

**元朗區綜合服務大樓
場地設施租用申請表**

**Application for Using Premises and Ancillary Facilities of
Yuen Long District Community Services Building**

申請機構資料 About the Applicant			
<p>(如屬首次申請，而並非根據《稅務條例》第 88 條登記為獲豁免繳稅的慈善機構或慈善信託之機構，請附上有效之「社團註冊證明書」或「社團豁免註冊證明書」或商業登記副本)</p> <p>For a first time applicant which is not a charitable organization or trust registered under section 88 of the Inland Revenue Ordinance, please attach a copy of the relevant registration certificates such as Certificate of Registration of a Society, Certificate of Exemption from Registration of a Society or Business Registration.</p>			
機構名稱 Name of Organisation			
機構性質 Business Nature	<input type="checkbox"/> 商業用途 For Business <input type="checkbox"/> 社團及福利用途 For Society and Charity		
申請人姓名 (中文) 		Name of Applicant (in English):	
申請人職位 Position of Applicant			
聯絡電話 Contact No.		電郵地址 Email	
通訊地址 Correspondence Address			
活動當日負責人姓名及手提電話號碼 Name and Mobile Phone No. of the Person In-Charge on Event Date			
元朗大會堂接待或推薦職員 Receiving or Recommending Staff of Yuen Long Town Hall			

申請租用詳情 Details of the Application

設施開放時間為：早上九時至晚上十時。有關場地設施使用守則，請細閱使用設施條款。申請人最早可以預訂 3 個月內的場地。

Opening hours of the facilities: 09:00 – 22:00. Please review the “Terms and Conditions for Using Premises and Ancillary Facilities of YLDCSB”. Pre-booking can be made 3 months in advance.

租用場地： Venues Hiring	<input type="checkbox"/> 禮堂 Hall <input type="checkbox"/> 會議室 Conference Room <input type="checkbox"/> 錄音室 Studio <input type="checkbox"/> 樂隊練習室 Band Room <input type="checkbox"/> 舞蹈室 Dancing Room <input type="checkbox"/> 活動室 Function Room _____		
租用日期： Event Date		租用時間： Event Time	am/pm - am/pm
活動名稱及性質： Name & Purpose of the Event			
是否公開性集會： Open to the public	<input type="checkbox"/> 是 Yes		<input type="checkbox"/> 否 No
參加人數： No. of participants	<input type="checkbox"/> 會員 _____ 人 _____ Member	<input type="checkbox"/> 非會員 _____ 人 _____ Non-Member	
參與者收費： Participant's Fee	<input type="checkbox"/> 是 Yes		<input type="checkbox"/> 否 No
保險： Insurance	是否已購買公眾(第三者)責任保險？ Has the Applicant procured the Public (Third Parties) Liabilities Insurance? <input type="checkbox"/> 是 Yes (請附上保險證明 Please attached the Certificate of Insurance) <input type="checkbox"/> 否 No		

租用附加設施及服務 Rental of additional equipment and services

租用本大樓任何場地如需要使用影音設備，必需同時使用本大樓提供之技術支援服務。租用設施收費以場地租用時間作每節計算。

It is required to hire the in-house technician to provide technical support when audio-visual (AV) facilities in any venues of the building are used. For equipment, it will be charged per session of the hiring period of the venue.

附加設施及服務 Additional equipment and services	數量 Quantity	費用 Rental fee (由職員填寫 For Official Use Only)
<input type="checkbox"/> 1. *舞台特別燈光效果 (在技術支援服務費用上額外每節\$1,000) Stage Special Lighting Effect (\$1,000 per session on top of the in-house technician fee)		
<input type="checkbox"/> 2. *卡拉 OK 系統 Karaoke System		
<input type="checkbox"/> 3. 投影設備 Projection Equipment		
<input type="checkbox"/> 4. 無線咪 Wireless Microphone (最多 4 支 4 pcs. max)		
<input type="checkbox"/> 5. 多媒體播放 Multi-Media Player (DVD/CD/MP3/MP4)		
<input type="checkbox"/> 租用上述項目必須同時使用之技術支援服務費用 (每節\$500) Compulsory in-house technician for the above service (\$500 per session)		
<input type="checkbox"/> 6. 鋼琴 Piano		
<input type="checkbox"/> 7. ^電結他 Guitar (最多 2 支 2 pcs. max)		
<input type="checkbox"/> 8. ^低音結他 Bass Guitar (最多 1 支 1 pc. max)		
<input type="checkbox"/> 9. 場地佈置之詳細內容 Decoration Items in the Licensed Venue		
<input type="checkbox"/> 10. 其他 Other Requirements		

*只限禮堂 For Hall only 及 and ^只限樂隊練習室 For Band Room Only

吾/吾等以下申請團體及負責人特此聲明上述資料乃真確無誤，並同意及確認此申請乃受制於所有租用場地及設施條款（見附件）及一切適用於香港特別行政區法例。現同意遵守及依從上述附件所有條款，香港特別行政區一切適用法例及元朗區綜合服務大樓不時修訂的規則。並確認元朗區綜合服務大樓享有一切權利接受或拒絕上述申請，而無須負上任何責任。

I/We, the undersigned, hereby declare that the information stated above is true and accurate. I/We further acknowledge and confirm that the application is subject to all the Terms and Conditions for Using Premises and Ancillary Facilities as prescribed by YLDCSB from time to time and attached hereto, as well as all applicable laws of HKSAR, in respect of which I/We expressly agree to perform, observe and comply with all the provisions thereof and the regulations imposed by YLDCSB. I/We further confirm that YLDCSB entitles to accept or reject the aforesaid application at its own discretion without incurring any liabilities.

