

HT-YS-015_verSEP2026

Y 旅舍優惠折扣申請表

Application Form for Concession Rate at Y Loft

合資格非牟利青年團體或非牟利團體舉辦青年活動可獲優惠折扣。
Eligible non-profit making youth organizations or non-profit making organizations organizing youth events will be entitled to Concession Rate.

職員專用 Official Use	
申請編號 Reference No	
申請日期 Application Date	
批核日期 Approval Date	
拒絕日期 Reject Date	

第一部份 團體資料 Part 1 Information of Organization

團體類別 Type of Organization	☐ 註冊非牟利青年團體 Non-profit making Youth Organization	☐ 非牟利團體 Non-profit making Organization	☐ 註冊慈善團體 Charitable Organization
團體名稱 Name of Organization	(中文) (Chinese)		
團體名稱 Name of Organization	(英文) (English)		
團體地址 Address of Organization			
團體網址 (如適用) Website of Organization (If Applicable)			

第二部份 聯絡人資料 Part 2 Information of Contact Person

中文姓名 Name in Chinese	先生/女士* Mr./ Ms.*
英文姓名 Name in English	先生/女士* Mr./ Ms.*
職位 Position	
電話號碼 Telephone No.	(辦公室) (Office)
電話號碼 Telephone No.	(手提電話) (Mobile)
電郵 Email	

管理及營運 Managed and Operated By

 新世界設施管理有限公司
New World Facilities Management Company Limited

香港柴灣柴灣道 238 號 238 Chai Wan Road, Chai Wan, Hong Kong
電話 Tel: 3721 8888 傳真 Fax: 3721 8889 網頁 Website: www.youthsquare.hk, www.nwfm.com.hk



第三部份
Part 3

注意事項 - 提交申請前請細閱
Notes for Applicants – Please Read Before Submitting the Application

- 青年廣場是政府場地。青年廣場及管理青年廣場的公司(“管理公司”)保留在毋須提供理由下接受或拒絕申請，申請人不得提出反對。申請人在任何情況下不得提出申索，青年廣場、管理公司或香港特別行政區政府(下稱「特區政府」)不會承擔任何涉及或因為拒絕申請引起的責任。
Youth Square is a government venue. Youth Square and the company managing Youth Square (“the Management Company”) reserve the right to accept or decline an application without giving any reason, and to cancel or terminate a confirmed booking and the Applicant shall raise no objection. The Applicant shall have no claim whatsoever and Youth Square, the Management Company, and the Government of The Hong Kong Special Administrative Region (hereinafter referred to as “the Government of the HKSAR”) shall have no liability whatsoever in relation to or by reason of declining an application.
- 填寫表格前，請先參閱「入住規則及守則」。經簽署及提交「Y 旅舍優惠折扣申請表申請表」，申請人即為同意及接受「入住規則及守則」的條件。
Please read the “Rules and Regulations for Stay” before completing this application form. Upon signing and submitting this “Application Form for Concession Rate at Y Loft”, the Applicant agrees to accept and shall be taken as having agreed to and accepted the terms contained in the “Rules and Regulations for Stay”.
- 正式申請將以青年廣場 Y 旅舍收到填妥的「Y 旅舍優惠折扣申請表」連同所需文件及資料為準。遞交申請表時請確認已附上所有相關文件，否則申請將不獲處理。如申請人未能完整填寫這些部份或提交所需的文件及資料，申請不會被進一步考慮。覆實申請後的任何更改都必須得到青年廣場 Y 旅舍批准。如與原定的申請存在重大或實質性的差異，青年廣場 Y 旅舍保留取消或終止已獲覆實預定 Y 旅舍之權利。
The application will be processed upon receipt of the duly completed “Application Form for Concession Rate at Y Loft” together with all the required documents and information by Youth Square Y Loft. Please ensure that all relevant documents are attached when submitting the application form, otherwise the application will not be processed. Application may not be considered further should the applicant fail to complete these parts in full or submit all relevant documents and information. Any subsequent changes after confirmation of the application have to be approved by the Youth Square Y Loft. Youth Square Y Loft reserves the right to cancel or terminate a confirmed Y Loft booking should there be substantial or material deviation from the original application.
- 所有申請均需時處理。每宗申請一般需時最少四(4)個工作星期完成審批。為確保申請能順利處理，敬請申請人於入住 Y 旅舍日期前最少一(1)個月提交所有所需的有效證明文件及資料。如申請文件或資料於入住日期前不足三十(30)個工作天提交，有關申請將不獲處理。
Please note that all applications require processing time. Each application generally requires a minimum of four (4) working weeks to complete the review process. To ensure smooth processing, applicants are kindly requested to submit all required valid supporting documents and information at least one (1) month prior to the check-in date at Y Loft. Applications will not be processed if the required documents and information are submitted less than thirty (30) working days before the arrival date.

