

## YHA 美荷樓青年旅舍設施申請表

### Reservation for Facilities of YHA Mei Ho House Youth Hostel

申請人姓名 _____	香港身分證號碼 (首四個數字) _____
Name of Applicant _____	Hong Kong ID Card No. (First 4 digits) _____
所代表機構 / 團體的名稱 _____	職位 _____
Name of Organization Represented _____	Position _____
機構 / 團體的郵遞地址 _____	
Postal Address of the Organization _____	
機構 / 團體的相關註冊證書號碼 _____	
Relevant Registration Certificate No. of the Organization _____	
電話號碼 _____	傳真號碼 _____
Tel. No. _____	Fax No. _____
電郵地址 _____	
Email Address _____	
擬租用的設施 _____	多用途室 _____
Facilities Required _____	Function Room _____
<input type="checkbox"/> Back Courtyard	<input type="checkbox"/> The Hideaway
<input type="checkbox"/> Others _____	
租用日期 _____	租用時間 _____
Date of Use _____	Time of Use _____
用途^ _____	
Purpose of Use^ _____	
預期參加人數 _____	工作人員人數 _____
Estimated No. of Participants _____	No. of Working Staff _____
會否向參加者收取費用?	會 / 不會
Will you collect fees from the participants?	Yes/ No
如會, 收費多少?	\$ _____ 每位per person
If yes, how much ?	
活動會否帶來其他收入?	會 / 不會
Will any other income be derived from the activity?	Yes/ No
如會, 收費多少?	\$ _____ 元
If yes, how much ?	
會否使用擴音系統或橫幅標語?	會 / 不會
Will you use the Public Address System or slogan banners?	Yes/ No
如會, 請詳細列出	
If yes, please specify details _____	
會否邀請傳媒到場?	會 / 不會
Will you invite media or press?	Yes/ No
如會, 請詳細列出	
If yes, please specify details _____	
會否使用其他裝備、設備或可移動的傢具?	會 / 不會
Will you use other equipment or movable furniture?	Yes/ No
如會, 請詳細列出	
If yes, please specify details _____	
會否供應餐飲服務?	會 / 不會
Will you provide food & beverage services?	Yes/ No
如會, 請詳細列出	
If yes, please specify details _____	
會否供應其他服務^?	會 / 不會
Will you provide other designated services^?	Yes/ No
如會, 請詳細列出	
If yes, please specify details _____	

^請參閱《YHA美荷樓青年旅舍設施使用守則》第16項。

Please refer to #16 of the "Rules & Regulations for the use of facilities of YHA Mei Ho House Youth Hostel"

請提供兩名負責人的姓名，其中一名負責人必須在已預訂的時段登記取場，並代表該團體與旅舍職員聯絡。

Please provide the names of 2 contact persons, one of whom must be present during the booking period to pick up the venue and representing the organization to liaise with hostel staffs if needed.

負責人 Person in Charge (A)

聯絡電話號碼

Mr/Miss/Ms/Mrs \_\_\_\_\_ 先生 / 女士

Contact Tel. No \_\_\_\_\_

負責人 Person in Charge (B)

聯絡電話號碼

Mr/Miss/Ms/Mrs \_\_\_\_\_ 先生 / 女士

Contact Tel. No \_\_\_\_\_

本人代表 \_\_\_\_\_ (機構/團體名稱)(下稱「本機構/團體」)作出承諾，如是項申請獲得批准，在收到YHA美荷樓青年旅舍發出的確認通知後，本人會即時支付租用設施的所有費用；如設施在本機構/團體使用期間遭到任何損毀，本人會支付有關的修理費用；以及如在該段期間有任何設備、器具、裝置或其他財物遭到損壞或破壞、失竊或被移走，本人亦會支付修理、修復或重新購置有關物品的費用。本人聲明，上述申請是因本機構/團體舉辦活動而提出，所提供的資料均屬正確。

If this application is successful, I, on behalf of \_\_\_\_\_ (Name of the Organization)(the Organization), undertake to pay all charges arising from the hiring of the facilities immediately upon the confirmation by YHA Mei Ho House Youth Hostel. I also undertake to meet the cost of repairing any damage caused to the facility/facilities, and of repairing, reinstating or replacing any equipment, apparatus, fitting or other property damaged or destroyed, stolen or removed during the use of the facility/facilities by the Organization. I declare that the above application is for the purpose of organising activity by the Organization, and all information provided herewith is true and correct.

本人已閱悉並承諾遵守最新的《YHA美荷樓青年旅舍設施使用守則》。在租用設施期間，如本人或獲授權人士在使用設施時因疏忽而引致任何人士蒙受財物損失或損壞，或身體受傷或死亡，以致有關人士向YHA美荷樓青年旅舍或香港青年旅舍協會提出任何訴訟、申索或索求，本人必須向YHA美荷樓青年旅舍或香港青年旅舍協會作出賠償。

I have read the latest "Rules & Regulations for the use of facilities of YHA Mei Ho House Youth Hostel" and I undertake to observe the Rules & Regulations. I shall indemnify YHA Mei Ho House Youth Hostel or Hong Kong Youth Hostels Association against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death arising out of or as a result of using the facility/facilities by me or a person authorised by me due to my negligence or the negligence of such an authorised person.

申請人簽署：

Signature of Applicant: \_\_\_\_\_

申請人姓名(正楷)和職位：

Name in Block Letters and Position of Applicant: \_\_\_\_\_

日期： \_\_\_\_\_ 機構 / 團體印章：

Date: \_\_\_\_\_ Official Chop of Organization: \_\_\_\_\_

\*申請人所提供的個人資料只作處理有關使用 YHA 美荷樓青年旅舍設施的申請之用。如欲更正在本表格上填寫的個人資料，請致電(852) 3728 3500 與 YHA 美荷樓青年旅舍接待處聯絡。

\*The personal data provided by the applicant will only be used for processing applications for use of facilities managed by the YHA Mei Ho House Youth Hostel. Please contact the reception of YHA Mei Ho House Youth Hostel at (852) 3728 3500.

遞交申請：1) 電郵 [mhh.res@yha.org.hk](mailto:mhh.res@yha.org.hk) 或 2) 傳真 3755 4383

Submission of Application: 1) email [mhh.res@yha.org.hk](mailto:mhh.res@yha.org.hk) or 2) Fax 37554383

### Official Use

Handled By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

### Payment Terms

☐ Full Payment

☐ Half Payment

☐ Partial Payment \_\_\_\_\_

☐ Free of Charge

Total Amount: \_\_\_\_\_

Payment Method:

Payment Ref.: \_\_\_\_\_

Folio No.: \_\_\_\_\_

Cash / Cheque / Credit Card \_\_\_\_\_

Remarks: \_\_\_\_\_