申請人簽署 Signature of the Applicant

機構蓋印 Organisation chop

申請人姓名 Name of the Applicant: _____

日期 Date: _____

請將填妥的申請表格親自遞交、電郵或傳真至元朗區綜合服務大樓五樓 A505 室行政部。
Please hand-in/ email/fax the completed application form to the Admin. Department at A505, 5/F, YLDCSB.
(電郵 Email: yldcsb@ylth.org.hk / 傳真 Fax: 2670 2598 / 查詢電話 Enquiry: 2307 2822)

本機構專用 For Official Use Only

參考編號 Ref. No. : _____

場地： 可租用 不可租用

申請結果：批准 ---> 商業用途 福利用途 其他用途：_____

不批准

禮堂租金 Hall Rental Fee \$ _____ X _____ 節 =HK\$ _____

\$ _____ X _____ 節 =HK\$ _____

附加設施及服務 Additional equipment and services =HK\$ _____

租賃總金額 Total rental fee =HK\$ _____

繳交場租最後期限 Deadline of Rental Payment : _____

收妥場租按金日期 Deposit Payment Date : _____

租賃費用已收到 Rental fee received (支票號碼 cheque No.: _____)

單據號碼(A/N單簿) Receipt No: _____

通知工友準備物資及安排場地： 已通知 未通知

注意事項： _____

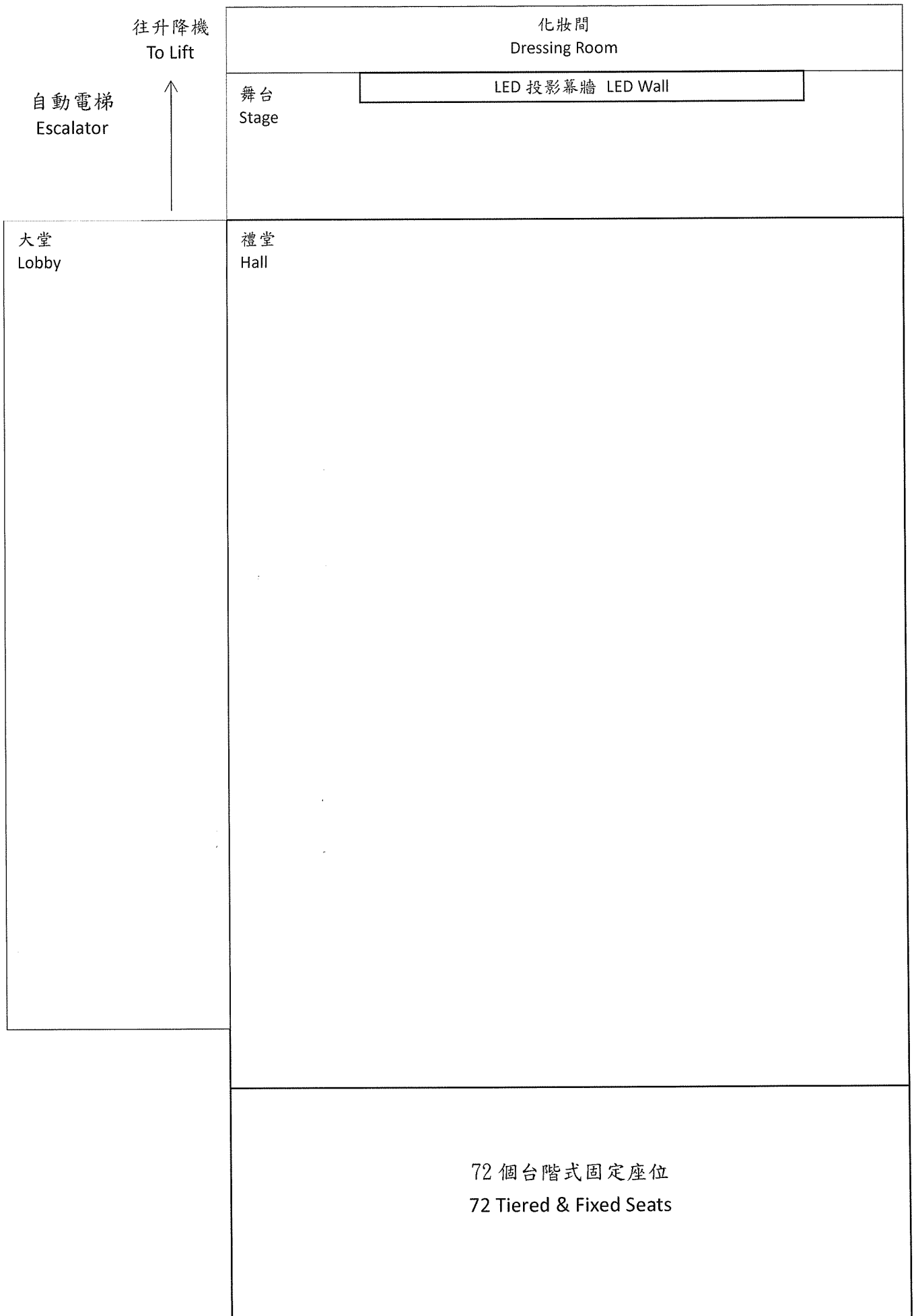
負責職員 Handled by : _____

審批職員 Approved by : _____

日期 Date : _____

日期 Date : _____

請於以下禮堂平面圖簡述場地佈置詳情，如需要擺放多少椅、枱及如何擺放等，並與申請表同時遞交。
Please draft the layout details below, e.g. amount of chairs, tables and placing position, etc. while submitting the application.



