

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

Name of Applicant _____

所代表機構 / 團體的名稱

申請人職位

Name of Organization Represented _____ Position _____

機構 / 團體的郵遞地址

Postal Address of the Organization _____

電話號碼

傳真號碼

電郵地址

Tel. No. _____ Fax No. _____ Email Address _____

擬租用的設施

多用途室

舞蹈活動室

會議室

其他 _____

Facilities Required Function Room Dance Studio Meeting Room Other _____

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

如會 · 收費多少?

Will you collect fees from the participants?

Yes/ No

If yes, how much?

\$ _____ 每位 per person

活動會否帶來其他收入?

會 / 不會

如會 · 收費多少?

Will any other income be derived from the activity?

Yes/ No

If yes, how much?

\$ _____ 元

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 _____

會否帶備其他設備或樂器?

會 / 不會

Will you bring along any other equipment or instruments?

Yes/ No

如會 · 請詳細列出

If yes, please specify details _____

會否佈置場地或設置舞台?

會 / 不會

Will you put up decorations or set up a stage?

Yes/ No

如會 · 請詳細列出佈置的物料

If yes, please specify details _____

會否預訂美荷樓咖啡室餐飲服務?

會 / 不會

Will you order food & beverage from Garden at Mei Ho Café?

Yes/ No

^請參閱《YHA 美荷樓青年旅舍設施使用守則》第24項。

Please refer to #24 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 或 2) 傳真 3755 4383
 Submission of Application: 1) email mhh.res@yha.org.hk or 2) Fax 3755 4383

Official Use			
Handled By: _____			Date: _____
Approved By: _____			Date: _____
Payment Terms			
<input type="checkbox"/> Full Payment	<input type="checkbox"/> Half Payment	<input type="checkbox"/> Partial Payment _____	<input type="checkbox"/> Free of Charge
Total Amount: _____	Payment Method: _____	Payment Ref: _____	Folio No.: _____
Cash / Cheque / Credit Card		_____	_____
Remarks: _____			