



懲教署職員會所
Correctional Services Department Staff Club

懲教署職員會所綜合禮堂租用申請表

CSD Staff Club Function Hall Rental Application Form

申請人必須為本會會員，申請租用場地時必須填寫此申請表，並於租用日期前一個月前交回本會；申請經批准後，申請人須於租用日期前一星期繳付由管理委員會批核之租用費。

Applicant must be the Club Member and this form must be completed by applicant applying rental of Function Hall and returned one month before the date of rental. The rental fee approved by Management Committee of CSD Staff Club must be paid one week before the date of rental after getting the approval.

(1) 姓名： (英文) _____ (中文) _____
Name (English) (Chinese)

(2) 現時/退休時職級及編號： _____ 會員證號碼/身份證號碼： _____
Present Rank & No./ Rank & No. on Retirement Membership No./HK ID No.

(3) 駐守機構/退休時駐守機構： _____
Present Posting / Posting on Retirement

(4) 辦公室地址： _____
Office Address
電話： _____ 傳真： _____
Tel No. Fax No.

(5) 住址： _____
Home Address
電話： _____ 傳真： _____
Tel No. Fax No.

(6) 租用性質： _____ 使用人數： _____
Purpose of Rental Number of Participant

(7) 日期： _____ *時間：由 _____ 至 _____
Date *Time From To



懲教署職員會所
Correctional Services Department Staff Club

備註 Notes :

1. 每一節租用時間為最長三小時。
Each section of rental at maximum 3 hours.
2. 使用人士只可享用由會所提供之食物及飲品。
Food and beverages serving for the rental must be ordered from the Club.
3. 申請人須對租用期間內之一切損毀負責及作出賠償。
The applicant is responsible for the compensation of any loss or damage caused during the function.
4. 申請人須對已獲批准之使用用途及使用人士之行為負上個人責任。
The applicant is personally responsible for the approved usage of the venue and the behavior of all users.
5. 租用投影機 \$75/次。
Projector rental fee \$75 per time

聲明書 Declaration :

茲證明上述資料完全正確；本人及參加人士同意遵守會所一切規則及管理委員會隨時發佈之規定。本人同時明白，不遵守規則會令本人失去使用會所設施之福利。

I certify that the information above is correct. I and my participants shall undertake to comply with the rules of the Club and such directions as may be issued by the Management Committee from time to time. I also understand that non-compliance may result in suspension from using Club facilities.

_____ 申請人簽署 Signature of Applicant	_____ 姓名正楷 Name in BLOCK LETTERS	_____ 日期 Date
--	--	---------------------

For Office Use :

Received By:	Verified By:	Approved By:
--------------	--------------	--------------

_____ Date:	_____ Date:	_____ Date:
----------------	----------------	----------------