



1. Preambles 申請守則

1.1 Our church premises is a place bestowed by our Lord to Eng Yu Evangelistic Mission (hereafter “our Church”) for worshipping and praising Him and to be a house where God's Word is filled. As God's good and faithful steward, we are obligated to make our best endeavor that God will be glorified and those who use our church premises would be pleasing to and be blessed by God. (1 Corinthians 4:2; Luke 16:10; Psalm 138:2).

本堂堂址是神所恩賜的地方，是敬拜讚美神的殿，神話語充滿的地方，我們也當成為神的好管家，期盼借堂者能得到神的賜福，願神在敬拜頌讚中得著當得的榮耀 (林前 4：2；路 16：10；詩 138：2)

1.2 The applicant is the person who applies to rent the church premises for an event (hereinafter referred to as "the Applicant"). 申請人為申請借用本教會禮堂舉行活動者 (以下簡稱“申請人”)。

1.3 In order to focus on worshiping God, our church **would not consider** rental application on Sundays. 為專心在主日敬拜神，本堂**不會**在主日借出禮堂。

1.4 For rental application on other days of a week, we will consider applications on individual cases basis and hold on to our absolute discretion. The Applicant shall not object.

其他性質的活動及聚會，本會將個別考慮其申請，並有絕對酌情權，申請借堂者不得異議。

1.5 The Applicant must designate a "coordinator" to contact our church staff and assist the Applicant with the rental arrangements along the way before, during, and after the event.

申請人必須指定一位「統籌人」，於借堂前後日期及活動當日與本堂職員或協助借堂弟兄姊妹聯絡借堂事宜。

2. Application Procedures 申請手續

2.1 For both Eng Yu Church Members / other church members, all applications must be submitted no less than 3 months prior to the event date. 會友/非會友：須於不少於活動日之前 3 個月辦理申請手續。

2.2 Applicants should submit a duly completed Application Form* (see note below) **together with**:

填妥第借堂申請表*[見下面附註] 後，

1) all the necessary documents facilitating our approval procedure, and

連同 批核申請所須文件

2) a crossed cheque amounting to HK\$200 (being the administration fee, payable to our Church) by Registered Post or In-Person.

劃線支票HK\$200 (手續費) (抬頭: 基督教會恩雨堂), 一併以掛號郵寄或親臨本堂遞交

The envelope enclosing the application documents should be titled “General Church Premises Rental Application.” 信封面註明「一般借堂申請」。

Telephone reservations, email or fax applications would not be accepted.

恕不接受電話預訂, 電郵或傳真申請。

*Note: The form can be downloaded / accessed via email or instant messaging software.

*[附註]: 表格可經下載/ 經電郵/ 經即時通訊軟件獲取

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2.3 Please enclose a self-addressed envelope with full postage stamps (approx. 10 cm x 23 cm).

附寄一個已貼妥足額郵票之回郵信封 (約10 cm x 23 cm)。

2.4 Rental fee for application recommended by our church members would be handled flexibly. Rental fee for application by our church's former staff will be considered separately.

凡本會註冊會友推薦之借堂申請，借堂費用可自由奉獻。前任同工則再議。

2.5 The applicant must submit a written application to our Church if he / she wishes to apply for a rental fee waiver. Such waiver application would be approved by the committee handling our church's rental issues before it can be implemented.

如欲申請豁免任何費用者，須以書面向本會申請，並於本會堂務委員會通過，方可作實。

2.6 In addition, please submit your documents for waiver application no later than one month before the event.

另外，務請不遲於活動一個月前遞交文件。

2.7 With regard to the rental and waiver applications, our Church reserve all rights of decision. If an application is not accepted, we are not obligated to provide any explanation. The HK\$200 administration fee and the related application documents will not be returned.

