課室/會議室及綜合展藝場地租用申請表格
Classroom/Meeting Room/Multi-purpose Playground Rental Application Form

傳真 Fax：3446 1230

團體/機構名稱 Name of Organization / Company			
	❑ 非牟利 Non-profit ❑ 其他 Others (請參閱備註 Please refer to remarks)		
團體/機構地址 Address			
電話號碼 Telephone No.		傳真號碼 Fax No.	
申請人姓名 Name of Applicant		電郵地址 E-mail Address	
申請人聯絡電話 Applicant's Contact No.		租用日期 Date of Rental	日 月 年 dd mm yy
租用時間 Time of Rental		集會人數 No of Guests	
租用目的 Purpose for Rental		活動名稱 Name of event	
租用地點 (可選多於一項) Venue of Rental (May choose more than one)	❑ 課室/會議室 Classroom/ Meeting Room	❑ 綜合展藝場地 Multi-purpose Playground	

備註 Remarks：

1. 只接納香港政府註冊團體及非牟利機構(只適用於獲得香港免稅條例第 88 條認可的團體及本港專上學院、中、小學全日制學校)申請租用場地/設施，恕不接受個人申請。
   Applicable to government-registered organizations, and non-profit organizations which are exempt from tax under section 88 of Inland Revenue Ordinance of HK, and the tertiary education institutes, primary and secondary schools in HK. Individual application will not be entertained.
2. 填寫此申請表前請先參閱網頁內之公園守則。
   Please peruse the Park Regulations on the Ma Wan Park website before filling this form.
3. 現階段請勿投寄任何款項支票或現金予本服務處。
   Please do not post any cheque or cash to our Management Services Office in this moment.
4. 以上資料只作處理租用場地申請之用途。申請者如欲更改或查詢所提供的個人資料，請與馬灣公園服務處聯絡。
   The above information is collected for the purpose of venue rental only. If applicant requests to change or access your personal data, please contact Ma Wan Park Management Services Office.
5. 更多有關租用場地資料，可參閱「課室/會議室及綜合展藝場地設施租用收費」。
   For more information regarding the venue & facility rental, please refer to the "Ma Wan Park Training Venue & Facility Rental".

申請者簽名及團體蓋印: _____ 日期：_____
Applicant's Signature & Organization Chop Date

馬灣公園服務處 Ma Wan Park Management Services Office
新界馬灣田寮村 45 號 No 45, Tin Liu Village, Ma Wan, New Territories
電話 Tel: 3446 1163 傳真 Fax: 3446 1230