元朗體育路 4 號
元朗區綜合服務大樓

致 執事先生/小姐：

_____ (申辦機構名稱) 將於 _____ (租用日期)

在元朗區綜合服務大樓場地舉辦活動，並將為所有活動參加者的健康風險負責。活動當日，本機構在場將提供酒精搓手液及要求參加者進場前先搓手及量度體溫，體溫高於指定度數或拒絕接受體溫檢測的參加者將不獲准進入租用場地。本機構亦承諾將規定參加者必須在活動全程配戴以覆蓋其口和鼻，並使口罩貼着其鼻、下頰和臉頰及保護佩戴者免受感染或空氣污染的外科口罩、在活動進行期間不會提供任何飲料及食品予參加者及禁止參加者在活動場地飲食、嚴格控制參加人數為 _____ (參加人數) 人、並嚴格遵守相關法例規定(包括但不限於例如限聚令限制活動進行人數等)，以減少病毒傳播的風險。(如本機構租借禮堂，本機構明白上述承諾將履行的適用範圍包括化妝間、舞台、觀眾席及門外大堂)

如有查詢，歡迎致電 _____ (申辦機構電話) 與

_____ (申辦機構負責人) 聯絡，謝謝！

申辦機構負責人簽署：_____

機構蓋印：_____

日期：_____年_____月_____日

Date: _____ (year) / _____ (month) / _____ (day)

4 Yuen Long Tai Yuk Road

Yuen Long District Community Services Building

To whom it may concern,

Our organisation, _____ (Name of applicant organisation) is going to license your venue on _____ (Date of license) to hold an activity and will be responsible for any health risks occurred during the activity of our participants. On the date of activity, we will perform temperature checking for all of our participants before their entry into the venue. If the participants' temperature was higher than a specific degree or the participants refused for checking, he/she would not be allowed to enter the venue. To reduce the chance of virus transmission, we will neither provide any food or beverages to the participants nor allow them to eat or drink, strictly control the participants' amount to _____ (No. of participants), provide Alcohol-based Handrub and request our participants to rub their hands before entry, to wear a surgical mask covering the person's nose and mouth, with the mask touching the person's nose, chin and cheeks which can provide the wearer protection against infections or air pollution during the activity and comply with any regulations or rules of the legal requirements in Hong Kong (e.g. under the prohibition on group gathering, the no. of participants were strictly regulated by the regulation) in the venue (For Hall, we understand that Hall areas are including the Changing Room, Stage, Auditorium and Lobby and such areas will be complied as above stated).

Should you have any enquiries, please contact _____ (Person in-charge) by _____ (Phone No. of Person in-charge). Thank you.

Signature of Person in-charge: _____

Organisation Chop: _____

元朗體育路 4 號
元朗區綜合服務大樓

致 執事先生/小姐：

本人_____ (申請人名稱)，身份證號碼：_____ (申請人身份證號碼英文字母及頭 3 位數字) 將於_____ (租用日期) 在元朗區綜合服務大樓場地舉辦活動，並將為所有活動參加者的健康風險負責。活動當日，本人在場將提供酒精搓手液及要求參加者進場前先搓手及量度體溫，體溫高於指定度數或拒絕接受體溫檢測的參加者將不獲准進入租用場地。本人亦承諾將規定參加者必須在活動全程配戴以覆蓋其口和鼻，並使口罩貼着其鼻、下頰和臉頰及保護佩戴者免受感染或空氣污染的外科口罩、在活動進行期間不會提供任何飲料及食品予參加者及禁止參加者在活動場地飲食、嚴格控制參加人數為_____ (參加人數) 人、並嚴格遵守相關法例規定(包括但不限於例如限聚令限制活動進行人數等)，以減少病毒傳播的風險。(如本人租借禮堂，本人明白上述承諾將履行的適用範圍包括化妝間、舞台、觀眾席及門外大堂)

如有查詢，歡迎致電_____ (申請人電話) 與_____ (申請人名稱) 聯絡，謝謝！

簽署：_____

日期：_____年_____月_____日

Date: _____ (year) / _____ (month) / _____ (day)

4 Yuen Long Tai Yuk Road

Yuen Long District Community Services Building

To whom it may concern,

I, _____ (Applicant's Name), HKID number: _____
_____ (HKID Prefix and first 3 digits) am going to license your venue on
_____ (Date of license) to hold an activity and will be responsible for any
health risks occurred during the activity of the participants. On the date of activity, I will
perform temperature checking for all of the participants before their entry into the venue. If
the participants' temperature was higher than a specific degree or the participants refused for
checking, he/she would not be allowed to enter the venue. To reduce the chance of virus
transmission, I will neither provide any food or beverages to the participants nor allow them to
eat or drink, strictly control the participants' amount to _____ (No. of participants),
provide Alcohol-based Handrub and request the participants to rub their hands before entry, to
wear a surgical mask covering the person's nose and mouth, with the mask touching the
person's nose, chin and cheeks which can provide the wearer protection against infections or air
pollution during the activity and comply with any regulations or rules of the legal requirements
in Hong Kong (e.g. under the prohibition on group gathering, the no. of participants were
strictly regulated by the regulation) in the venue (For Hall, I understand that Hall areas are
including the Changing Room, Stage, Auditorium and Lobby and such areas will be complied
as above stated).