本堂權利：本堂保留所有決定權，若申請不獲接納，本堂無需作任何解釋；
所繳交之 HK\$200 手續費 及 相關申請資料將不予發還。

3. Approval Procedure 批核流程/確認申請

3.1 If all required documents for soliciting approval under Clause 2.2 are completed to our satisfaction, **we would notify the Applicant the result of application (i.e. approved or disapproved) in writing or by email within one month.**

如第2.2項批核申請所須文件齊備，申請將於一個月內批核。

接納與否皆以 書面/透過電郵通知申請人。

4. Fee Schedule (Overview) 收費項目(總覽)

Item 項目	Time Frame 時間	Fee 費用	Note 備註
4.1 Administration Fee 手續費	Submitted together with the Application Form 連同申請表一併遞交	HK\$200 (exempted for Eng Yu Church Member) \$200 本堂會友豁免	Non-refundable 將不予發還
4.2 Rental Fee (Grand Hall) 借堂費 (禮堂) (excluding the 1/F Mini-	Mon-Sat, 2-6pm (2 hrs before the event for decoration and 1 hr after the event for	Eng Yu Church members: free offering 》本堂會友：自由奉獻	➤ The Applicant should be a baptized Christian. 》申請人為本堂會友並為受洗基督徒。 ➤ The Applicant should submit the Rental Fee within 14 days after the approval given under clause 3.1 by a crossed-

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	Hall and G/F Activity Room) (不包括一樓副堂, 地下活動室)	cleaning & restoration are included herein) 星期一至六 14:00 –17:00 (可於活動前二小時佈置及活動後一小時內清場)。	Other church members: HK\$12,000 》其他教會會友: \$12,000	cheque payable to our Church. Delayed payment is deemed to be an application withdrawal. 》恩雨堂(按條款3.1所述) 發出批核 14日內 (以批核信日期起計) 以劃線支票交到本堂作實。支票抬頭請寫上『基督教會恩雨堂』, 逾期作棄權論。 1/F Mini-Hall: extra rental fee HK\$6,000 (see clause 6.4) 一樓副堂, 特別租用需額外\$6,000 (請參考6.4 項) G/F Activity Room: extra rental fee HK\$600 (see clause 6.5) 地下活動室, 特別租用需額外\$600 (請參考6.5 項)
4.3	Deposit 按金	Applicant should submit the Deposit within 14 days after the approval given under clause 3.1 恩雨堂發出批核後 14日內 繳交 (批核信日期起計)	HK\$10,000 (for both our Church members and other church members) 》不論是否為本堂會友 HK\$10,000	➤ Deposited is to be submitted by a cross-cheque payable to our Church. 繳交劃線支票 ➤ <u>In cases of damage(s) caused to our church premises, furniture or fixtures, the actual restoration cost would be recovered from the Deposit. In case of overrunning event, the rate of charges refers to clause 4.4.</u> If the Deposit is not sufficient for recovering, we would take further steps to seek compensation from the applicant. 凡 <u>超時/弄污/損壞本堂傢具/物資等</u> , 將按現價 (但超時費用, 請參考第 4.4 項), 在按金中扣除, 如不敷者, 本會可向借堂者另行追討。 The remaining deposit would be returned within 1 month after the event. 扣除後餘額, 婚禮舉行後一個月內退還。
4.4	Overrunning Event Charge 超時 (禮堂)	1 hour (max.) 每小時 (上限一小時)	Other church members: HK\$5,000 》其他教會會友: \$5,000	1/F Mini-Hall: extra rental fee HK\$2,000 G/F Activity Room: extra rental fee HK\$700 一樓副堂 額外 \$ 2,000 地下活動室 額外 \$ 700
Apart from the aforementioned fees and free offering submitted to the Leader of our Church's Rental Committee, no one from our Church (including cleaning staff) may charge the applicant any money. 除上述費用及自由奉獻交借堂小組負責人, 本會全體同工(包括清潔同工)均不得向申請人收取任何金錢				
Note: Official receipts will be issued only after the cheques (for administrative fees and deposits) have been counted by the bank. 註: 支票 (借堂行政費, 按金) 經銀行過數後, 才發放正式收據。				

