



# 大禮堂及禮拜堂租用表格 Equipment Booking Form (Main Hall / Chapel)

No :

2024年5月1日起生效  
Effective from 1<sup>st</sup> MAY, 2024

團體名稱 Organization Name : \_\_\_\_\_

營期 Camp Period : \_\_\_\_\_ 至 To \_\_\_\_\_

場地租用 Rental charges for Main Hall / Chapel			
場地 Venue	日期 Date	節數 Session	收費 Charges
	/ /	早 M / 午 A / 晚 E	
	/ /	早 M / 午 A / 晚 E	
	/ /	早 M / 午 A / 晚 E	
	/ /	早 M / 午 A / 晚 E	
	/ /	早 M / 午 A / 晚 E	
	/ /	早 M / 午 A / 晚 E	

收費以每節計算  
Charge per session

早節 Morning : 09:00-13:00

午節 Afternoon : 14:00-18:00

晚節 Evening : 18:30-22:30

\$ 550

大禮堂附設器材：  
基本擴音(附2支無線咪)、  
長枱10張、白板3塊  
Equipment in Main Hall :  
P.A. (include 2 wireless mics), 10 tables, 3 whiteboards

禮拜堂附設器材：  
基本擴音(附2支無線咪)、  
長枱10張、白板2塊  
Equipment in Chapel :  
P.A. (include 2 wireless mics), 10 tables, 2 whiteboards

大禮堂額外收費器材 Charges for extra equipment in Main Hall			
(A) / (D)	日期 Date	時間 Time	收費 Charges
	/ /	—	
	/ /	—	
	/ /	—	
	/ /	—	
	/ /	—	
	/ /	—	
	/ /	—	

(A) 特別音響 Special P.A.

計劃 A 每節 Plan A per session	\$ 1,000	包括2支無線咪、2個樂器或咪頻道 include 2 wireless mics and 2 extra channel
計劃 B 每節 Plan B per session	\$ 2,000	包括2支無線咪、6個樂器或咪頻道 include 2 wireless mics and 6 extra channel
計劃 C 每節 Plan C per session	\$ 3,000	包括2支無線咪、10個樂器或咪頻道 include 2 wireless mics and 10 extra channel
額外無線咪(每支) Extra Wireless mic(s)	\$ 200	每節最多租借額外4支無線咪 4 Maximum Wireless mic(s) per session

(D) 投影機 Projector

	首兩小時收費 First 2 hours	以後每小時收費 Extra hour
	\$ 800	\$ 400

◇ 租用特別音響及投影機須於使用前最少14天與營地辦事處聯絡安排。  
To rent item A & B, please contact Camp Office at least 14 days before use.

◇ 投影機每次使用最少連續兩小時，不足一小時亦作一小時計算。At least two hours of continuous rental for item B. A partial hour will be charged as a full hour.

大禮堂及禮拜堂冷氣租用 Air Conditioning charges in Main Hall / Chapel			
場地 Venue	日期 Date	時間 Time	收費 Charges
	/ /	—	O/C/R
	/ /	—	O/C/R
	/ /	—	O/C/R
	/ /	—	O/C/R
	/ /	—	O/C/R
	/ /	—	O/C/R
	/ /	—	O/C/R

冷氣 Air Conditioning

	首兩小時收費 First 2 hours	以後每小時收費 Extra hour
	\$ 440	\$ 220

◇ 冷氣每次使用最少連續兩小時，不足一小時亦作一小時計算。  
At least two hours of continuous rental for air conditioning. A partial hour will be charged as a full hour.

備註 Remarks :

- 請自行安排人手運送及操作器材。  
Please make your own arrangement for transporting and operating the equipment
- 所有費用須於離營前到營地總辦事處繳交。本村接受現金、支票、VISA、MASTER、EPS之繳費方式。Pay before check-out. Cash, Cheque, VISA, MASTER and EPS are accepted as payment method.
- 所有器材租用必須在晚上九時前與營地辦事處聯絡，由負責人填妥表格以作安排。晚上九時後，營地可能不接受辦理有關租用。  
All equipment rentals must be contacted at the camp's head office before 9 pm and person-in-charge should complete this form for arrangement. After 9 pm, the camp may not accept the relevant rental.

收費日期：\_\_\_\_\_ 收款同工：\_\_\_\_\_ 合共費用：\_\_\_\_\_ 收條號碼：\_\_\_\_\_

本人明白及願意遵守新村禮堂租用及器材借用辦法之規定，如有損壞或遺失，本人願負賠償之責。

I understand and willing to obey the rules and willing to compensate for any loss or damage caused.

負責人姓名 Person-In-Charge : \_\_\_\_\_ 簽名 Signature : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

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