



懲教署職員會所
Correctional Services Department Staff Club

懲教署職員會所綜合禮堂 / 綜合活動室租用申請表
CSD Staff Club Function Hall / Multi-purpose Activity Room
Rental Application Form

申請人必須為本會年滿 18 歲之會員 / 職員，申請租用場地時必須填寫此申請表，並於租用日期至少一個月
前交回本會；申請經批准後，申請人須於租用日期最少一星期前繳付由管理委員會批核之租用費。
Applicant must be the Club Member aged 18 or above / CSD staff and this form must be completed by
applicant applying rental of Function Hall or Multi-purpose Activity Room and returned at least one month
before the date of rental. The rental fee approved by Management Committee of CSD Staff Club must be paid
at least one week before the date of rental after getting the approval.

甲部 Part A 申請人資料 Applicant Information	
姓名：(英文) Name (English)	(中文) (Chinese)
現時 / 退休時職級及編號： Present Rank & No./ Rank & No. on Retirement	會員證號碼： Membership No.
駐守機構 / 部門： Present Posting / Unit	
辦公室電話： Tel No.	傳真： Fax No.
通訊地址： Correspondence Address	
電郵地址： Email Address	聯絡電話： Contact Tel No.

乙部 Part B 活動詳情 Event Information	
活動名稱： Event Name	
日期(日/月/年)： Date (dd/mm/yyyy)	
時間： Time	由 From
	至 To
租用場地： Renting Venue	☐ 綜合禮堂 Function Hall
	☐ 綜合活動室 Multi-purpose Activity Room
使用人數： Number of Participants	
租用性質： Purpose of Rental	會議 / 講座 / 訓練 / 生日會 / 其他： Meeting / Seminar / Training / Birthday Party / Others
租用投影機數量 (投影機租用費: HK\$75/部)： Number of projectors rented (Projector rental fee : HK\$75 / set)	



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丙部 Part C 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 :

Remarks :

Total Fee :

Setting :