



挪亞工作坊申請表
Noah's Workshop Booking Form

申請日期:
Application Date:

申請人資料 Particulars of Applicant

團體 / 機構名稱:

Name of Organization:

非牟利機構 Non-Profit Organization 學校 School 其他 Other

團體 / 機構地址:

Address:

申請人姓名:

Name of Applicant:

辦公室電話 Office Phone No:

傳真號碼 Fax No:

手提電話 Mobile Phone No:

電郵地址 E-mail Address:

租用詳情 Event Information

租用日期: Requested Date:	____ / ____ / ____ (____) 日 月 年 DD MM YY	租用時間及費用: Requested Time & Price:	開始時間/ Start Time: (____ 至/to ____)	
			以每節 4 小時計算 4 Hours per session	\$1,000 <input type="checkbox"/>
			全日 (早上十至晚上十時) Whole day (10:00am-10:00pm)	\$2,500 <input type="checkbox"/>

人數:

No of Guests:

(最多可容納 130 人)
(Maximum Capacity 130pax)

租用用途:

Purpose for Rental:

培訓/Training 講座/Seminar
 會議/Conference 其他/Other

場地設定:

Setting Arrangement:

U-型 U-Shaped 課室式 Classroom
 講座式 Seminar 其他 Other: _____

設施包括 Equipment

- ◆ 投影機連螢幕/ Projector and Screen
- ◆ 影碟播放器/ CD/DVD Player
- ◆ 無線咪 2 支連咪座/ 2 Wireless microphones and Stands
- ◆ 白板及筆(根據要求)/ Whiteboard with markers (Upon Request)
- ◆ 坐椅最多 130 張及長枱最多 6 張/ Chairs (max 130) and Tables (max 6) 椅/Chairs X____, 枱/Tables X____

本團體 / 機構已閱讀及同意有關挪亞工作坊之守則。

We have read and agreed with the Noah's Workshop Rules and Regulations, and The Regulations for Venue Rental.

申請者代表簽署及蓋印
Applicant's Signature & Organization Chop

日期:
Date:



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挪亞工作坊收費 Noah's Workshop Price		面積 Area	人數 Maximum capacity		
\$1,000 (以每節 4 小時計算) (4 hours per session)	\$2,500 (全日 / Whole day)	1140 呎/ s.f 105 平方米/ s.m	U-型 U-Shaped	講座式 Seminar	課室式 Classroom
			60 位/per	130 位/per	70 位/per

租用須知 Regulations for Venue Rental

- ~ 挪亞工作坊只接受兩星期後至 90 天內的預訂。
Bookings can be made for two weeks and up to 90 days in advance.
- ~ 申請人需自行安排交通 (詳情請參閱 <http://www.noahsark.com.hk>).
- Applicants shall arrange their own transportation.(For details, please refer to Ma Wan Park Website <http://www.noahsark.com.hk>).
- ~ 申請人須於租用日期前最少兩星期填妥申請表格及交回本辦事處。
Applicants have to confirm the booking 14 working days before the reserved date and return the form to Ma Wan Park Limited (MWPL).
- ~ 本辦事處於收到申請表後 3 天內以圖文傳真或電子郵件回覆結果及向申請人發出合約，申請人必須於發出合約日期起 7 個工作天內繳付訂金，訂金為租金的 50%。本辦事處收到訂金後隨即發出『確認信』作實，餘款需於租用日期 3 個工作天前繳清。如未能如期繳付訂金，本辦事處有權取消有關申請。如未能如期繳清餘款，已繳之訂金將不獲發還及有關申請會被作廢而毋須另行通知。逾期繳款者，本辦事處作自動取消申請租用場地論。
MWPL will confirm the booking by Fax or E-mail within 3 working days and will issue the contract to the applicant. The applicant must pay the deposit in 7 working days upon the date that the contract issued, the deposit is 50% of the rent. A confirmation letter will be issued after the deposit paid. Full payment is required to be settled prior to the use of workshop in 3 working days. If the deposit cannot be paid, MWPL reserves the right to cancel the booking. If the payment remains unsettled before the appointed date, MWPL will cancel the application without prior notice and the deposit paid will be forfeited.
- ~ 申請一經批核及繳交所需費用後，本辦事處將以傳真或電郵回覆並發出確認信。租用團體/機構於租用日期當天向當值職員出示此「確認信」，方可使用場地。
Once the rental payment is settled, MWPL will issue a confirmation via Fax or E-mail. This confirmation must be shown to MWPL duty staff upon arrival at Noah's Ark.
- ~ 如取消租用場地，已繳交之款項將不獲發還。
The payment will not be refunded if the applicant cancels the booking.
- ~ 如使用時間超出租用時段，則需加收超時附加費。
Additional fees will be charged for any part of the hour over the reserved session.
- ~ 如需在租用期間提供茶點服務，可代為安排聯絡。(另外收費)
Coffee Break Services are available and can be arranged upon requests additional charges apply. Please enquire for price list.
- ~ 若租用團體/機構在租用場地內飲食，請保持地方清潔，若把場地弄髒，租用團體使用者需繳付有關清潔費用。
The venue should be kept clean. Otherwise, extra fee will be charged for cleaning.
- ~ 挪亞工作坊範圍不准吸煙。
No Smoking is allowed in Noah's Workshop.
- ~ 挪亞工作坊內設施須小心使用，如有損壞，使用者須按照市價賠償一切損失。
All equipment / materials in Noah's Workshop should be used with care. The user will be held liable and required to pay the delay charge and full compensation at market rate for any damages.
- ~ 租用團體/機構請小心保管閣下之私人財物，如有任何財物遺失或損壞，本辦事處恕不負任何責任。
Please keep track of your personal belongings at all times and do not leave them unattended. MWPL is not responsible for any lost or damaged items.
- ~ 租用團體/機構須遵守本辦事處所定的租用守則。
Users should follow all the regulations above.
- ~ 本辦事處保留修改以上條款及細則之最終決定權，而毋須作出另行通知。
MWPL reserves the right to amend the above rules and regulations without prior notice.

繳費方法 Payment Details

- ~ 所有租金需以劃線支票支付，抬頭為『馬灣公園有限公司』。請於指定日期前郵寄至：新界馬灣珀欣路 33 號 1 樓挪亞方舟辦事處。
Please settle the payment by crossed cheque and make payable to "Ma Wan Park Limited", Please address the cheque to 1/F, Admin Office, 33 Pak Yan Road, Ma Wan, N.T.

恶劣天氣安排 Inclement weather arrangement

- ~ 方舟開放前或使用場地前，如天文台發出黑色暴雨訊號或 8 號颱風訊號，租用人可申請重新安排一個月內使用場地。
If Black Rainstorm Warning or Typhoon Signal No.8 or above is hoisted before Noah's Ark opens or prior to the reserved time, users can rescheduled to a possible available date within one month.