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5. Other Charges其他費用

Item 項目		Details詳情
5.1	Change of event date 更改活動日期	A written application is required, and an administrative fee of \$2,000 will be deducted from the deposit. 須書面申請，並在按金中扣除行政費\$2,000。
5.2	Cancellation of application: more than 2 months advance notice 取消申請: 多於2個月	Written notice is required, and 50% of the Rental Fee will be deducted from the deposit. 須書面通知，並在按金中扣除 借堂費之 50%。
5.3	Cancellation of application: less than 2 months advance notice 取消申請: 2個月內	Written notice is required, and 80% of the Rental Fee will be deducted from the deposit. 須書面通知，並在按金中扣除 借堂費之 80%。
5.4	Arrangements for typhoons and Rainstorm Warning 颱風及黑色暴雨下的借堂安排	When the Hong Kong Observatory hoists Typhoon Signal No. 8 or above or Black Rainstorm Warning, all events of our Church, including those under rental applications, must be suspended. 當天文台懸掛颱風信號八號或以上，及黑色暴雨警告時，本堂所有聚會，包括任何借堂活動均須停止。 The specific arrangements are as follows 具體安排如下： - If the HK Observatory issues typhoon signal No. 8 or above, or a black rainstorm warning within two hours prior to the scheduled event, the event must be cancelled. 當天文台於相關借堂活動舉行前兩小時，已預告將懸掛八號或以上颱風，或黑色暴雨警告，當天借堂活動即需取消。 - The Applicant would receive a full refund or would be allowed to reschedule the event. 借堂人士可取回所付全部費用，或與本堂另約時間。 - However, if a typhoon signal No. 8 or above or a black rainstorm warning is lowered more than or equal to four hours before the event scheduled, the event is deemed to proceed as planned. If the Applicant cancels the event, no money will be refunded. 但如八號或以上颱風或黑色暴雨警告在借堂前四小時除下，當天借堂活動則照常舉行，借堂者若自行取消相關活動，本堂概不退回收費用。

6. Facilities Available for Rental 可使用設施

Location 位置		Facilities 設施項目	Notes 備註
6.1	G/F Reception	Table and chairs (movable as needed) 枱、椅子 (可按需要搬移)	The existing layout of our Church must not be altered.

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	地下大堂接待處		惟不可移動本堂固有的佈置。 Large photo frames and fresh flowers may be displayed 可擺設大相架、鮮花。
6.2	2/F Grand Hall 二樓禮堂	Around 300 air-conditioned seats, 約300座位、空調、 grand piano (rehearsal time and actual event time are included but pianist is to be provided by the Applicant), 鋼琴一部(包括綵排及活動兩個時段，但不提供司琴)、 audio equipment (1 stage mic and 2 stand-by mics) and ambient lighting. 音響器材(禮堂音響器材包括一支講台咪、兩支備用咪)、燈光。	The existing layout of our Church must not be altered. 不可擅自移動禮堂固有的佈置和器材。
6.3	4/F Balcony Floor四樓禮堂高座	Around 200 seats 約200座位	The existing layout of our Church must not be altered. 惟不可擅自移動本堂固有的佈置。
6.4	1/F Mini-Hall 一樓副堂	Around 60 air-conditioned and movable seats 約60可移動椅子、空調	1/F Mini-Hall Extra Rental Rentable time slots: Mon-Sat 14:00-17:00 Rental Fee for non-Eng Yu Church members: HK\$6,000 一樓副堂, 假如需 額外借用 星期一至六 14:00 –17:00 其他教會會友: \$6,000
6.5	G/F Activity Room 地下活動室	Around 25 air-conditioned and movable seats 約25可移動椅子、空調	G/F Activity Room Extra Rental Rentable time slots: Mon-Sat 14:00-17:00 Rental Fee for non-Eng Yu Church members: HK\$600 地下活動室, 假如需 額外借用 星期一至六14:00 –17:00 其他教會會友: \$600
6.6	Allowable extent of Decoration 佈置範圍	G/F entrance, side entrance at 1/F, 1/F mini-hall, 2/F grand hall, and stairway. 地下入口、一樓入口側門位置、一樓走廊、二樓禮堂、教會內之樓梯。	No metal, nails, tape, sprays, adhesives, or water droplets is allowed. Except for fresh flowers, no other items may be posted or placed on the Grand Hall podium. 不可使用金屬/釘/膠紙/噴劑/黏貼性物質/水滴。講台除鮮花擺設外，不可張貼或擺放其他物品。