Should you have any enquiries, please contact _____
(Applicant's Name) by _____ (Applicant's phone no.). Thank you.

Signature of Applicant: _____

**元朗區綜合服務大樓
租用場地及設施條款**

**Terms and Conditions for Using Premises and Ancillary Facilities of
Yuen Long District Community Services Building**

1. 所有租用場地及活動只限於申請團體("申請團體")所申辦之指定用途及供其參加者使用在租用場地內進行之活動與申請表格所列之內容相同，並須遵守香港法例。申請團體、其代表、員工、代理人及受邀人均須遵守「租用場地及設施條款」的條款和香港法例。在任何情況下，元朗區綜合服務大樓範圍內均嚴禁進行不法活動。申請團體之活動不得影響和/或干擾元朗區綜合服務大樓內其他活動、元朗區綜合服務大樓員工的工作以至滋擾或騷擾鄰近居民或公眾人士。
All licensed venue(s) and activities are limited to the proposed use of the applicant organisation ("the applicant organisation") stated in the application form and for the use of the participants mentioned therein and comply with all legal requirements and all laws of Hong Kong. The applicant organisation shall ensure observance of the Terms and Conditions stated herein and laws of Hong Kong by himself/herself and/or his/her representative(s), employee(s), agent(s) or invitee(s). No unlawful activity is allowed on all areas of YLDCSB premise under all circumstances. The activity shall not cause disturbance and/or disruptions to the other YLDCSB activities, to the works of YLDCSB staff and Neighbouring residents/the public.
2. 申請團體須持有場內活動舉辦權之證明文件(包括有關牌照等)，並即時提供予元朗區綜合服務大樓查閱。
The applicant organisation must possess all necessary supporting documents (including the relevant licence, etc.) proving the right to hold and use the venue for the specified event and, upon request, provide the same immediately to YLDCSB for inspection.
3. 如申請團體租用本大樓禮堂，範圍包括化妝間、舞台、觀眾席、門外大堂、申請團體要求開啟的扶手電梯及申請團體要求開啟的傷健人士升降機，申請團體必須同意本大樓的租用場地及設施條款均在禮堂租用期間適用於上述指明地方。
Should applicant organisation license of our Hall, in which the license is covering the Changing Room, Stage, Auditorium, Lobby, Operating Escalator under request of applicant organisation and Operating Lift for disables under request of applicant organisation, the applicant organisation must agree that all Terms and Conditions for Using Premises and Ancillary Facilities of Yuen Long District Community Services Building will be applied at such places during the license.
4. 如申請團體欲開啟扶手電梯，必須預先與本大樓行政部職員預約開關時間及方向，本大樓保留最終決定權回應僅限申請人/活動當日負責人提出的即日請求。當扶手電梯運作時，申請人必須安排至少兩名工作人員分別在扶手電梯的入口和出口處全程把守並監督扶手電梯的使用情況。
Should applicant organisation require using the escalator, he/she should reserve the usage in advance. YLDCSB reserves all right for entertaining any day request which must be raised by the applicant / person in charge on event date. During the operation of the escalator, the applicant organisation must arrange at least 2 staff for monitoring purpose, each staff is

responsible for monitoring the entrance or exit of the escalator.

5. 如申請團體欲需使用傷健人士升降機，必須預先與本大樓行政部職員預約，並只能由本機構之職員操作。本大樓保留最終決定權回應任何僅限申請人/活動當日負責人提出的即日請求。該升降機僅供運送傷健人士進出化妝間及舞台時使用，恕不接受任何其他原因如需搬動重物或當作化妝間及舞台後門使用。
Should applicant organisation require using the lift for disables, he/she should reserve the usage in advance and the lift should only be controlled by our staff. YLDCSB reserves all right for entertaining any day request which must be raised by the applicant / person in charge on event date. Only transporting of disables to/from the stage/dressing room will be accepted by the YLDCSB for using the lift for disables. Goods handling or stage/dressing room backdoor replacing usage will not be entertained.
6. 元朗區綜合服務大樓對申請團體在租用場地內進行之活動一概不負責。
The YLDCSB accepts no responsibility for all activities organised by the applicant organisation in the hiring venue.
7. 申請團體需要在申請表上註明參與活動的預計人數，並採取必須和合適的措施和安排來確保活動期間的任何時間內租用場地內的人數不超越其可容納人數的上限。
The applicant organisation is required to indicate the estimated number of participants of the activity in the application. The applicant organisation shall take all necessary and appropriate measures to ensure that the stated capacity of the licensed venue(s) is duly observed and that licensed venue(s) not be overcrowded at any time.
8. 申請團體需在租用當天出示場地租用付款收據以作核實。
Applicant organisation is requested to present the receipt of payment for verification on the date of booking.
9. 申請團體不得直接或間接利用元朗區綜合服務大樓的名義宣傳其活動、服務或產品。
The applicant organisation may not directly or indirectly promote its events, activities, services or products in the name of YLDCSB.
10. 如申請團體及/或活動參加者或其所攜帶的物品有任何損壞或遺失，元朗區綜合服務大樓概不負責。
The YLDCSB shall not be responsible for any damage or loss to or suffered by the applicant organisation or the event participants or the items they carry.
11. 元朗區綜合服務大樓有權在無須作出解釋下，拒絕租出場地。
The YLDCSB reserves the right to reject any application to use the venue.
12. 未經元朗區綜合服務大樓許可，申請團體不得使用租用場地以外的任何空間，如走廊、樓梯、大堂等。
The applicant organisation shall not use any areas or spaces such as corridors, stairs, lobbies, lifts, etc., other than the licensed venue(s), without the prior permission of the YLDCSB.
13. 未經元朗區綜合服務大樓許可，申請團體不可於元朗區綜合服務大樓範圍內隨處擺放

及/或張貼指示、通告及/或任何宣傳單張及/或其他物品器材及搭建任何物件。一經發現，元朗區綜合服務大樓職員有權作出清除而毋須事先通知或負責任何損失。

The applicant organisation shall not place and / or post any instructions, notices, leaflets, banners, promotional items and / or other facilities and construct any unauthorized structure in YLDCSB without the prior permission of the YLDCSB. In case of default, staff of YLDCSB is entitled to remove or clear the aforesaid without prior notice or incurring any liability for loss.

14. 若申請團體或其代表、員工、代理和受邀人在租用期內遺失、損毀、偷竊、移取、弄污元朗區綜合服務大樓內的任何設備、財產、固定裝置、設施等，申請團體需按元朗區綜合服務大樓要求繳付相關的還原、清潔、重新購置等費用。

The applicant organisation shall pay to the YLDCSB on demand the cost of reinstating, cleaning, or replacing any part of any equipment, property, fixtures or facilities on the premise of YLDCSB, which have been lost, damaged, destroyed, stolen, removed or made dirty during the hiring period by the applicant organisation, its representative(s), employee(s), agent(s) or invitee(s).

15. 除申請表內列明之參加者及申請團體之工作人員，其餘人等（包括公眾人士）均不得進入租用場地。申請團體須於活動舉辦當天提供有效之許可證以識別所有已核准之參加者及工作人員。

Except for the approved participants and the staff members of the applicant organisation stated in the application form, no other people (including the public) is allowed to enter or use the licensed venue(s). The applicant organisation must provide valid identification documents for identifying and verifying all approved participants and staff on the day of the event.

16. 申請團體須保持租用場地清潔，並在交回租用場地前清理租用場地。如有不妥善之處而需由元朗區綜合服務大樓進行清潔，有關費用一概由申請團體負責。

The applicant organisation should keep the licensed venue(s) clean, and should before returning the licensed venue(s) clean it up. If there is any impropriety that needs to be cleaned or remedied by YLDCSB, the relevant fee shall be borne by the applicant organisation solely.

17. 租用場地時間為早上九時正至晚上十時正。申請團體可在擬租用日期前不多於一百八十天遞交書面申請，而申請結果將在擬租用日期前不少於六十天通知。申請團體收到通知後十四天內如未能繳付全部租用費，則其申請將視為自動放棄及無效，元朗區綜合服務大樓毋須向申請團體負責或作出任何賠償。元朗區綜合服務大樓有絕對權力另行出租有關場地予其他任何人仕，而無須另行通知。

The time available for using the licensed venue(s) is from 9 a.m. to 10 p.m.. The applicant organisation may submit a written application not more than 180 days before the proposed day of use; the application result will be announced not less than 60 days before the proposed day of use. If the applicant organisation fails to pay the licence fee in full within 14 days after the application announcement, the application shall be deemed to be automatically withdrawn, and become null and void, in such case, YLDCSB shall not be responsible, or liable to the applicant organisation, for any loss or compensation. The YLDCSB has the absolute right and discretion to license the relevant venue(s) to any other

person without notice.

