

(For official use only)	2023.09.20
租用人號碼 Hirer ID.	_____
申請編號 Application No.	_____

附件 8 – 訂租申請表 (不適用於多用途場地普通訂租)

Annex 8 - Booking Application Form (Not Applicable for Multi-purpose Area Ordinary Booking)

日期

Date _____

注意事項 1 青年廣場是政府場地。青年廣場將考慮這項訂租申請，場地供應視乎營運情況而定。

Important Notes Youth Square is a government venue. This booking application will be considered by Youth Square. Availability of the venues is subject to operational feasibility.

2 填寫表格前，請先參閱「租用價目表」及「租用指南」。經簽署及提交《訂租申請表》，申請人即為同意及接受「租用價目表」及「租用指南」的條件。

Please read the "Scale of Hire Charges" and "Hire Guide" before completing this application form. Upon signing and submitting this "Booking Application Form", the applicant shall be taken as having agreed to and accepted the terms contained in the "Scale of Hire Charges" and "Hire Guide".

3 未滿18歲的申請人須由家長或監護人簽署訂租申請表(家長/監護人必須為18歲或以上人士)。

Applicants under the age of 18 must have their Booking Application Form signed by parent or guardian (parent/ guardian should be at 18 years old or above).

4 正式申請將以青年廣場收到填妥的《訂租申請表》連同所需文件為準。

The application will be processed upon receipt of the duly completed "Booking Application Form" together with the required documents by Youth Square.

Please ensure that all relevant documents are attached when submitting the application form, otherwise the application will not be processed.

5 如舉辦的活動，屬於公眾娛樂節目，租用人必須根據《公眾娛樂場所規例》(第172A章)第3條的規定申請牌照。

For functions involving public entertainment, Places of Public Entertainment License is required under regulation 3 of the Places of Public Entertainment Regulations (Cap. 172A).

6 如舉辦的活動，屬於電影檢查條例所界定的電影公映活動，租用人必須領有由電影、報刊及物品管理專員簽發的許可證/豁免證明書，詳情請聯絡電影、報刊及物品管理辦事處。此外，倘其他條例(例如淫褻及不雅物品管制條例或簡易程序治罪條例)的有關條文，也適用於申請人舉辦的活動，則申請人也須遵守。

For functions involving public exhibition of films as defined under the Film Censorship Ordinance, a Certificate of Approval/Exemption is required from the Director of Film, Newspaper & Article Administration. Please contact Office for Film, Newspaper & Article Administration for details. Applicant should also note that they need to comply with any requirements set out in other Ordinances as may be applicable to their function(s), such as the Control of Obscene and Indecent Articles Ordinance and the Summary Offences Ordinance.

第一部份

Part 1

1.1 (以個人名義申請者，請填寫此欄) (To be completed if Applicant is an individual)

申請人姓名 (中文) Name of Applicant (English)	先生/女士* Mr / Ms *		
香港身份證/護照號碼* HKID No./Passport No.	<input type="checkbox"/> 年齡介乎10至29歲 ¹ At the age of 10 to 29 ¹	電話 Tel	傳真 Fax
地址 Address	電郵 Email		

申請人未滿18歲
applicant under the age of 18

是 (請填寫1.1a部) Yes (Please proceed to Part 1.1a)
 否 (請前往第二部) No (Please proceed to Part 2)

¹以青年廣場收到本申請表連同所需文件當日為準

Applicable on the date of application form together with the required documents duly received at Youth Square

1.1a (如申請人未滿18歲，申請人的家長或監護人請填寫此欄) (To be completed by the parent or guardian of an applicant under the age of 18)

家長/監護人姓名 (中文) Name of Parent/ Guardian (English)	Mr / Ms *	與申請人關係 Relationship with the Applicant
香港身份證/護照號碼* HKID No./Passport No.	電話 Tel	傳真 Fax
地址 Address	電郵 Email	

1.2 (以團體名義申請者，請填寫此欄) (To be completed if Applicant is an organization)

團體名稱 (中文註冊名稱) Name of Organization (English Registered Name)		
團體性質 Nature of Organization	<input type="checkbox"/> 青年團體 Youth Group	<input type="checkbox"/> 註冊非牟利 / 慈善團體 Registered Non-profit-making / Charitable Organization
	<input type="checkbox"/> 政府部門 Government Department	<input type="checkbox"/> 商業 / 其他 Commercial / Individual

