact us for additional services required. 如需任何其他服務，請聯絡我們。

Authorized Signature with Co. Chop 申請人簽名及印章

Date 日期

Notes 注意事項

- Application should be made at least one month in advance by completing the rental application form. 請於至少一個月前填妥及遞交“租用場地申請表”。
- Reservation is only accepted with a deposit of 10% of the rental fee. To confirm the booking, remaining 90% of the fees should be paid three weeks before the event. Otherwise, it is consider the applicant would cancel the booking and 5% of the deposit will be levied as administrative charge. 請於遞交申請表當日繳交 10%的按金預設留位。其餘的 90%須於活動進行前三星期繳交確實，否則申請將會當作取消而已繳交按金的 5%將會扣除作行政費用。
- For cancellation served (in writing) within 10 working days before the event, 50% of the total fee will be levied. All paid fee will be levied if cancellation is served within 5 working days prior to the event. 取消預約，如在活動進行前少於十個工作天提出，已繳款項的 50%一概不予退還。若任何取消少於五個工作天提出，已繳費用將不獲發還。
- Hirer will be liable to pay an extra hour of room charge if the booked session is not completed within 15 minutes at the end of the rental period. 活動須於預約交場時間十五分鐘內結束，否則須按續租一小時計算。
- If typhoon signal No. 8 or above / Black Rainstorm Warning is hoisted, or signal No. 8 or above is issued during the hiring time, the venue will be closed. Bookings can be re-scheduled within 3 months. If Black Rainstorm Warning is issued during the hiring, the venue will remain open. No re-schedule of the hiring will be arranged. 當 8 號或以上颱風訊號或黑色暴雨警告生效時，或於場地租用期間突然懸掛 8 號及以上颱風訊號，所有場地將暫停開放。租用團體可更改租用日期及時間，更改租用時間在三個月內有效。如黑色暴雨警告在場地租用期間生效，場地將如常開放，租用時間不設更改。
- Cheque should be made payable to “College of Nursing, Hong Kong”. Post-dated cheque will not be accepted. 支票抬頭請寫 “香港護理學院”，期票恕不受理。

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1. The application has been 閣下的申請已

Confirmed 獲接納 Date 日期 : _____ Time 時間 : _____
 Rejected 不獲接納

2. Total Charges 費用合共 : HK\$ _____

50% deposit 按金 : HK\$ _____ on or before _____ 前繳交

50% balance 餘額 : HK\$ _____ pay on 於 _____ 繳交

學院專用 For Office Use Only		(申請編號 Serial No. : _____)	
按金接納日期 Date Accepted:	付款方法 Paid by : <input type="checkbox"/> 現金 Cash <input type="checkbox"/> 支票 Cheque <input type="checkbox"/> 信用卡 Credit Card		
	經手人 Handled by :	日期 Date :	
	會計部 Handled by (A/C Dept.) :	日期 Date :	
餘額接納日期 Date Accepted:	付款方法 Paid by : <input type="checkbox"/> 現金 Cash <input type="checkbox"/> 支票 Cheque <input type="checkbox"/> 信用卡 Credit Card		
	經手人 Handled by :	日期 Date :	
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