18. 申請團體如欲更改租用日期或取消租場，須於擬租用日期前不少於三十天遞交書面申請，否則相關要求將不予以配合或租場費用將不予以退還。
Should the applicant organisation require to revise the day of use or cancel the application, a written application should be submitted not less than 30 days before the proposed day of use, otherwise such request will not be entertained or no license fee will be refunded.
19. 元朗區綜合服務大樓場地及設施租用費用及服務條款若有任何調整或修改，將不會另行通知。
YLDCSB reserves all rights to amend, revise and change any of the provisions stipulated under the Terms and Conditions for Using Premises and Ancillary Facilities as well as the licence fees and charges for such use at any times without any prior notice.
20. 因設備故障或所提供的服務招致的任何損失或損害，元朗區綜合服務大樓及其員工概不負責相關之申索賠償。若元朗區綜合服務大樓未能提供租用的設備和服務，申請團體可獲退還設備租用費。
Neither the YLDCSB nor its employees shall be liable for any claim of loss and/or damage due to malfunction equipment or services howsoever caused. The applicant organisation may receive a refund to the exact amount of hiring fee of the unavailable equipment and/or services.
21. 任何因電力故障、颱風或惡劣天氣等導致活動終止或取消，元朗區綜合服務大樓概不負責有關之任何損失或損害。
The YLDCSB shall not be responsible for any losses or damages arising from the interruption or cancellation of the activities caused by whatsoever reasons, including failure of supply of electricity, and typhoon, etc.
22. 元朗區綜合服務大樓保留關閉及/或開放租用場地之權利。
YLDCSB reserves the right to close and /or open the licensed venue(s).
23. 除非已獲元朗區綜合服務大樓的特別預先批准，申請團體不得在元朗區綜合服務大樓的走廊或租用場地內任何範圍煮食或派發食物或飲料，亦不得在元朗區綜合服務大樓的租用場地內任何範圍飲食，如發現相關情況，元朗區綜合服務大樓或會按需要收取清潔費。
Cooking or serving of food or beverage will not be allowed in any licensed venue(s) or corridors in YLDCSB as well as eating or drinking in any licensed venue(s) except with special and prior approval by the YLDCSB. Special cleaning charge may be levied.
24. 元朗區綜合服務大樓內任何範圍包括租用場地嚴禁吸煙，否則可能觸犯香港法例第371章《吸煙(公眾衛生)條例》。申請團體必須自行負責禁止場內人士吸煙。
Smoking is strictly prohibited in all areas of the building in YLDCSB, including the licensed venue(s) and will be a violation to the laws of Hong Kong under the Smoking (Public Health) Ordinance, Cap. 371. The applicant organisation is responsible for prohibiting the participants from smoking.

25. 元朗區綜合服務大樓內任何範圍包括租用場地嚴禁使用以下物品：任何產生煙霧、火焰或爆炸或類似效果之裝置或物品、派對紙屑炮及派對火炮或類似物品等。
The use of any smoke, flame or explosion or devices or substances causing smoke flame or explosion to create effects, party cannons, confetti cannons and/or confetti shooters alike are prohibited in the licensed venue(s) and any areas on the YLDCSB.
26. 元朗區綜合服務大樓內任何範圍包括租用場地嚴禁任何賭博或相關活動。
Gambling is strictly prohibited in all areas of the YLDCSB, including the licensed venue(s).
27. 除非已獲元朗區綜合服務大樓的預先批准，任何銷售活動或捐款均嚴禁在元朗區綜合服務大樓任何範圍進行，包括但不限於：出售任何商品/紀念品/擺設/飾物、售賣活動/服務門票，以及任何形式之現金交易。
Without prior approval of the YLDCSB, sales activities or donations including but not limited to sales of goods/souvenirs/articles/programs/services and cash transaction of all kinds are strictly refrained to be held in the licensed venue(s) and any other area(s) of the YLDCSB.
28. 場地租用費用不包括免費提供泊車位予申請團體和其代表、員工、代理或受邀請者。
No complimentary parking will be available to the applicant organisation, his/her representatives, employees, agents or invitees.
29. 如申請團體及/或其活動參加者違反任何本租用場地及設施條款及/或任何相關之法例或發現申請團體及/或其活動參加者之活動影響元朗區綜合服務大樓的正常運作或其員工工作，租用服務將被立即終止或取消，而申請團體已繳交的所有費用將不會退還。元朗區綜合服務大樓保留一切權利向申請團體及其活動參加者追討有關損失。
If the applicant organisation and / or its event participants violate, any terms and conditions herein contained or if the activity disturbs the normal operation of YLDCSB or the works of its staff, the licence for use of the venue and relevant facilities shall be terminated or cancelled immediately, and all the fees paid by the applicant organisation will be absolutely forfeited and not be refunded. The YLDCSB reserves all rights to claim or recover any loss or damage from the applicant organisation and/or its participants as a result thereof.
30. 申請團體需負責向元朗區綜合服務大樓賠償任何因活動導致或與活動相關的申索、控告、訴訟、要求或所有相關的額外開支。
The applicant organisation shall indemnify the YLDCSB against all claims, actions, proceedings, demands, costs and expenses arising therefrom or in connection with the activities.
31. 任何携進和遺留在租用場地的私人物品和行李，元朗區綜合服務大樓概不負責有關之任何損毀或失竊。
The YLDCSB will not be held liable for any damage(s) or loss(es) of luggage and personal belongings that are brought to the licensed venue(s) and left therein.
32. 申請團體在活動後並離開元朗區綜合服務大樓前，應移除所有帶來的物品包括但不限於：裝飾物品、宣傳物和包裝材料。任何在元朗區綜合服務大樓內發現的個人物品，元朗區綜合服務大樓會因應情況移走並儲存該等物品，並向申請團體收取相關之處理費用。

The applicant organisation shall remove all properties including but not limited to decorative, promotional and packing materials that he/she brought from the licensed venue(s) and any other areas of YLDCSB before departure. If any property or materials belonged to the applicant organisation are found in any area(s) of the YLDCSB, the YLDCSB may remove or store the same in such manner as they consider necessary, and on demand, the applicant organisation shall reimburse the YLDCSB of the total costs incurred by such removal and storage.

