

**APPLICATION FORM FOR
Venue at Prince Edward Road West
太子道西場地申請表**

Please e-mail the completed application form to inquiry@mail1.ura.org.hk 請將填妥之申請表電郵至：

(Please tick “√” as appropriate 請選出(“√”)適用者)

Section A 甲部

1. Applicant 申請人/機構

Name: (English) _____
(英文)
姓名/名稱: (Chinese) _____
(中文)

Address: _____
地址: _____

Name of Contact Person: _____ Tel. No.: _____ E-mail Address: _____
聯絡人姓名: _____ 電話號碼: _____ 電郵地址: _____

根據《稅務條例》第 88 條獲豁免繳稅的慈善團體
Charities exempted from tax under Section 88 of the Inland Revenue Ordinance
 是 Yes 否 No

連同本申請表格一併提交的註冊文件的核證副本：

Certified true copies of registration document submitted together with this application form:

- 組織章程大綱及細則 Memorandum and Articles of Associations
- 公司註冊證書 Certificate of Incorporation
- 商業登記證 Business Registration Certificate
- 根據《稅務條例》第88條獲豁免繳稅證明
Proof of exemption from tax under section 88 of Inland Revenue Ordinance
- 其他（請列明）Others (please specify)

2. Venue to Use 使用場地

Multi-function Room, 3/F, 200 Prince Edward Road West
太子道西 200 號 3 樓多用途室

3. Date & time of activity 活動日期及時間

Date 日期 (dd/mm/yy) (日/月/年)	
Time 時間 Each Session 每節\$300, Whole Day 全日\$600	<input type="checkbox"/> 10:30-14:00
	<input type="checkbox"/> 14:30-18:00
	<input type="checkbox"/> 18:30-22:00 for IO/ OC use only (to be booked via Legislative Councillor/ District Councillor referral) 只供法團/業委會使用 (需經立法會議員/ 區議會議員轉介)
	<input type="checkbox"/> Whole Day 全日 10:30-22:00
Total Day(s)/ Session(s) 總日數/ 節數	
Total License Fee 總許可書費用	
Deposit 按金	\$3,000

4. Description of activity to be held 擬舉辦活動簡介

Name of Activity: (English 英文) _____
活動名稱: (Chinese 中文) _____

Type of Function: Meeting/Seminar 會議/講座 Course/ Workshop 課堂/工作坊 Exhibition 展覽
活動類別: Other, please specify 其他,請註明: _____

Objective of the Activity: _____
活動的宗旨:

Target of Service: Open (for all) 公開(所有人士)
服務對象: Open (for specific group of people) 公開(特定對象):
 Residents in District 區內居民 Children/Youth 兒童/青少年
 Elderly 長者 Disabled 傷殘人士
 其他 other: _____

Estimated no. of Participants: _____ (每節 Each Session) Admission charges: Yes 是
預計參加人數: _____ (每日 Each Day) 收費: No 否

If yes, please state the amount chargeable per head.
如要收費, 請說明每名參加者須繳費用款額。

* Please also submit the budget of the event
請另行提交活動項目的財務預算

5. Equipment applied for 申請使用的設備

聲明及簽署 Declaration and Signature

1. 本人/本人等清楚明白本表格的內容，並確認本人提供的所有資料及證明文件全部真確無誤。
I/We read and fully understand the contents of this application form before submitting this proposal, and confirm that all the information provided herein is true and correct.
2. 市區重建局批核此申請的過程中，本人/本人等同意提供其他市區重建局認為有需要的資料或證明文件。
I/We agree to provide such other information or supporting documents as the Urban Renewal Authority (“URA”) may require in processing this application.
3. 本人/本人等清楚明白及完全同意市區重建局在無須透露原因及無須對任何人承擔責任的情況下，保留在任何階段拒絕此申請的權利。本人亦同意，無論此申請成功與否，本申請表格及本人在申請過程中所提供的所有證明文件將不會發還。
I/We fully understand and agree that the URA reserves the right to decline this application at any stage and the URA shall not be liable to any person for doing so. In addition, I/We also agree that this application form and all supporting documents provided by me/us in relation to this application will not be returned to me/us irrespective of whether this proposal is successful or not.
4. 如果此申請獲得批核，本人/本人等同意簽署由市區重建局擬定的許可書協議，同時繳付許可書費用及按金。
I/We agree that should this application be successfully accepted, I/we shall sign a license agreement in a prescribed format specified by the URA and pay the license fee and deposit.
5. 本人/本人等已向市區重建局申報有關此項申請過程中的任何真實或明顯、直接或間接的利益衝突。
I/We shall declare to the URA any interest where there may be real or apparent conflict, direct or indirect, during the application process:
有 / 無（請刪去不適合者） **Yes / Nil (Please delete as appropriate.)**
如有，請列明：If yes, please provide the details:

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6. 本人/本人等已親自閱讀及同意本文件的全部內容及「太子道西場地申請簡介」。
We have personally read through and agree all contents of this document and the “Venue at Prince Edward Road West Application Guidelines”.

Official stamp of applicant
(applicable to applicant
organisation only)
申請機構的正式印鑑
(只適用於以機構名義
提出的申請)



Signature : _____
簽署 : _____
Name : _____
姓名 : _____
Position : _____
職位 : _____
Date : _____
日期 : _____