

中華基督教會梅窩堂
The Church of Christ in China Mui Wo Church
借堂申請表
Hall Rental Application Form

借堂日期 Renting Date : _____ 借堂時間 Renting Time: _____

人數 Number of participants : _____

團體名稱 Name of Organization		
團體負責人姓名 Name of officer-in-charge	中文 :	English Name :
身分證號碼 HKID No.	X X X (X)	
通訊地址 Address		
聯絡電話 Telephone No.	手機 : Mobile :	辦公室 : Office :
電郵地址 Email		
借堂目的及用途 purpose and use		
借用物資 Material Requested		

借堂須知及聲明 Instructions and Statements

借堂手續 Application Procedures

- 借用本堂必須於一個月前提填妥以上表格作出申請，以便本堂有足夠時間安排人手當值。
Applicants must apply 1 month before the event.
- 若團體擬舉辦的為基督教聚會或活動，則會由本堂堂主任決定是否借用。
The pastor-in-charge shall decide whether to accept or reject the application if the event is related to Christianity.
- 非基督教活動必須經本堂堂委會會議通過，故須於堂委會會議前提交申請。
The church committee shall decide whether to accept or reject the application if the event is not related to Christianity, therefore applications must be submitted before the church committee meeting.
- 團體須於提交表格時註明借用的地方及物資，以便本堂一併考慮是否批核該申請。
Applicants must indicate the venue and materials required for consideration of approval.
- 本堂採用先到先得方法排列次序，以收妥申請表之時間為準。
Applications are first come first served.

借堂收費 Charge

- 借堂不作定額收費，請團體自由奉獻。
There is no fixed charge for renting the hall. Amount of donation to church is to be decided by applicants.
- 奉獻金須於確認借堂後，於借堂前全數繳納，逾期繳納者，作自動放棄論。
支票抬頭請註明「中華基督教會梅窩堂」或「THE CHURCH OF CHRIST IN CHINA MUI WO CHURCH」
After approval of application, the donation must be submitted before the event, otherwise the booking will be cancelled without any notice. **Please make crossed cheque payable to "THE CHURCH OF CHRIST IN CHINA MUI WO CHURCH".**
- 如借堂後，借堂者提出放棄或改期，而本堂又未能提供其他合適的日期，所繳納之奉獻金恕不發還。
After approval of application, If the applicant wishes to cancel or change the booking date and a new lease time cannot be accommodated, the donation will not be refunded.
- 如借堂當日為3號風球或以上，又或黑色暴雨，當日場地借用取消。團體請盡快與本堂聯絡並安排改期；如未能改期，本堂將會退還全部奉獻金。
If typhoon signal number 3 or black rainstorm signal is hoisted, the rental of the hall will be cancelled. Applicants should contact the church as soon as possible for rescheduling. If rescheduling cannot be arranged, the donation will be refunded.

借堂守則 Rules and Regulations

- a. 申請人必須為團體負責人，該負責人必須年滿 18 歲並能於借堂期間出席，負責人亦須督促參加者遵守借堂守則。
Applicant must be the person-in-charge of the organization, and must be 18 years or above. The applicant must show up during the event and supervise the participants to follow the rules.
- b. 如負責人未能於借堂其間出席，須於借堂活動前最少 3 天前通知本堂，並須提供當日活動負責人資料，以便本堂聯絡。
If the applicants cannot show up during the event, please contact the church 3 days before the rental date, and provide the Information of the person-in-charge on that day.
- c. 本堂內嚴禁賭博、飲用酒精飲品、吸煙、攜帶寵物或任何違反本堂宗旨及本港法律的行為。一經發現，本堂有權即時終止其活動進行及不再考慮該機構下次的申請。
Gambling, consumption of alcohol, smoking, pets or any other actions that are illegal and violate the church mission are strictly prohibited. If found, the church reserves the right to end the event and will not accept future application from the organization.
- d. 本堂的禮堂音響，操作人必須為本堂堂主任及本堂音響操作員。若團體需使用本堂的音響設備，必須於申請借用本堂時一併知會堂主任，以考慮當日能否安排人手。
The audio equipment must be operated by the pastor-in-charge and the audio operator of the church. If audio equipment is needed, the pastor-in-charge must be notified at the time of application in order to see if manpower can be arranged on the day of the event.
- e. 本堂只提供場地，與團體所舉辦的活動無關。團體有責任向公眾釐清，如於宣傳刊物中注明主辦單位的名稱，以免引起公眾誤會。
The church only provides the venue, and is not related to the activities organized. Applicants have the responsibility to clarify on any promotional materials that the church is not involved so as to avoid public misunderstanding.
- f. 一切標貼、標語或旗幟等，須先獲本堂堂主任批准，方可於指定地點張貼或懸掛。
Permission must be obtained from the pastor-in-charge before any stickers, slogans or flags are displayed in designated areas.
- g. 團體必須愛惜及保管本堂所借的場地及物件，亦須自行負責佈置及清理等工作及費用。如有遺失或損壞則須賠償。
Applicants must take good care of the venue and equipment, and are responsible for decorating and cleaning up the venue. If any items are found missing or damaged, compensation will be charged accordingly.
- h. 如發生任何意外損傷事件，請即時通知本堂當值人員。團體負責人亦需於活動前自行為參加者購買保險。
In case of accidents, please contact the person on duty at the church. Applicants shall have adequate insurance cover for the participants before the event.
- i. 守則未能盡錄，一切以本堂堂主任的決定為準，本堂亦保留一切修改此守則的權利。
The list above is not exhaustive. The pastor-in-charge reserves the right to make any decisions and the church reserves the right to revise the rules and regulations.

*** 本申請表以中文版為準**

***The Chinese version shall prevail in case of discrepancies between the English and Chinese versions**

團體負責人簽署及團體印鑑		年 月 日
Signature of Officer-in-charge and Company Stamp		YYYY/ MM /DD
*申請人一經簽署本表格即代表團體已閱讀並願意遵守借堂須知及聲明內的所有條款，並一同與同行者遵守。		
By signing the form, I/we confirm that I/we have read and agree to abide by the rules stated in this Instructions and Statements together with the participants.		

以下由本堂填寫 To be completed by the church :

日期 Date : _____年 YYYY____月 MM____日 DD 時間 Time : _____上午 AM / _____下午 PM

奉獻金額 (自由奉獻) Donation : _____

交來 Receipt : 支票號碼 Cheque no. : _____ / 現金 Cash

核准人 Approver : _____

年 YYYY 月 MM 日 DD