申請場地租用優惠折扣² 會 Yes 否 No

Application for Venue Booking Concession Rate

首次申請優惠折扣³ 是 Yes 否 No

First-time-Application for Concession Rate³

³合資格非牟利申請團體及合辦機構可獲優惠折扣，須填寫第七部份《場地租用優惠折扣申請表》

Eligible non-profit-making organizations and co-presenters will be entitled to Concession Rate. Applicants should fill in Part 7 "Application for Venue Booking Concession Rate" of this application form

團體地址

Address of Organization

電郵 Email	電話 Tel	傳真 Fax
簽署人姓名 (中文) Name of Signatory (English)	先生/女士* Mr / Ms *	
簽署人職位 Position held by Signatory	電話 Tel	傳真 Fax

合辦團體名稱 (如適用者) (合辦團體須同是非牟利組織 (包括慈善團體) 或政府機構才可獲場地租用優惠折扣)

Name of Co-presenters (if any) (Co-presenters must also be Non-profit Making Organization (including Charity Organization) or Government Sector as to be eligible to entitle Venue Booking Concession Rate)

(中文註冊名稱)

(English Registered Name)

第二部份

Part 2

2.1 主要設施 Major Facilities

場地 Venue	日期 Date	9am - 1pm	2pm - 6pm	7pm-11pm	全日 Whole Day	其他時間 Others
<input type="checkbox"/> Y綜藝館 Y Theatre <input type="checkbox"/> Y展覽平台 Y Platform <input type="checkbox"/> ___區 (A-E) Zone ___ (A-E) <input type="checkbox"/> 全區 All <input type="checkbox"/> Y劇場 Y Studio <input type="checkbox"/> ___號室(1-3) Room ___ (1-3) <input type="checkbox"/> 全場 All	第一選擇 1st Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	第二選擇 2nd Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	第三選擇 3rd Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Y綜藝館配置
Y Theatre Stage format
- Y劇場配置
Y Studio Stage format
- 幕景
Proscenium
 迴音板
Acoustic Shell
 樂隊池及前舞台升降台
Orchestral Pit & Gala
 延伸舞台
Extension Stage
- 移動座位級台
Retractable Seating Platform
 模組式舞台
Modular Stage Platform

2.2 多用途場地 Multi-function Area

場地 Venue	日期 Date	9am - 1pm	2pm - 6pm	7pm - 11pm	全日 Whole Day	其他時間 Others
<input type="checkbox"/> 舞蹈劇場 Dance Studio	第一選擇 1st Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	第二選擇 2nd Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	第三選擇 3rd Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

備註: (1) 凡租用多用途場地，必須最少連續租用2小時。

Remarks Minimum 2 consecutive hours is required for booking of any facilities in Multi-purpose Area.

(2) 租用人不得擅自將場地固有器材及設備移動或搬離所屬場地。

Fixed equipment and property cannot be moved or removed from the designated locations.

(3) 租用人未能於租用日期前21天或指定時間前與青年廣場營運部進行技術會議並提交使用設備填報表，額外服務人員、器材及雜項服務是否能夠提供予租用人，將視乎青年廣場的資源及人手而定。

Hirers shall arrange technical meeting with Operations Department of Youth Square and complete and return the Event Requirement Checklist at least 21 days or designated time prior to the booking date. If not, additional manpower, equipment and services will only be available subject to the resources and manpower of Youth Square.

2.2 多用途場地 (續)

Multi-function Area (Continued)

場地 Venue	日期 Date	時間 Time
<input type="checkbox"/> 興趣小組室 Interest Group Room <input type="checkbox"/> 鋼琴室 ____ (一號至三號) Piano Room ____ (No. 1 to 3) <input type="checkbox"/> 音樂工作室 Music Studio <input type="checkbox"/> 舞蹈室 Dance Room <input type="checkbox"/> 多用途室 Multi-purpose Rooms <input type="checkbox"/> 606、607、608室(61.8-64.8m ²) ____間 Room 606, 607, 608 ____ (Quantity) <input type="checkbox"/> 602室(25.7m ²) Room 602 <input type="checkbox"/> 創意工作室 Creative Studio <input type="checkbox"/> D. I. Y. 創作室 D.I.Y. Studio		

