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方舟劇院租用申請表

Application Form for Ark Theatre Rental

訂票編號(如適用): Ticket ID (if any):	
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1. 聯絡人資料 Personal Particulars

團體/機構: Name of Organization		聯絡人姓名: Contact Person	
聯絡電話: Contact number:		電郵: Email:	
地址: Address:			

2. 活動資料 Event Information

租用日期: (首選) Date of Rental : (1st choice)		租用日期: (次選) Date of Rental : (2nd choice)	
活動開始時間: Event Start Time:		活動完結時間 Event End Time:	
預計使用人數: No. of attendees :		活動用途: Purpose of Use	
是否首次借用? First time rental?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No (上次租用日期 Last rental date: _____)		
活動性質: Event Nature	<input type="checkbox"/> 私人租用 Private rental <input type="checkbox"/> 開放給公眾人士參與 Open to public		
活動名稱: Name of Event:			
活動種類 Types of event (可選擇多項 you may choose more than one option)	<input type="checkbox"/> 音樂表演 Music Performance <input type="checkbox"/> 戲劇/歌舞劇 Theatre/ Musical <input type="checkbox"/> 會議/講座 Lecture/ seminar/ class <input type="checkbox"/> 電影 Movie screening <input type="checkbox"/> 佈道會/敬拜 Mission/ Worship <input type="checkbox"/> 到會 Catering <input type="checkbox"/> 展覽 Exhibition <input type="checkbox"/> 其他 Others (請註明 please specify) _____		
需要發票 Issue of invoice	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	需要收據 Issue of receipt	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No

3. 需要使用器材 Required equipment

器材 Equipment	可供數量 Quantity available	要求數量 Quantity needed	備註 Remarks
1) 咪(有線) Wire microphone	4	_____	_____
2) 咪(無線) Wireless microphone	4	_____	_____
3) 投影機 Projector	1	_____	_____
4) CD/DVD機 CD/ DVD player	1	_____	_____
5) 電子琴 Keyboard	1	_____	_____
6) 結他揚聲器 Guitar amp	1	_____	_____
7) 低音結他揚聲器 Bass amp	1	_____	_____
8) 譜架 Music stand	6	_____	_____
9) 咪架 Mic stand	6	_____	_____
10) 鼓 Drum	1	_____	_____
11) 其他 Others	-	_____	_____
請註明 (please specify) _____			

4. 細則 Terms & Conditions:

1. 本館將於收到申請表後3個工作天內回覆有關申請，並以先到先得為準。如有查詢，請致電34118855。

We will process the application within 3 working days once we have received the application form on first come first served basis. If you have any inquiry, please feel free to contact us at 34118855.

2. 申請一經被接納，團體如欲取消，請於使用場地前14工作天以書面通知本館;否則將扣除場地租金25%作行政費用。

Cancellation has to be made 14 working days prior the rental date. Otherwise, 25% of the total rental amount will be charged as administrative fee.

3. 團體請在使用場地當日出示本館所電郵之「確認信」以作核實。

Please bring along your confirmation letter upon arrival before using Ark Theatre.

4. 方舟劇院內一律禁止吸煙。

Smoking is prohibited in Ark Theatre.

5. 租用團體/使用者請準時到達及交還使用場地。若超時十五分鐘亦以一小時計算額外租金。

The renting group should arrive and return the venue on time. For any late return exceeding 15 minutes, an hour rate will be charged to the renting group.

6. 若租用團體/使用者在租用場地內飲食，請保持地方清潔，若把場地弄髒，租用團體/使用者需繳付地方清潔費用。

Eating or drinking is prohibited. The venue should be kept clean. Otherwise, extra fee will be charged for cleaning.

7. 租用期間，所有設施如有損毀、破壞或遺失，租用團體/使用者須負賠償之責。

Compensation has to be made by the renting of if any damages of facilities are found.

8. 租用團體/使用者不得分租或轉租給予其他團體/人士。

Any kind of sublease is not allowed.

9. 租用團體/使用者不可於本機構範圍內進行任何犯法行為。

Any kind of illegal activities are prohibited.

10. 租用團體/使用者不可播放任何未有版權之影片。

Video without copyright are prohibited to be broadcasted in Ark Theatre.

11. 租用團體/使用者請小心保管閣下之私人財物，如有任何財物遺失或損壞，本機構恕不負任何責任。

Please keep track of your personal belongings at all times and do not leave them unattended. Ark Expo is not responsible for lost or damaged items.

12. 租用團體/使用者須遵守本機構所定的租用守則。

The renting group should follow all the regulations above.

13. 本館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。

Ark Expo reserves the right to amend the above terms and conditions without prior notice and in the event of disputes, the decision of Ark Expo shall be final and conclusive.

14. 租用團體/使用者須於活動前七天提交一份計劃書有關活動詳程，如活動流程、佈置、舞台及外置燈光或音響效果及一齊有關活動事項所需裝置等(不只限於上述所例)。

You are required to submit a proposal of your event 1 week prior the event date for approval, which includes but not limit to rundown, decorations, stage design, external setting on lighting or PA system.

5. 聲明 Declaration

本人已清楚閱讀及同意遵守所有場地租用守則。

I declare I have read and hereby agree with all the terms and conditions stated above.

申請人姓名：
Applicant's Name:

申請人簽署：
Applicant's signature:

日期：