審核及批核所需文件清單

Checklist of Documents Required for Vetting and Approval

請在適當方格內加上“✓”號。 Please insert a “✓” in the appropriate box.		夾附文件 Enclosure	只供內部使用 For Internal Use Only
1	填妥及已簽署的 Y 旅舍優惠折扣申請表。 Duly completed and signed Application Form for Concession Rate at Y Loft.	☐	✓ / ✗
2	提交一頁文件，列明於 Y 旅舍所需房間安排，以及是次青年活動的相關詳情。內容包括但不限於 (i) 青年元素及活動性質 (ii) 年齡介乎 12-39 歲及 40 歲或以上住客的比例(%) (iii) 入住 Y 旅舍住客參與是次青年活動的資料，例如負責的角色及來自本港或其他國家/地區等 (iv) 是否於青年廣場舉辦活動 Provide a one-page summary outlining the room requirements at Y Loft and details of the youth event, including but not limited to (i) The youth element and nature of the event (ii) The ratio (%) of lodgers aged 12-39 and those aged 40 or above (iii) Some information about the lodgers in Y Loft such as the role they play in the youth event and where they come from, local or overseas etc (iv) Any activities held at Youth Square	☐	✓ / ✗

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3	合乎香港法例的註冊證明書。例如 (i) 根據社團條例第 151 章發出的社團註冊證明書 (ii) 根據公司條例第 622 章發出的公司註冊證明書 (iii) 根據教育條例第 279 章發出的學校註冊證明書 A certificate of registration in compliance with the Laws of HKSAR. For example (i) Certificate of registration of a society under the Societies Ordinance Cap 151 (ii) Certificate of incorporation under the Companies Ordinance Cap 622 (iii) Certificate of registration of a school under the Education Ordinance Cap 279	☐	✓ / ✗
4	由稅務局發出根據稅務條例第 112 章第 88 條獲豁免繳稅的慈善機構及慈善信託的確認通知書。 The confirmation issued by Inland Revenue Department to charitable institutions and trusts of a public character, which are exempt from tax under section 88 of the Inland Revenue Ordinance Cap 112.	☐	✓ / ✗
5	申請機構類別業務性質證明文件，必須由該機構的主席及其中一位幹事簽署以示真確。 若屬於註冊非牟利青年團體，申請文件必須包括 (i) 章程或 (ii) 組織章程細則 章程/組織章程細則必須列明以青年發展為目的，並註明其非牟利性質，包括成員不得攤分其利潤，團體一旦解散，成員不得攤分其利潤或資產。 若屬於非牟利團體，申請文件必須包括 (i) 章程或 (ii) 組織章程細則 章程/組織章程細則必須註明其非牟利性質，包括成員不得攤分其利潤及團體一旦解散，成員不得攤分其利潤或資產。 Certified true copy of documentary proof of the nature of the applicant's organization which was duly signed by the Chairman and one other office bearer to the effect that it is a true copy. For non-profit making youth organizations, application should include the following documents (i) Constitution; or (ii) Articles of Association. The Constitution/ Articles of Association should clearly state that the organization is purposed for promoting youth development and its non-profit making nature, including members do not take any share of the profits, and upon dissolution of the organization, members do not take any share of the profits or assets. For non-profit making organizations, application should include a copy of the following documents (i) Constitution; or (ii) Articles of Association. The Constitution/ Articles of Association should clearly state its non-profit-making nature, including members do not take any share of the profits, and upon dissolution of the organization, members do not take any share of the profits or assets.	☐	✓ / ✗
6	如非香港註冊團體，請提供由當地合法機構發出的文件證明其非牟利性質。 For non-Hong Kong registered organizations, please provide documents issued by the legal entity of that place to prove its non-profit making nature.	☐	✓ / ✗

第四部份 Part 4

活動視像資料及宣傳品的使用

Usage of Visual and Promotional Material

本團體可決定是否同意青年廣場 Y 旅舍於場地舉辦活動期間進行拍照，青年廣場及新世界設施管理有限公司（「新世界設施管理」）有權使用本團體舉辦之活動的視像資料包括 圖片、活動照片、文字及海報作為推廣青年廣場及新世界設施管理之用，包括將活動的視像資料載入青年廣場及新世界設施管理宣傳媒介內（包括但並不限於刊物、網頁、社交媒體及宣傳品等），而毋須繳付或作出任何酬勞或補償。新世界設施管理為非牟利機構，負責營運及管理青年廣場，以培育及發展青年潛能為任務，支持青年貢獻社會。