備註:

- (1) 凡租用多用途場地，必須最少連續租用2小時。

Remarks

- Minimum 2 consecutive hours is required for booking of any facilities in Multi-purpose Area.
- (2) 租用人不得擅自將場地固有器材及設備移動或搬離所屬場地。
Fixed equipment and property cannot be moved or removed from the designated locations.
- (3) 租用人未能於租用日期前21天或指定時間前與青年廣場營運部進行技術會議並提交使用設備填報表，額外服務人員、器材及雜項服務是否能夠提供予租用人，將視乎青年廣場的資源及人手而定。
Hirers shall arrange technical meeting with Operations Department of Youth Square and complete and return the Event Requirement Checklist at least 21 days or designated time prior to the booking date. If not, additional manpower, equipment and services will only be available subject to the resources and manpower of Youth Square.

2.3 展覽區

Exhibition Area

場地 Venue	日期 Date
<input type="checkbox"/> 興趣小組美術作品展覽區 Interest Group Art Work Display Area <input type="checkbox"/> 五樓 5/F <input type="checkbox"/> 六樓 6/F	
<input type="checkbox"/> 展覽區 Exhibition Area <input type="checkbox"/> 五樓 5/F	

第三部份

Part 3

活動名稱 (中文)
Name of Event (English)

活動性質
Nature of Event

貴賓名單
VIP Guest List

活動流程
Event Rundown

講者或表演者名單
List of speakers or performers

非本地表演者名單
List of non-local performers

是次活動為 公開予公眾人士入場 非公開
Admission of this Open to the general public Not open to the general public

function:

是次活動是否能達到下列其中一項青年發展的目的? 是 Yes (如選是, 必須剔選以下至少一項或多項) 否 No
Can the event assist in nurturing youth to reach the following objectives? (If yes, at least one or more of the following must be ticked)

活動特質 培訓青年人才能 (groom youth's capabilities) 培育青年人成長 (nurture youth to grow)
Attributes 鼓勵青年人發揮所長 (encourage youth to glow) 提高環保綠化意識 (elevate green/ environmental awareness)
 拓闊環球或國際視野 (develop a global vision) 回饋社會 (giving back to the community)

如能達到青年發展目的, 請加以說明:

If the event can assist in nurturing youth, please explain in detail.

使用城市售票網服務 會 否
Use of URB TIX Service Yes No

青年廣場提供城市售票網服務, 售票節目可使用城市售票網或其他服務供應商。
Youth Square provides URB TIX service. Admission charged events shall either use URB TIX service or other service providers.

如使用城市售票網服務, 須繳付行政費用。
Kindly note administration charge will be applied if URB TIX Service is used.

入場費 \$ / 免費*
Admission Fee \$ / Free of charge *

節目開場時間 估計入場人數
Commencement Time of Function Estimated No. of Audience/Participants

會否在場內進行銷售活動? 會 Yes 否 No
Are there any sales activities on site? Yes No

如擬銷售商品, 請列明商品種類:
If yes, please specify the merchandise item:

展品將會/不會*在現場發售(只適用於展覽場地)。若舉行展覽, 請附上曾舉辦的展覽目錄。
The Exhibits are for sale / not for sale* (for exhibition venues only). For exhibitions, please attach catalogues of past exhibitions.

是否願意青年廣場把節目資料上載至青年廣場官方網頁 (<http://www.youthsquare.hk>)、Facebook及其他社交媒體?
Agree to upload event information to Youth Square official website (<http://www.youthsquare.hk>), Facebook and other social media?

香港旅遊發展局可能聯絡申請單位, 以便在海外宣傳此節目。
Hong Kong Tourism Board may contact applicant in future for the purpose of publicizing this programme overseas.

我/我們 同意青年廣場把我/我們的節目資料轉交香港旅遊發展局。
I/We agree Youth Square to forward this programme information to the Hong Kong Tourism Board.

我/我們 同意青年廣場把我/我們的聯絡電話、電郵轉交香港旅遊發展局。
I/We agree Youth Square to forward my/our contact number and email to the Hong Kong Tourism Board.

