



場地租用申請表格 Booking Form for Venue

請於填寫本表格前參閱以下須知。 Please read the following notes before completing this form.

- 租用申請接納與否需視乎場地安排而定。本院活動可獲優先處理。請將填妥之表格傳真至香港中文大學專業進修學院 2603-6565 或電郵至 scs-admin@cuhk.edu.hk。如申請成功將以傳真或電郵回覆。
Confirmation of venue booking is subject to venue availability. Priority will be given to the School's own activities. Completed form should be sent to the School of Continuing and Professional Studies, The Chinese University of Hong Kong by fax at 2603-6565 or by email at scs-admin@cuhk.edu.hk. Successful booking(s) will be confirmed by fax or email.
- 有關場地及課室之細節請參閱背頁。
Please refer to the information overleaf for details of the venues.
- 每次租用時間為最少兩小時。
Booking of venue must be for a minimum of two hours.
- 非香港中文大學租用者包括：香港中文大學成員機構、政府部門及上市公司。
Non-CUHK hirer includes: CUHK affiliated organisations, government departments and listed companies.
- 所有課室及演講廳均設有標準教學設備，包括影音系統、可接駁網絡之桌上電腦、實物投影機、LCD 投影機、白板、咪高峰等。
All classrooms and lecture theatre are equipped with standard teaching equipment includes audio-visual system, desktop computer with Internet connection, projector screen, visualiser, LCD projector, white board, microphone etc.
- 租用者如須取消租借，須於預定使用日三個工作天前通知本院，否則須繳付租金之全數費用。
To cancel a confirmed booking, the cancellation request has to be submitted to the School at least three working days prior to the function date. Otherwise, the hirer will be charged the full rental fee.
- 請遵守課室使用守則。
Please observe the rules and regulations of using classrooms.
- 如有查詢，請致電 2209-0279 與本院聯絡。
For enquiry, please contact the School at 2209-0279.

部門／單位／公司／機構

Department/Unit/Company/Organisation _____

申請人姓名 _____ 職銜 _____
Name of Applicant _____ Position _____

公司註冊地址 _____
Registered Office Address _____

聯絡電話 _____ 傳真號碼 _____ 電郵地址 _____
Contact No. _____ Fax No. _____ E-mail Address _____

租用地點 (中環／尖沙咀東海／尖沙咀安年教學中心)* _____ 租用課室編號 _____
Venue (Central/TST East Ocean/TST Oriental Learning Centre)* _____ Classroom No. _____

租用日期 _____ 租用時間 _____
Date _____ Time _____

租用目的／活動形式 _____
Purpose/Function _____

申請人簽署 Applicant's Signature _____ 日期 Date _____

印鑑 Official Chop _____

* 請刪去不適用者。 Please delete if inappropriate.

For Official Use Only

Form received on _____ Handled by _____

Result of application Accepted Not accepted CUHK hirer
Remarks _____ Fee _____ Non-CUHK hirer

Director's signature _____ Date _____

場地及課室 Venue Details:**(I) 中環教學中心 Central Learning Centre**

地址：中環夏慤道 12 號美國銀行中心一樓 Address: 1/F., Bank of America Tower, 12 Harcourt Road, Central

課室編號 Classroom No.	可容納人數 Capacity	座位設施 Setting	器材 Equipment (Please refer to note 5)	租金 Rates ³	
				中大租用者 CUHK Hirer	非中大租用者 Non-CUHK ⁴ Hirer
100	159	固定座位 fixed seats	標準講台 Standard Lectern ⁵ 1 夾咪 1 clip mic. 3 無線咪 3 cordless mic. 3 有線咪 3 extended mic.	\$2,200/hr	\$3,900/hr
101	78	桌 + 椅 Table + Chair	標準講台 Standard Lectern ⁵	\$1,500/hr	\$2,500/hr
102	78	桌 + 椅 Table + Chair	標準講台 Standard Lectern ⁵	\$1,500/hr	\$2,500/hr
104	22	桌 + 椅 Table + Chair	標準講台 Standard Lectern ⁵	\$1,000/hr	\$1,600/hr
106	50	桌 + 椅 Table + Chair	標準講台 Standard Lectern ⁵	\$1,200/hr	\$2,000/hr
107	33	長桌 + 椅 Long Table + Chair	標準講台 Standard Lectern ⁵	\$800/hr	\$1,400/hr
108	35	桌 + 椅 Table + Chair	標準講台 Standard Lectern ⁵	\$800/hr	\$1,400/hr
112	45	固定長枱 + 椅 Bench + Chair	標準講台 Standard Lectern ⁵	\$1,200/hr	\$2,000/hr

(II) 尖沙咀安年教學中心 Tsim Sha Tsui Oriental Learning Centre

地址：尖沙咀漆咸道南 67 號安年大廈 Address: Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui

課室編號 Classroom No.	可容納人數 Capacity	座位設施 Setting	器材 Equipment (Please refer to note 5)	租金 Rates ³	
				中大租用者 CUHK Hirer	非中大租用者 Non-CUHK ⁴ Hirer
1301 & 1304	53 – 58	桌 + 椅 Table + Chair	需個別申請 Available Upon Request	\$900/hr	\$1,500/hr
803, 1302, 1303, 1402, 1408 & 1702	25 – 36	桌 + 椅 Table + Chair	需個別申請 Available Upon Request	\$600/hr	\$1,200/hr
1401, 1403, 1404 & 1406	24 – 28	電腦室 Computer Labs	桌上電腦 Desktop Computers	\$1,200/hr	NA

(III) 尖沙咀東海教學中心 Tsim Sha Tsui East Ocean Learning Centre

地址：尖沙咀加連威老道 98 號東海商業中心 Address: East Ocean Centre, 98 Granville Road, Tsim Sha Tsui

課室編號 Classroom No.	可容納人數 Capacity	座位設施 Setting	器材 Equipment (Please refer to note 5)	租金 Rates ³	
				中大租用者 CUHK Hirer	非中大租用者 Non-CUHK ⁴ Hirer
B1-01, B1-02, B1-03 & B1-05	28	桌 + 椅 Table + Chair	需個別申請 Available Upon Request	\$700/hr	NA
B1-04	45	桌 + 椅 Table + Chair	需個別申請 Available Upon Request	\$1,200/hr	NA
308A	63	寫字板扶手椅 Tablet Armchair	需個別申請 Available Upon Request	\$900/hr	\$1,600/hr
308B	27	桌 + 椅 Table + Chair	需個別申請 Available Upon Request	\$700/hr	\$1,200/hr
308C & G	53 - 60	桌 + 椅 Table + Chair	需個別申請 Available Upon Request	\$1,400/hr	\$2,300/hr
308D – F	39 – 71	固定長枱 + 椅 Bench + Chair	需個別申請 Available Upon Request	\$1,200/hr	\$2,000/hr