

Venue Booking Application Form
租用場地申請表格

Date
日期: _____

Ref. No.
參考編號: _____

I Details of Applicant / Organisation 申請者/機構資料

Nature of Membership PH3 Member Partnering Organisation Membership No.
申請者屬 PH3會員 伙伴計劃公司 會員/公司編號: _____

Name of Member (Chinese)
會員姓名(中文): _____ (English): _____

Contact No. of Member Email Address
會員聯絡電話: _____ 電郵地址: _____

Name of Person-in-charge Contact No.
活動負責人姓名: _____ 聯絡電話: _____

Name of Event(if applicable)
活動名稱(如適用): _____

II Booking Details 租用詳情 (Bookings are made on a first-come-first-served basis. 所有申請以先到先得方式處理)

Event Date 使用日期	Event Time 使用時間 (min. 2 hours) (兩小時起)	Purpose of the Function 活動性質 (e.g.: Birthday Party/Meeting/ Workshop /Photoshooting/ please specific) (如:生日派對/會議/工作坊/拍攝)	No. of Participants 參加人數	Venue Facilities 配套設施 (tick as appropriate)
				* <input type="checkbox"/> 要 Yes <input type="checkbox"/> 不要 No
				* <input type="checkbox"/> 要 Yes <input type="checkbox"/> 不要 No

*Please complete the "Application Form for Services" for booking of services such as catering, souvenirs, venue decoration, photo shooting, etc. For details, please refer to PH3.hk.

*如需要訂購派對到會、餐飲、蛋糕、禮物、場地佈置、攝影等配套服務，請填寫「配套服務申請表」，詳情請參閱PH3.hk。
If venue facility(ies) is/are requested, please as appropriate:

如需使用以下場地設備，請於適當位置填上 號：

Projector with 96" Screen 投影機連96吋投射銀幕	<input type="checkbox"/>	150cm x 65cm Table (Max. 3 pcs) 150cm x 65cm 長枱 (最多3張)	<input type="checkbox"/> Qty 數量: _____
65" LED TV 65吋液晶體電視機	<input type="checkbox"/>	120cm x 65cm Table (Max. 3 pcs) 120cm x 65cm 長枱 (最多3張)	<input type="checkbox"/> Qty 數量: _____
AV system with 2 wireless microphones 音響設施連2支無線咪	<input type="checkbox"/>	Chair (Max. 40 pcs) 椅子 (最多40張)	<input type="checkbox"/> Qty 數量: _____
Stage 舞台階	<input type="checkbox"/>	Table Shirting (Wine Red) 枱裙 (酒紅色)	<input type="checkbox"/>

- Note
請注意：
- PH3 is for MEMBERS ONLY. Non-members must be accompanied by PH3 Member at all times;
本會所只供登記會員使用，非會員人士必須由會員陪同使用；
 - The venue will be ready during event booking time only. If preparation work and rehearsal is required, please include in the booking time.
只會於租用時間交場，如需準備場地或練排，請一併租用所需時間；
 - Any venue facility or equipment cannot be removed or dismantled without permission from PH3. Member shall indemnify to any damages on any properties of PH3.
未經本會同意，任何人不得擅自移動或改動本會任何設施，如有損毀，需照價賠償。
 - PH3 staff shall introduce the party services and products to you. Please contact us if interested.
本會所可介紹派對商品及服務予閣下，歡迎與我們聯絡。

I undertake to observe and consent with the terms and conditions on the application form relating to venue booking application

本人已細閱、明白及同意本申請表的內容及場地使用守則。

Name of Applicant Signature
申請人姓名: _____ 簽署: _____

Date
日期: _____

Remarks

- 備註：
- Please return your application form to PH3 at ph3@hkfyg.org.hk or 3/F, No. 186 - 190, Queen's Road East, Wan Chai;
請將填妥之申請表電郵至ph3@hkfyg.org.hk或親臨灣仔皇后大道東186-190號3樓PH3；
 - Venue booking result will be confirmed within 3 working days. If you have any enquiries, please contact us at 5933 6323.
本會所會於三個工作天內與閣下確認租場事宜，如有任何查詢，請致電59336323與我們聯絡。
 - In case of any dispute, PH3's decision shall be final and conclusive.
如有任何爭議，本會所保留最終決定權。