



**展銷場地申請表格**  
**( 非牟利機構 / 學校團體專用 )**

**Application Form for using Exhibition Venue**  
**(Non-Profit Making Organization/School only)**

一切以最終合約為準  
SUBJECT TO CONTRACT

申請場地 Name of Mall :  置富都會 Fortune Metropolis     馬鞍山廣場 Ma On Shan Plaza     置富第一城 Fortune City One  
 嘉湖 +WOO     麗港城商場 Laguna Plaza     麗城薈 Belvedere Square  
 荃薈 Smartland     其他 Others: \_\_\_\_\_

公司名稱 Company Name : \_\_\_\_\_

機構性質 Operation Nature :  非牟利機構 Non-Profit Making Organization  
(需提供稅務局 88 條證書 attached with Certificate from Inland Revenue)  
 學校 School (教育局註冊號碼 Education Bureau Registration No. : \_\_\_\_\_)  
 其他 Others : \_\_\_\_\_

註冊地址 Registered Address : \_\_\_\_\_

聯絡人姓名 Contact Person : \_\_\_\_\_ 身份証號碼 HKID Card No. : \_\_\_\_\_

電話號碼 Telephone No. : \_\_\_\_\_ 電郵 Email : \_\_\_\_\_

活動名稱 Name of Event : \_\_\_\_\_

活動形式 Nature of Event : \_\_\_\_\_ 出席人數 Attendance : \_\_\_\_\_

租用場地 Venue : \_\_\_\_\_ 活動日期 Event Date : \_\_\_\_\_ 時間 Time : \_\_\_\_\_

持用費 Licence Fee : HK\$ \_\_\_\_\_ 按金 Deposit^ : HK\$ \_\_\_\_\_

活動內容 Content of Event (須詳細列明 please list out the details) : \_\_\_\_\_

^ 特許人可因應實際需要調整按金水平. Licensor reserved the right to adjust the amount of Deposit at its sole discretion.

**規 則 Rules & Regulations :**

- (一) 申請機構須最少 1 天租用場地。The minimum booking for Event shall be at least 1 day.
- (二) 申請機構只可舉辦已批核之活動。違者特許人有權終止活動。申請機構須即時離場。所付持用費概不發還。Licensee can only hold the event as approved. Failing which, Licensor can terminate the Licence forthwith and the Licensee is required to deliver vacant possession of the venue and the licence fee paid will be forfeited.
- (三) 特許人可給予一天通知取消租場之協定。並只需退回申請機構所繳付之持用費全數 (不付利息)。Licensor has the absolute power and discretion to terminate or revoke the Licence by giving the Licensee a 1 day's notice, and the licence fee will be returned to Licensee without interest by the Licensor.
- (四) 申請機構須於活動日期前購備有關保險。其中必須包括第三者保險；申請機構若損毀場內設備或引致他人受損。將須負責賠償事宜。Licensee undertakes to effect Public Liability insurance cover throughout the Licence Term with a reputable insurance company to the satisfaction of the Licensor. Licensee should be responsible for the damage of facilities of the mall and/or injury caused to any persons during the licence term.
- (五) 於活動期間。所放置物品如有任何由意外引致的損壞或遺失。特許人恕不負責。Licensor will not be responsible for any loss and damage of the products of Licensee during the licence term.

- (六) 不得在租用場內大聲喧嘩或用揚聲器叫賣商品及超出指定範圍，並不得派發傳單。Licensee should not make loud noise, use the loud speaker and distribute leaflet out of the leased boundary.
- (七) 此申請一經批核，申請機構須在通知後十四天內付清持用費及按金並簽妥許用合約，否則將作放棄論。特許人有權將棄權者之場地及展期即時租予其他機構。Licensee should enter the Licence Agreement with the Licensor and pay the licence fee/deposit within 14 days upon the notification from the Licensor. Failing which, the Licensor will assume that the Licensee is no longer interest in licencing the venue and the venue will be offered to other parties without further notice.
- (八) 申請機構須保持場地清潔，並於退場時將所有張貼之海報及有關物品清理妥當，及通知商場護衛驗收方可離場。Licensee shall keep the licensed area clean and tidy.
- (九) 最少於活動前 3 星期遞交申請表格，特許人將會按照場地供應情況作出安排。Application Form should be submitted at least 3 weeks before the event, Licensor will assign the venue depend on booking situation.
- (十) 特許人免費提供舞台。參加者需自備表演道具及服裝。有關表演不得收費或包含商業成份。Licensor will provide the stage free of charge. Licensee should prepare their own props and costumes. Access to the performance should be free of charged and the performance should be of a non-commercial nature.
- (十一) 表演項目、內容、日期及時間需經特許人審核及確認方為有效，表演者須尊重並接受其最終決定。表演一經確實，不得取消或延期。Content, date and time of performance should be approved by the Licensor. Licensee should not cancel or postpone the event once approved by the Licensor.
- (十二) 如有任何爭議，特許人保留所有最終決定權。If there is any dispute, the Licensor reserves the right to make the final decision.

今申請機構正式申請租賃上述之展銷場地並願意承諾接受及遵守由特許人及管理公司所訂立於經營許可執照上之有關條款。

We hereby tender application to licence the aforesaid Exhibition Venue and undertake to abide by all the rules and regulations as stipulated by the Licensor and or the building manager of the said venue from time to time throughout the term of the licence hereby proposed.

特許人及管理公司保留是否接受申請機構以上申請之權利，同意並無異樣。並且，此乃申請表格，須於雙方簽訂正式合約及辦妥有關手續及執照費用後始行作實。但申請機構承諾本申請表格一經遞交，則該申請展銷日期或其他資料將不得取消或更改。

We understand that the Licensor or the building manager reserves all right to reject our application without any reason. Finally, we acknowledge that this is an application only and confirmation is subject to the execution of formal licence agreement and with the Licensor and/or the building manager as its authorized agent and full payment of the required licence fee. However, we undertake that once this application is submitted, no cancellation or amendment can be made.

申請機構清楚明白並同意遵守租場規則。

We understood and agreed with the above rules & regulations.

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申請機構及公司印章

Signature of Applicant with company chop

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日期

Date