We agree Youth Square Y Loft will conduct photo shooting during the activities. Youth Square and New World Facilities Management Company Limited (NWFM) reserves the right to use our visual material(s) during our activities in Youth Square Y Loft, including any images, event photos, text and poster for the purpose of promoting Youth Square and NWFM. This may include placing our visual material(s) in any media including but not limited to publications, websites, social media and promotional materials of Youth Square and NWFM without receiving any remuneration or indemnity. Youth Square is operated and managed by NWFM, a non-profit making company embracing the mission of youth development and supporting youth to contribute to the society.

☐ 同意 Agree

☐ 不同意 Disagree

個人資料收集聲明

Personal Information Collection Statement

閣下可查閱青年廣場的個人資料收集聲明 (https://www.youthsquare.hk/personal_information)，以了解更多本公司在私隱及個人資料保障方面的政策。如本聲明的英文版本與中文版本有任何歧義，概以英文版本為準。

You can find out more about our policy of personal information collection by accessing Personal Information Collection Statement (https://www.youthsquare.hk/personal_information). If there is any inconsistency or conflict between the English and Chinese version of this Statement, the English version shall prevail.



☐ 我已閱讀並理解而我同意以上新世界設施管理有限公司為青年廣場（包括以“Y 旅舍”為名字的青年旅舍）而訂立的《個人資料收集聲明》。
I have read and understood and I consent to the Personal Information Collection Statement of New World Facilities Management Company Limited for Youth Square (including the youth hostel in the name of “Y Loft”) above.

☐ 我同意接收來自新世界設施管理有限公司及/或青年廣場的最新活動及服務資訊。
I consent to receive the latest activities and services information from NWFM and/ or Youth Square.

☐ 我同意接收來自其他實體的最新活動及服務資訊。
I consent to receive the latest activities and services information from Other Entities.

☐ 就處理未成年人（即 18 歲以下的資料當事人）的個人資料（如適用），本人作為相關未成年人的父母或法定監護人同意：
(a) 按照上述《個人資料收集聲明》所述的方式處理該等個人資料，以及
(b) 若相關未成年人已勾選上述有關同意接收最新活動及服務資訊的選項，則應用該等個人資料於上文所述的資訊接收用途。

Where applicable, in the case of dealing with personal data of a minor (i.e. data subject below 18 years of age), I, as the parent or legal guardian of the minor concerned, consent to:

(a) the handling of such personal data in the manner as set out in the Personal Information Collection Statement mentioned above, and

(b) where the minor concerned has ticked the relevant tick box(es) to receive the latest activities and services information consent as set out above, the handling of such personal data for the purpose of receiving such information.

第五部份
Part 5

聲明
Declaration

☐ 本人作為申請團體授權代表謹此聲明:

I, the authorized representative of the applicant organization, hereby declare that:

1. 本人在遞交此申請前已閱讀、明白及同意「Y 旅舍優惠折扣申請表申請表」及包括但不限於「入住規則及守則」。本人同意受此等條文之約束。

I have read, understood and agreed to the "Application Form for Concession Rate at Y Loft" and including but not limited to "Rules and Regulations for Stay" and agree to be bound by the provisions contained therein.

2. 本人就此 Y 旅舍優惠折扣申請所提交有關申請團體法律地位的資料及相關證明文件，全屬最新、有效及存續的資料及文件；如有任何更改，本人承諾立刻提供相關的資料及文件給青年廣場 Y 旅舍。本人明白若本人就此 Y 旅舍優惠折扣申請提供任何虛假資料及/或無效的文件，本人有可能會被檢控。

All information and documents submitted by me in support of this Y Loft concession rate application are updated, valid and subsisting with regard to the legal status of the applicant organization, and I undertake to provide immediately any further information and documents in respect of any changes thereto. I understand that I may be liable to be prosecuted should any false information and/or invalid documents be provided in this Y Loft concessionary rate application.

申請團體的印章
Chop of Organization

申請人 簽署：
Signature of applicant

申請人 姓名：
Name of applicant

日期：
Date

- * 請刪去不適用者
Delete where inapplicable
- ☐ 請在適當的方格內填上✓
Tick ✓ if appropriate