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7. Regulations for Using the Church Premise 場地使用守則

- 7.1 Anyone using the church's premises must take responsibility for the personal safety of participants and any dangerous activities is strictly prohibited. If any personal injury or property damage occurs due to the Applicant's negligence or engagement in dangerous activities, the Applicant would bear all responsibilities, and our Church may pursue civil claims against the Applicant.

凡借用本會場地者，必須注意參加者的人身安全責任，嚴禁舉行有危險性的活動。若因借用者的疏忽或進行有危險性的活動而造成任何人身傷亡或物件損毀，一切責任由借用者承擔，本會可向借用者追究其民事索償責任。

- 7.2 Third-party liability: During the period of event held under the rental application, the applicant shall bear all responsibility for any property loss or accidental injury or death of third parties.

第三者責任：借堂期間，申請人須自行承擔所有第三者財物損失及意外傷亡之責任。

- 7.3 Apart from the event organizers and speakers, other staff members (including photographers and videographers) are **not allowed to step onto the stage or the red-carpet area**; violators will be verbally reprimanded for their indecent behavior.

除活動負責人及講員外，其他工作人員(包括攝影師及錄影員)不可踏上講台及紅地毯範圍，違者面斥不雅。

- 7.4 The power supply in the Grand Hall would not be lent out under normal circumstances. Personnels other than our Church are strictly prohibited from touching our electrical appliances and equipment without authorization; any damage will be subject to compensation at cost.

禮堂電源原則上不外借。本堂以外人員切勿擅自觸控電器及器材，如有損毀，照價賠償。

- 7.5 Any decorations or installations on the church premises must be approved by our Church before proceeding.

凡須在場地安排佈置者，須經本會同意才可進行。

- 7.6 Tea party is not allowed in the Grand Hall. In principle, we would not rent out for eating and drinking activities *(except in cases where G/F Activity Room and 1/F Mini-Hall would be exempted under special permission, clause 6.4 is also referred).*

禮堂將不設茶會。原則上不可在本堂內飲食 (如已借用一樓副堂作舉辦茶會為例外; 請參考第 6.4 項)。

- 7.7 No smoking, spirit and wine is allowed. No items may be set on fire in our church premises.

本堂嚴禁吸煙及飲酒，及不能在會場內點燃任何物品。

- 7.8 The following items are strictly prohibited in event decorations or installations: any type of adhesive tape (except crepe tape and stickers), pins, hydrogen/helium balloons, glitter, confetti, flower petals, any sprays/sprays of confetti, or anything that may damage the venue.

活動佈置嚴禁使用以下物品：任何類別的膠紙(綢紋膠紙及保貼除外)，大頭針、氫 / 氦氣球，金粉，碎紙，花瓣，任何噴劑/噴射彩帶或任何損污場地之物。

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7.9 Without prior permission from our Church, no promotional materials or printed materials would be distributed, nor may any activities such as collecting fees, donations, or fundraising be conducted within the church premises. We would not provide rental service for any activities that involves profit-making fees and charges.

未經本會許可，不可派發任何宣傳品或印刷品，也不得在本會範圍內進行收取費用、獻金或募捐款項等活動；凡設有收費的活動 (指牟利性質)，概不外借場地。

7.10 Anyone using our church premises must keep them clean and may not move any items or equipment without our permission. After the event, our church premises must be returned to their original state, and all decorations, installations and trash must be cleaned up. Before leaving, the venue would be inspected by our church's staff to his/her satisfaction, and the applicant should confirm that everything is in good condition. If any damage is found, the applicant is responsible for paying the restoration cost (clause 4.3 referred).