33. 元朗區綜合服務大樓恕不對活動參加者之個人損傷或死亡（包括但不限於要求開啟扶手電梯及使用傷健人士升降機等引致的任何意外），以及任何財物損壞或遺失承擔責任。申請團體有責任為租用場地內舉辦的活動及參加者自費購買適合的相關保險，包括第三者保險等及負責活動參加者之安全。如申請團體選擇不自費購買任何第三者保險，即代表其團體或申請人將對活動參加者之個人損傷或死亡，以及任何財物損壞或遺失承擔所有責任，元朗區綜合服務大樓將保留是否接納其租用場地申請。

The YLDCSB will not be responsible for any personal injuries, death, (including, but not limited to any accidents occurred during the operation of escalator and lift for disables under the request of applicant organisation) damages or loss of belongings to the activity participants. The applicant organisation should have obtained appropriate insurance at their own expenses to cover all eventualities during the use of the licensed venue(s) including third parties' liabilities etc, and to be responsible for the safety of its participants. Should the applicant organisation refuse to obtain any appropriate insurance, which means the applicant organisation or applicant himself/herself will take full responsibility for any personal injuries, death, damages or loss of belongings to the activity participants, the YLDCSB reserves the right to reject such application without insurance.

**元朗區綜合服務大樓
場地設施租用費一覽表**

**Licence Fees of Using Premises and Ancillary Facilities at the
Yuen Long District Community Services Building**

場地 / 設施 Venues / Facilities	面積 Size	可容納人數 Maximum Participants	備註 Remarks		租金 Licence Fee			
禮堂 Hall	約 Approximate 288 m ²	310	A)	商業用途 For Business	每節 (四小時計) Each session (per 4 hrs)	星期一至五 (非公眾假期) Mon - Fri (non P.H.) 9 a.m.-1 p.m.	\$4,600	<ul style="list-style-type: none"> ● 如需用影音設備，必須由本大樓技術員操作，每節收費\$500元； ● 如需用舞台特別燈光效果，除上述技術員操作每節\$500元外，額外每節收費\$1,000元，並於活動舉行10天前提交節目流程表及與技術員會面商討燈光效果細節； ● 如需用LED投影幕牆播放效果，其像素要求為1920 x 1080。 ● It is required to hire the in-house technician for \$500 per session if audio-visual (AV) facilities were required; ● \$1,000 per session is required to pay on top of the in-house technician hiring fee of \$500 per session if Stage Special Lighting Effect was required. Program Rundown should have been submitted to our technician 10 days before the date of use as well as a meeting with our technician for such lighting arrangement; ● Playing Materials should have been submitted to our technician 10 days before the date of use if LED Wall was required for testing purpose. The pixel requirement is 1920 x 1080.
						星期一至五 (非公眾假期) Mon - Fri (non P.H.) 1 p.m.-10 p.m.	\$5,400	
						星期六及日 Sat & Sun	\$6,000	
						本大樓休息日 YLDCSB Rest Day	\$8,000	
						星期一至五 (非公眾假期) Mon - Fri (non P.H.) 9 a.m.-1 p.m.	\$2,300	
			B)	社團及福利用途 For Society and Charity	每節 (四小時計) Each session (per 4 hrs)	星期一至五 (非公眾假期) Mon - Fri (non P.H.) 1 p.m.-10 p.m.	\$2,700	
						星期六及日 Sat & Sun	\$3,000	
						本大樓休息日 YLDCSB Rest Day	\$4,000	

場地 / 設施 Venues / Facilities	面積 Size	可容納人數 Maximum Participants		租金 Licence Fee	備註 Remarks	
會議室 Conference Room	約 Approximate 67 m ²	45	A) 商業用途 For Business	每節 (四小時計) Each session (per 4 hrs)	\$3,500	<ul style="list-style-type: none"> ● 包括本大樓技術員之服務提供 ● In-house technician is inclusive
			B) 社團及福利用途 For Society and Charity	每節 (四小時計) Each session (per 4 hrs)	\$1,750	
活動室 Function Room	約 Approximate 30 - 45 m ²	12 - 48	A) 商業用途 For Business	每節 (四小時計) Each session (per 4 hrs)	\$1,800	<ul style="list-style-type: none"> ● 可容納人數詳情請參閱可容納人數及器材一覽表 ● For maximum participants details, please refer to List of Maximum Participants & Facilities of YLDCSB
			B) 社團及福利用途 For Society and Charity	每節 (四小時計) Each session (per 4 hrs)	\$900	
錄音室 Studio	約 Approximate 38 m ²	13	每節 (一小時計) Each session (per 1 hr)		<ul style="list-style-type: none"> ● 包括本大樓技術員之服務提供； ● 必須於租用日期 7 天前預約。 ● In-house technician is inclusive; ● Reservations must be made not less than 7 days before the date of use. 	
樂隊練習室 Band Room	約 Approximate 20 m ²	6	每節 (一小時計) Each session (per 1 hr)		\$130	

