



Church Premises Rental Application Form 借堂申請表

(All requested information in this form is required, unless it is specified as “optional”)

(除了“可選填”項目，請填妥所有資料)

Event Date 借用日期: _____ (year 年) _____ (month 月) _____ (day 日) _____ (星期 day of the week)

Event Time 借用時間: _____ : _____ (time) to _____ : _____ (time) _____ (total hours 合共小時)

Location(s) 借用本堂場地:

2/F Grand Hall 崇拜大堂

1/F Mini-Hall 教會副堂

G/F Activity Room 地下活動室

Others 其他

(please specify 請註明: _____)

Name of the Church / Christian Groups / NGO 教會 / 基督教團體 / 機構名稱:

Chinese 中文註冊名稱: _____

English 英文註冊名稱: _____

Address 地址: _____

Name of Applicant (title: Mr./Mrs./Ms./Dr./Ps.) 負責人姓名:

Chinese 中文姓名: _____

English 英文姓名: _____

Contact Phone Number 聯絡電話: _____

Email (Optional) 電郵地址 (可選填): _____

The Event Details 聚會 / 活動資料

Name 名稱: _____

Nature of the Event 性質: _____

Program(s) (may be provided in separate sheet(s)) 內容: _____

Event starting time 開始時間: _____ Event finish time 結束時間: _____

Co-organizers/Sponsors (if any) 合辦/協辦/贊助機構 (如適用): _____

Anticipated Number of Participants 估計參加人數: _____

Does the event require prior enrollment 此為公開報名的活動: Yes (是) / No (不是)

Please attach promotional materials related to the gathering/event (such as flyers/posters/program schedules). 請附上有關聚會 / 活動的宣傳資料 (如單張 / 海報 / 程序表)

I want to rent other Facilities together with this Rental Application (please specify) 借用其他設施 (請註明):

Company Chop 教會 / 基督教團體 / 機構印鑑:

Signature of the Applicant 負責人簽署: _____

Name of the Applicant 負責人姓名: _____ Date 日期: _____

~~~~~

### **Declaration 申請人聲明**

We would like to request permission to use your church premises for an event.

我們欲申請借用 貴堂以舉行聚會。

We have read The Guideline and are willing to strictly abide by the relevant regulations.

我們已閱畢 貴堂之《借堂章則》，並願切實遵守有關規定。

If any damage is caused to your premises due to this rental activity, we are willing to provide compensation.

若因借用造成 貴堂任何損壞，我們願意作出賠償。

Signature of the Applicant 申請人簽署: \_\_\_\_\_

Name of the Applicant 申請人姓名: \_\_\_\_\_ Date 日期: \_\_\_\_\_