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|  | | | | | | | | | | | | | | | | | | **地址Address:**  **電郵E-mail:**  **電話Tel:** | | | | | | | **香港沙田亞公角山路十八號**  **No. 18, A Kung Kok Shan Road, Shatin**  **finance@hospicecare.org.hk**  **2331 7000 傳真Fax: 2336 2776** | |
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| **租用追思會場地申請表** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **申請人資料** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **申請人姓名：** | | | | | |  | | | | | | | | | | **先人姓名：** | | | |  | | | | | | |
| **電話：** | | |  | | | | | | | **電郵：** | | |  | | | | | | | | | | **個案經理：** | | |  |
| **地址：** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| **租用場地** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **租用日期：** | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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| 🞎 | **演講廳** | | | | | | 🞎 | | **09:00 a.m. – 12:00 p.m.** | | | | | | | | * **可容納約130人** * **費用以每節三小時計算（包括佈置及清場時間）HK$19,500** * **之後每小時HK$6,500** * **訂金HK$9,750** * **包括音響系統、投影機、電動屏幕、咪高峰2枝、畫架、電蠟燭、長枱2張、圓枱1張、白色枱布等** * **停車泊位3個（包括靈車）** | | | | | | | | | |
| 🞎 | | **02:00 p.m. – 05:00 p.m.** | | | | | | | |
| 🞎 | | **06:00 p.m. – 09:00 p.m.** | | | | | | | |
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| 🞎 | **靜思室** | | | | | | 🞎 | | **09:00 a.m. – 12:00 p.m.** | | | | | | | | * **可容納約60人** * **費用以每節三小時計算（包括佈置及清場時間）HK$13,500** * **之後每小時HK$4,500** * **訂金HK$6,750** * **包括音響系統、投影機、電動屏幕、咪高峰2枝、畫架、電蠟燭、長枱2張、圓枱1張、白色枱布等** * **停車泊位3個（包括靈車）** | | | | | | | | | |
| 🞎 | | **02:00 p.m. – 05:00 p.m.** | | | | | | | |
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| 🞎 | **道別間** | | | | | | **按每小時收費** | | | | | | | | | | * **可容納約12人** * **費用為每小時HK$1,100（包括佈置及清場時間）** * **訂金為租用時間的50%** * **包括畫架、電蠟燭等** * **停車泊位3個（包括靈車）** | | | | | | | | | |
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| 🞎 | **餐廳** | | | | | |  | | | | | | | | | | * **費用以每節三小時計算（包括佈置及清場時間）HK$4,500** * **之後每小時HK$1,500** * **訂金HK$2,250** | | | | | | | | | |
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| **備註：** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| **請將填妥的申請表連同租埸費訂金，電郵、傳真或親身遞交至一樓的繳費處。如有查詢，歡迎致電23317000。** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **由職員填寫** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **職員簽署：** | | | | |  | | | | | | | | | | | **參考編號：** | | | | |  | | | | | |
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| **租用場地及繳費注意事項** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **租用場地設施申請一經被接納，租用者必須繳付訂金以確認場地。按金一經繳交後，恕不退還。租用者將獲發繳費通知書，並需於租用日的七個工作天前繳付，否則申請將被取消。** 2. **取消租用場地設施必須以書面申請，並須於租用日最少五天前遞交，否則所繳交的租金將不獲退還。已繳付之款項可根據以下取消租用通知期按比例退還：**   **取消租用通知期 退款百分比**  **三天以下 0%**  **五天以下 50%**   1. **如遇上惡劣天氣（黑色暴雨警告或八號或以上風球），租用者可選擇更改租用日期** 2. **請勿在本院範圍內燃燒冥鏹或生火** 3. **請注意音量，避免產生噪音，以免影響院內其他服務使用者** 4. **佈置場地的所需用品及花牌等請放在所租用場地內** 5. **請勿在本院範圍內吸煙** 6. **請勿擅自移動或拆除場地內的固定設施** 7. **請勿在場地內飲食** 8. **租用者須在交還租用場地前把全部物件，包括佈置用品、花牌等移走** 9. **租用場地期間，設施如有損毀、破壞或遺失，租用人士須按價賠償** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **付款方式** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎 | | **劃線支票（抬頭請寫「善寧會」）**  **支票號碼： \_\_\_\_\_\_\_\_**  **請在支票後面寫上申請人姓名，並連同此申請表郵寄至本會。** | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎 | | **直接存入本會銀行戶口 — 恒生銀行280-3-451141**  **請在入數紙背面寫上申請人姓名，並連同此申請表郵寄、傳真或電郵至本會。** | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎 | | **信用咭： 🞎 Visa 🞎 MasterCard 🞎 American Express**  **持咭人姓名：**  **信用咭號碼：**|||||-|||||-|||||-|||||  **有效日期至 (mm/yy)： /**  **持咭人簽署：**  **請填妥信用咭資料，並將此申請表郵寄、傳真或電郵至本會。** | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎 | | **支付現金：**  **請到本院一樓繳費處繳交。辦公時間：星期一至六：上午9時至下午1時；下午2時至下午5時30分。星期日及公眾假期休息。** | | | | | | | | | | | | | | | | | | | | | | | | |
| **本會保留向逾期賬目收取附加利息的權利。收費查詢：2331 7000** | | | | | | | | | | | | | | | | | | | | | | | | | | |