場地 / 設施 Venues / Facilities	面積 Size	可容納人數 Maximum Participants			租金 Licence Fee	備註 Remarks
舞蹈室 Dancing Room	約 Approximate 94 m ²	15	A) 商業用途 For Business	每節 (四小時計) Each session (per 4 hrs)	\$3,000	
			B) 社團及福利用途 For Society and Charity	每節 (四小時計) Each session (per 4 hrs)	\$1,500	
鋼琴 Piano	/	/	A) 商業用途 For Business	每節 (四小時計) Each session (per 4 hrs)	\$400	<ul style="list-style-type: none"> ● 必須同時租用本大樓之禮堂/活動室 A402/A405/舞蹈室 ● Only available for licensing with the Hall / Function Room No.A402 / A405 / Dancing Room
	/		B) 社團及福利用途 For Society and Charity	每節 (四小時計) Each session (per 4 hrs)	\$200	
電結他 Guitar	/	/	每節 (一小時計) Each session (per 1 hr)		\$40	<ul style="list-style-type: none"> ● 必須同時租用本大樓之場地； ● 合共 2 支電結他可供租用，租金以每支計算。 ● Only available for licensing with the venues of YLDCSB; ● 2 Guitars in total can be licensed, \$40 per each guitar.
低音結他 Bass Guitar	/	/	每節 (一小時計) Each session (per 1 hr)		\$40	<ul style="list-style-type: none"> ● 必須同時租用本大樓之場地； ● 合共 1 支低音結他可供租用。 ● Only available for licensing with the venues of YLDCSB; ● 1 Bass Guitar in total can be licensed.

場地 / 設施 Venues / Facilities	面積 Size	可容納人數 Maximum Participants		租金 Licence Fee	備註 Remarks
停車場 Car park	/	/	星期一至五 Mon – Fri 星期六、日及公眾假期 Sat, Sun and Public Holiday	\$20 \$22	<ul style="list-style-type: none"> ● 車位先到先到，不提供預留服務。 ● Car park on first-come-first-served basis.

元朗綜合服務大樓可容納人數及器材一覽表
List of Maximum Participants & Facilities of YLDCSB

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樓層室號 Room No.	可容納人數 (附有椅及枱) Maximum Participants (with Chairs & Tables)	可容納人數 (只附有椅) Maximum Participants (with Chairs Only)	設備 Facilities	數量 Amount
禮堂 Hall	可容納人數:310 Maximum Participants: 310		舞台特別燈光效果 或 標準全亮舞台燈光 Stage Special Lighting Effect or Standard General Stage Lighting	1
			LED 投影幕牆 LED Wall	1
			卡拉 OK 系統 Karaoke System	1
			鋼琴 Piano	1
A201 視聽室 Studio	可容納人數:18 Maximum Participants: 18		電子鼓 Digital Drum	1
			電子琴 Electronic Keyboard	1
			電結他 Guitar	1
			混音器 Mixer	1
			監聽喇叭 Audio Monitor	2
			回授喇叭 Feedback Monitor	1
			電子鼓擴音箱 Drum Amplifier	1
			結他擴音箱(膽) Tube Guitar Amplifier	1
			蘋果電腦 iMac	1
			主音咪 Vocal Mic	2
			膽咪 Tube Vocal Mic	1
			環境收音咪 Environmental Mic	2
			頭戴式耳筒 Headset	6
A303	15	/		
A402	/	40	鋼琴 Piano	1
A403	/	37	LED 電視 LED TV	1
#A405	12	24	鋼琴 Piano	1
A406	/	10		

樓層室號 Room No.	可容納人數 (附有椅及枱) Maximum Participants (with Chairs & Tables)	可容納人數 (只附有椅) Maximum Participants (with Chairs Only)	設備 Facilities	
A407 樂隊練習室 Band Room	可容納人數:8 Maximum Participants: 8		爵士鼓組合 Jazz Drum Set	1
			電子琴 Electronic Keyboard	1
			電結他 Guitar \$40/小時 hr	2
			低音結他 Bass Guitar \$40/小時 hr	1
			主音咪及電子琴擴音箱 Vocal Microphone & Electronic Keyboard Amplifier	1
			結他擴音箱 Guitar Amplifier	1
			結他擴音箱(膽) Tube Guitar Amplifier	1
			低音結他擴音箱 Bass Guitar Amplifier	1
			主音咪 Vocal Microphone	1
#A501	27	40	/	
#A502	20	48		
#A503	20	48		
A504 會議室 Conference Room	可容納人數:45 Maximum Participants: 45		主席咪 President Microphone	2
			座台咪 Desk Microphone	14
			混音器 Mixer	1
			喇叭 Speaker	6
			75"LED 電視 75"LED TV	1
A601 跳舞室 Dancing Room	可容納人數:15 - 30 (視乎活動性質) Maximum Participants: 15 - 30 (Depends on types of activity)		鋼琴 Piano	1

備註 Remarks:

- 所有房間均可另付技術支援服務費用(每節\$500)租借無線咪(最多 4 支)、多媒體播放器材(DVD/CD/MP3/MP4)、投影機及投影屏幕。
Wireless microphone (4 pcs. Max), Multi-media Player (DVD/CD/MP3/MP4), Projector and Projection Screen can be licensed in any of the rooms with additional in-house technician fee (\$500 per session)
- #此類房間均可擺放其可容納人數之椅、枱及如有需要，另可配置白板乙塊
#These types of rooms may accommodate different amount of chairs and tables according to their maximum participants and 1 white board if required