



團體名稱 Organization Name : _____

營期 Camp Period : _____ 至 To _____

收費以每節計算 Charge per session	禮堂、視聽室 (約 950-1700 呎) Hall / AV Room (Approx 950-1700 sq. feet)	課室 (約 550 呎) Classroom (Approx 550 sq. feet)	活動室 (約 465 呎) Activities Room (Approx 465 sq. feet)
早節 Morning : 09:00-13:00 午節 Afternoon : 14:00-18:00 晚節 Evening : 18:30-22:30	\$ 660	\$ 550	\$ 440
每小時提早及超時費用(最多 1 小時) Early/Late Charges Per Hours(1Hrs Max)	\$ 330	\$ 275	\$ 220
器材 Equipment	冷氣、擴音(附 2 支無線 咪)、投影機、拖板 1 個、 長枱 6 張 Air conditioning, P.A. System (with two wireless microphones), projector, 1 power strip and 6 tables are included	冷氣、擴音(附 2 支無線 咪)、投影機、拖板 1 個、 長枱 4 張 Air conditioning, P.A. System (with two wireless microphones), projector, 1 power strip and 4 tables are included	冷氣、擴音(附 2 支無線 咪)、投影機、拖板 1 個、 長枱 2 張 Air conditioning, P.A. System (with two wireless microphones), projector, 1 power strip and 2 tables are included

場地 Venue	日期 Date	節數 Session	收費 Charges	
禮 Hall ____ / 課 CR ____ / 活 ACT Room ____ / 視聽室 AV Room	/ /	早 M / 午 A / 晚 E		O/C/R
禮 Hall ____ / 課 CR ____ / 活 ACT Room ____ / 視聽室 AV Room	/ /	早 M / 午 A / 晚 E		O/C/R
禮 Hall ____ / 課 CR ____ / 活 ACT Room ____ / 視聽室 AV Room	/ /	早 M / 午 A / 晚 E		O/C/R
禮 Hall ____ / 課 CR ____ / 活 ACT Room ____ / 視聽室 AV Room	/ /	早 M / 午 A / 晚 E		O/C/R
禮 Hall ____ / 課 CR ____ / 活 ACT Room ____ / 視聽室 AV Room	/ /	早 M / 午 A / 晚 E		O/C/R
提早及超時使用場地 Early / Late use for Venue	日期 Date	時間 Duration	收費 Charges	提早/超時
禮 Hall ____ / 課 CR ____ / 活 ACT Room ____ / 視聽室 AV Room	/ /	早 M / 晚 E		提早/超時
禮 Hall ____ / 課 CR ____ / 活 ACT Room ____ / 視聽室 AV Room	/ /	早 M / 晚 E		提早/超時
禮 Hall ____ / 課 CR ____ / 活 ACT Room ____ / 視聽室 AV Room	/ /	早 M / 晚 E		提早/超時
禮 Hall ____ / 課 CR ____ / 活 ACT Room ____ / 視聽室 AV Room	/ /	早 M / 晚 E		提早/超時

備註 Remarks :

- 請團體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總辦事處聯絡，由負責人填妥本表格以作安排。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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