



懲教署職員會所
Correctional Services Department Staff Club

燒烤場租用申請表

Barbeque Area Rental Application Form

申請人必須為本會會員。請於提交申請表格前以電話查詢場地租用情況，並於最少一星期前交回申請表及繳付費用，否則預約將作廢。

Applicant must be Club Members. Please check the availability of venue by phone before submitting the application form. The form and rental fee must be returned and paid at least one week in advance; otherwise the reservation would be voided.

(1) 姓名： (英文) _____ (中文) _____
Name (English) (Chinese)

(2) 現時/退休時職級及編號： _____ 會員證號碼/身份證號碼： _____
Present Rank & No./ Rank & No. on Retirement Membership No./HK ID No.

(3) 駐守機構/退休時駐守機構： _____
Present Posting / Posting on Retirement

(4) 辦公室地址： _____
Office Address

電話： _____ 傳真： _____
Tel. No. Fax No.

(5) 住址： _____
Home Address

電話： _____ 傳真： _____
Tel. No. Fax No.

(6) 租用日期： _____ *租用時間：由 _____ 至 _____
Rental Date *Rental Time : From To

備註 Remarks :

1. 因惡劣天氣(黃色、紅色、黑色暴雨警告及三號或以上颱風懸掛時，本會立即關閉燒烤場以確保安全。
The BBQ area will be shut down for safety purpose, if Amber Rainstorm Warning or Typhoon Signal No.3 or above is hoisted.
2. 燒烤場如因天氣惡劣或部門活動而關閉，會員可於租用日期起一個月內到會所接待處，選擇另一時段代替，惟所有費用概不發還。
Should the BBQ area need to be closed due to bad weather and departmental functions; applicant may select another date for replacement at the Club Reception within the next 1 month and no refund will be arranged.



懲教署職員會所 Correctional Services Department Staff Club

設施使用條款及守則 Rules and Regulations

1. 每燒烤爐每小時費用為\$120，最低消費兩小時，延時每燒烤爐每小時\$80。
Rental fee for each stove is \$120; minimum consumption of 2 hours is required. After \$80 per hour.
2. 每燒烤爐只供 10 人使用，超額者須多租一個燒烤爐，如此類推。
Each rented stove provides only 10 persons, if head counts are more than 10 persons but less than 20, applicant should rent for two stoves.
3. 每燒烤爐收費包括燒烤爐 1 個、燒烤炭 2 包、燒烤叉 10 支、燒烤網 1 個及燒烤夾 2 個。(會員須自備食物、飲品和餐具，或可選擇惠顧會所之飲品)
Rental fee of each stove include: 1 stove, 2 charcoal, 10 BBQ forks, 1 BBQ wire mesh and 2 BBQ stoves. (Applicant should provide their own food and drinks, cutleries and plates. Drinks can be arranged by the Club with additional charges.)
4. 如需額外燒烤炭 (每包港幣\$55 元正) 或燒烤網 (每個港幣\$25 元正)，請與本會職員聯絡。
Additional charge of charcoal (\$55 per bag) or BBQ wire mesh (\$25 per pc), please contact our staff.
5. 燒烤場開放時間為星期五、六、日及公眾假期，中午 12 時至晚上 9 時 30 分。
The BBQ area Opening Hour: Fridays, Saturdays, Sundays and public holidays from 1200 to 2130 hours.
6. 繳費後，場地租用方可作實，已繳費用，概不退還。
The above facility can be used only if rental fee has been collected. In any cases all payment are not refundable.
7. 申請人在租用期間必須保證所有設施和設備完整無缺，如有損毀，須照價賠償。
Applicant should take responsibility on all equipment if there is any damage.
8. 申請人須對個人及其餘已獲批准使用之人士的安全及行為負責。
Applicant and any other users should be responsible for their own behaviors and safety.
9. 租用人士請小心火種及盡量將聲量降低，以免影響他人。
Applicant should beware of fire and do not make too much noise.
10. 本會有權隨時關閉燒烤場作部門活動之用。
The Club has the authority to close down the BBQ area for departmental functions at any time.
11. 任何人士如違反本會所定的規則，本會有權禁止他們繼續使用有關設施。
If any of the users do not follow the rules and regulations, the Club has the authority to discontinue their usage of the facility.
12. 除上述之規則外，使用者亦須遵照會所的全部規條，以確保安全。
Besides the rules and regulations that applied on this facility, applicant should also follow the ordinary Club Rules and Regulations for safety purpose.
13. 如租用時段開始後 1 小時或以上燒烤場因惡劣天氣(黃色、紅色、黑色暴雨警告及三號或以上颱風懸掛時) 而關閉，所有費用一概不會發還，本會亦不會重新安排燒烤時段。
If there is a need to close down the BBQ area due to bad weather (Amber Rainstorm Warning or Typhoon Signal No.3 or above is hoisted) during use for 1 hour or above, all payments are not refundable and not arrange another date for replacement.
14. 如有任何爭議，本會保留最終決定權。
In case of any disputes, the Club reserves the right of final decision.

聲明書 Declaration :

茲證明上述資料完全正確；本人及參加人士同意遵守會所一切規則及管理委員會隨時發佈之規定。本人同時明白，不遵守規則會令本人失去使用會所設施之福利。

I certify that the information above is correct. I and my participants shall undertake to comply with the rules of the Club and such directions as may be issued by the Management Committee from time to time. I also understand that non-compliance may result in suspension from using Club facilities.

申請人簽署

Signature of Applicant

姓名正楷

Name in BLOCK LETTERS

日期

Date

For Office Use :

Received By:

Verified By:

Approved By:

Date:

Date:

Date: