

Name of applicant:

申請機構名稱： _____

Post and name of contact person:

聯絡人職位及姓名： _____

Correspondence address of applicant:

申請機構通訊地址： _____

Email address of applicant:

申請機構電郵地址： _____

Contact no. of applicant:

申請機構電話號碼： _____

Fax no. of applicant:

申請機構傳真號碼： _____

I understand that in applying for exemption for payment of charges, the applicant and the co-organiser (if any) should satisfy the conditions set down in Appendix 1 and should not take any profit out of the activity.

本人明白如申請豁免收費，申請機構及其合／協辦機構(如有)必須符合豁免收費條件，並不可從活動中賺取利潤。

Name of officer-in-charge:

申請機構負責人姓名： _____

Signature of officer-in-charge:

申請機構負責人簽署： _____

Chop of applicant:

申請機構印章： _____

Date:

日期： _____

申請須知 Points to note

1. 本處只考慮由業主立案法團／業主委員會所提出的場地申請，而有關建築物須位於沙田區及有50個單位或以上。
Only venue applications submitted by Incorporated Owners or Owners' Committees with buildings of not less than 50 flats in Sha Tin District will be considered.
2. 本處只考慮在截止申請日期前提交的每月第一個星期六晚上6時至10時的場地申請。
Only venue applications between 6:00pm and 10:00 pm of the 1st Saturday of each month before application deadline will be considered.
3. 合資格機構須於截止日期前填妥此表格，並以親身、傳真或電郵方式交回本處。
Application form shall be completed and submitted by eligible applicant organisations in person, by fax or by email before the deadline of application.
4. 有關場地只限用於舉行《建築物管理條例》或大廈公契所訂明的業主大會(不適用於舉辦居民答問會、簡介會、講座或其他類型的居民活動)。
The venue is restricted for the purpose of holding General Meetings as stipulated by "Building Management Ordinance" or DMC of buildings. (Q&A sessions, briefings, seminars or any other activities for residents **are not applicable**.)
5. 如機構屬首次提交申請，請透過親身、傳真或電郵方式提交機構的註冊證明文件，如業主立案法團註冊證書、社團註冊證明書及註冊的會章等。
If organisations are submitting application for the first time, please submit registration documents (such as the certificate of registration of the incorporated owners, certificate of registration of society, registered constitution etc.) in person, by fax or by email.

預留社區會堂/中心之多用途禮堂場次供 50 個單位或以上的沙田業主立案法團及業主委員會優先申請

Reservation of multi-purpose halls of Community Halls / Community Centres for Incorporated Owners or Owners' Committee of not less than 50 flats in Sha Tin

6. 申請截止日期如下：Deadline of application is listed below:

各季度優先場次 Quarter of priority applications	申請截止日期 Deadline of applications
1 月至 3 月 January to March	上一年度 9 月最後 5 個工作天前 Before the last 5 working days in September of last year
4 月至 6 月 April to June	上一年度 12 月最後 5 個工作天前 Before the last 5 working days in December of last year
7 月至 9 月 July to September	同年 3 月最後 5 個工作天前 Before the last 5 working days in March of the same year
10 月至 12 月 October to December	同年 6 月最後 5 個工作天前 Before the last 5 working days in June of the same year

場地資料 Details of Venue

Air-Conditioning Yes(Y)/No(N)

空氣調節 是(Y)/否(N)

Dressing Rooms Yes(Y)/No(N)

化妝室 是(Y)/否(N)

Other facilities, please specify#

其他設施#/備註

Apply for exemption from payment Yes(Y)/No(N)

申請豁免收費 是(Y)/否(N)

I hereby declare that I agreed to observe the conditions for use of the facilities as set out in the

Guidelines on Using Sha Tin Community Centre/Hall. Yes(Y)/No(N) 本人同意遵守沙田

社區中心/會堂設施的使用守則所載租用設施的各項規定，特此聲明。是(Y)/否(N)

Application 申請	Name of Community Hall / Centre 社區會堂 / 社區中心名稱	Date of function (1st Saturday of each month only)* 活動日期 (限每月首個星期六)*	Time 時段	Purpose (AGM / EGM) 目的 (業主周年大會 / 特別業主大會)	Estimated No. of participants 預計參加人數
App. 1 申請一			Restricted to 4 - 10 pm / 6 - 10 pm 限下午 4 時至 10 時 / 晚上 6 時至 10 時 (Please delete as appropriate 請刪去不適用者)		
App. 2 申請二					
App. 3 申請三					

* Remarks: If the 1st Saturday of the month is a public holiday or the designated session has been reserved by government department before the first round booking of community halls/centres, the reservation shall be automatically postponed to the same session of the next Saturday.

* 備註：如某月的第一個星期六為公眾假期或指定時段在社區會堂/中心首輪抽籤前已被政府部門預留，優先預訂場次將會順延至下一個星期六同一時段。

Please submit the application form By Fax: 2695 4305 / By Email: stdoch@had.gov.hk / In Person: 4/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin / Enquiry: 2708 2227 / 2633 9964

請提交申請表至：傳真：2695 4305 / 電郵：stdoch@had.gov.hk / 親身遞交：沙田上禾輦路 1 號沙田政府合署四樓 / 查詢電話：2708 2227 / 2633 9964