鄉 議 局 大 樓 場 地 參 觀 須 知
Notes of Application

1. 所提供的個人資料只用作處理場地參觀申請的事宜上。
   The personal data provided will only be used for processing this application.

2. 每個租場申請只可獲安排場地參觀一次。
   One site visit will be arranged for each venue application only.

3. 星期六、日及公眾假期不設場地參觀服務。
   No visits arrangement on Saturdays, Sundays and Public Holidays.

4. 須於計劃參觀日期最少七個工作天前提出申請：將填妥之申請表電郵至 info@heungyeekukbuilding.org，鄉議局大樓將因應場地檔期而作出適當安排。
   Completed application form should be submitted at least seven working days before the proposed date of site visit by email: info@heungyeekukbuilding.org.hk. Site visit would be arranged according to the availability of venues.

5. 鄉議局大樓將於收到申請後之五天內以電郵確認場地參觀預約。
   The site visit will be confirmed by email within five days after the receipt of the application.

6. 不論申請參觀的場地數量，如當中包括大劇院，參觀時間限定為一小時內，而其他場地則限定為半小時內。
   No more than one hour visit will be arranged for the Grand Theatre, and less than thirty minutes visit will be arranged for other venues.

7. 如遲到超過十分鐘或以上，場地參觀將馬上被自動取消，請重新申請。
   Visit will be cancelled immediately if late for ten minutes or above.

8. 場地參觀不設任何設備 (包括控制室) 之參觀、測試及試用。
   No demonstration and testing regarding to the equipment and the control panels of the venues.

9. 參觀期間，申請人/機構/訪客必須遵守鄉議局大樓職員的指示及安排，否則可能會被要求離開大樓。
   Visitors must follow the instructions and arrangements of Heung Yee Kuk Building staff during the visit, or they may be requested to leave the building.

10. 已預約之參觀日期及時間可能須因應新界鄉議局的活動及會議安排而更改或取消。
    The site visit may be changed or cancelled according to the events and meetings of the Heung Yee Kuk New Territories.

11. 鄉議局大樓對處理申請事宜保留一切解釋及決定權利。
    Heung Yee Kuk New Territories Building Facilities Management Committee reserves the rights of final decision on the interpretation of all the Terms and Conditions in case of any dispute.

鄉 議 局 大 樓 場 地 參 觀 申 請
HEUNG YEE KUK BUILDING
Site Visit Application Form

在填寫本表格前，請先細閱前頁「場地參觀須知」。
Please read the "**Notes of Application**" before filling in the form.

請填妥申請表格並以電子郵件傳送到 info@heungyeekukbuilding.org。
Please complete and return this form by email to info@heungyeekukbuilding.org.

申請人 / 機構資料 Particulars of the Applicant / Organization			
申請人姓名 / 機構名稱 Name of Applicant / Organization :			
租用日期 Event Date :		租用確認信參考編號 Confirmation Letter Ref. No. :	
聯絡人姓名 Name of Contact Person :		手提電話號碼 Mobile Phone No. :	
電郵地址 Email Address :			
申請參觀詳情 Details of Site Visit			
參觀場地 Venue *:	☐ 大劇院 Grand Theatre ☐ 演奏廳 Auditorium ☐ 展覽廳 Exhibition Hall ☐ 會議室 Conference Room ☐ 活動室 Activity Room		
計劃參觀日期 Proposed Date of Visit :	第一選擇 1st Choice :	第二選擇 2nd Choice :	第三選擇 3rd Choice :
計劃參觀開始時間 Proposed Time of Visit *:	☐ 10:00 ☐ 10:30 ☐ 11:00 ☐ 11:30 ☐ 14:30 ☐ 15:00 ☐ 15:30 ☐ 16:00		
參觀人數 Number of Visitors :		會否有其他機構參與？ Any other organization(s) involved?	☐ 會 Yes ☐ 不會 No
聲明 Declaration			

本人 / 本機構 已閱讀並同意「場地參觀須知」。
I / Our Organization understand and agree to abide by the "Notes of Application".

本人 / 本機構 聲名此申請表內所提供的一切資料屬真確無訛。
I / Our Organization declares that all the information given in this Application Form are true and correct.

申請人簽署 / 機構印章
Signature / Company Chop : _____

日期
Date : _____

* 請剔選合適方格 Please tick the appropriate box