凡借用本會場地者，必須保持地方清潔，未經本會許可，不得擅自移動場所內的物件或設備。活動完結後，需還原場地，並清理活動佈置和垃圾。離場前先得本堂查看檢收一切正常。若發現本堂之設備及裝置有任何損毀或弄污，必須照價賠償 (請再參考第 4.3 項)。

7.11 We reserve our right to immediately terminate the event if any venue user(s) violates the above terms and all fees paid will not be refunded.

違規者：如場地借用者違反上列條款者，本會有權隨時飭令停止該活動及聚會進行，一切已繳費用，概不發還。

7.12 Any provisions not covered herein may be revised by the Church's Board of Directors at any time without prior notice. The Church reserves the final right to decide whether or not to use the premises, and the Church's Board of Directors retains the absolute right to interpret these provisions.

本章則如有未盡之處，本堂堂務委員會可隨時作修訂，恕不事先作通知。借堂與否，本堂有最終決定權，另本堂堂務委員會保留對本章則的絕對解釋權。

※Most updated version of this Guideline is in our church's website www.engyuem.org.hk※

※此章則以本堂網頁 www.engyuem.org.hk 為最新版本※

※This Guideline maybe revised as needed at any time without prior notification.※

※本堂隨時可按需要修訂此章則及調整收費，無須另行個別通知※

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Personal Data Collection Statement 《收集個人資料聲明》

1. Eng Yu Evangelistic Mission (hereinafter referred to as "the Church") will use the personal data obtained through this form for the following purposes.
基督教會恩雨堂 (下稱「本堂」) 會使用透過本表格所獲得的個人資料作下列用途:
 - (a) The applicant shall submit the application to the Church's Rental Committee for review.
處理申請者向本堂借堂小組提供作申請審核;
 - (b) To facilitate communication between the Church and the Applicants; and
方便本堂與申請者跟進聯絡; 及
 - (c) To handle matters related to the aforementioned venue being rented out for activities.
處理有關上述借出場地作活動的相關事務。
2. You must provide the personal information that is specified as "required" in this form; otherwise, your application may be delayed or even be unable to be processed.
你必須提供本表格內指明「必須提供」的個人資料, 否則可能導致你所呈交的申請出現延誤, 或甚至因此而無法處理你的申請。
3. The Church may disclose the personal data provided through this form to relevant and other government departments, policy bureaus, or other authorized persons or agencies for the purposes specified in paragraph 1 above. Otherwise, all information provided will be kept confidential and will not be transferred.
本堂可能會向相關和其他政府部門、決策局或其他獲授權人士或機構披露透過本表格提供的個人資料, 以作上述第1段所指明的用途。除此以外, 所有提供的資料將保密處理, 及不會作轉移。
4. Under the Personal Data (Privacy) Ordinance, you have the right to access and/or correct the personal data you submit. To request access to and/or correction of your personal data, please write to: Administration Officer, Office, Eng Yu Evangelistic Mission, 26 Ching Wah Street, North Point, Hong Kong.
根據【個人資料(私隱)條例】, 你有權查閱及/或改正你所提交的個人資料。如要求查閱及/或改正你的個人資料, 請致函: 香港北角清華街26號, 基督教會恩雨堂 - 辦公室行政主任, 以作處理。

Consent Form for Use of Personal Data 《使用個人資料同意書》

I hereby agree that "Eng Yu Evangelistic Mission" may use my personal information (including name, phone number, email address, etc.) for purposes such as verification and communication within the Church and retain it for event archiving.

本人同意「基督教會恩雨堂」使用所持有本人的個人資料(包括姓名、電話號碼、電郵地址等等) 於貴堂審核及聯絡通訊等用途, 並保留作活動存檔之用。

Name of the Applicant

申請人姓名:

Signature of the Applicant

申請人簽署:

Date 日期: (Year)年 (Month)月 (Day)日