第四部份 (只適用於特別訂租申請)
Part 4 (For Special Booking Only)

這項訂租申請須於十二個月前覆實的原因: (請附上文件, 證明原因屬實。)

Reason(s) why this booking needs confirmation more than 12 months in advance: (Please attach documents to support the information given above)

緊接在香港演出前之表演節目 (日期/地點):
Schedule of performances immediately preceding the proposed performance in Hong Kong (Dates / Places):

緊接在香港演出後之表演節目 (日期/地點):
Schedule of performances immediately succeeding the proposed performance in Hong Kong (Dates / Places):

第五部份 活動視像資料及宣傳品的使用
Part 5 Usage of visual and promotional material

本人 / 本團體是否同意 青年廣場將於活動期間進行拍照，青年廣場及新世界設施管理有限公司（「新世界設施管理」）保留權利，使用本人 / 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。

I / We* agree Youth Square will conduct photo shooting during the activities. Youth Square and New World Facilities Management Company Limited (NWFM) reserves the right to use my / our visual material(s) during my / our activities in Youth Square, including any images, event photos, text and poster for the purpose of promoting Youth Square and NWFM. This may include placing my/ our visual material(s) in any media including but not limited to publications, websites, social media and promotional materials 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

同意 Agree 不同意 Disagree

第六部份

Part 6

負責活動細節安排的聯絡人

Person to contact regarding detailed arrangements of the event

姓名 (中文) 先生/女士*
Name (English) Mr / Ms*

地址
Address

電郵 電話 傳真
Email Tel Fax

聲明

本人作為申請人/申請團體*授權代表謹此聲明：本人就此訂租申請所提交有關申請人/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，本人承諾提供相關的資料及文件給青年廣場。本人明白若本人就此訂租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。

Declaration

I, the authorized representative of the applicant/organization*, hereby declare that all information and documents submitted by me in support of this booking application are updated, valid and subsisting with regard to the legal status of the applicant/organization*, and I undertake to provide 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 booking application.

所代表申請團體的印鑑

Chop of Organization Represented

申請人/家長/監護人* 簽署：

Signature of applicant/ parent/ guardian*

未滿18歲的申請人須由家長或監護人簽署訂租申請表(家長/監護人必須為18歲或以上人士)。

Applicants under the age of 18 must have their Booking Application Form signed by parent or guardian (parent/ guardian should be at 18 years old or above).

申請人/簽署人*姓名：

Name of applicant / signatory*

日期：

Date

所代表合辦團體的印鑑 (如適用者)

Chop of Organization of Co-presenter Represented (if any)

合辦團體的申請人簽署：

Signature of applicant of co-presenter

合辦團體的申請人/簽署人*姓名：

Name of applicant / signatory of co-presenter*

日期：

Date

* 請刪去不適用者

Delete if inapplicable

請在適當的方格內填上 ✓

Tick (✓) if appropriate

第七部份

Part 7

場地租用優惠折扣申請表

Application for Venue Booking Concession Rate

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

團體名稱 (中文註冊名稱)
Name of Organization (English Registered Name)

團體地址
Address of Organization

聯絡人姓名 (中文) 先生/女士*
Name of Contact Person (English) Mr / Ms *

聯絡人職位 電話 (公司) (手提) 傳真 電郵
Position of Contact Person Tel (Office) (Mobile) Fax E-mail

聲明

本人作為申請人/申請團體* 授權代表謹此聲明：本人就此場地租用優惠折扣申請所提交有關申請人/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，本人承諾提供相關的資料及文件給青年廣場。本人明白若本人就此場地租用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。

Declaration

I, the authorized representative of the applicant/organization*, hereby declare that all information and documents submitted by me in support of this booking application are updated, valid and subsisting with regard to the legal status of the applicant/organization*, and I undertake to provide 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 booking application.

所代表申請團體的印鑑
Chop of Organization Represented

申請人簽署：
Signature of applicant

申請人/簽署人*姓名：
Name of applicant / signatory*

日期：
Date

* 請刪去不適用者
Delete if inapplicable

附註：

- 合資格非牟利申請團體及合辦機構可獲優惠折扣。申請人的公司組織章程大綱(如有)及章程細則或會章必須訂明，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。
Eligible non-profit-making organizations and co-presenters will be entitled to Concession Rate. The Memorandum (if any) and Articles of Association or the Constitution of the applicant must specify that members do not take any share of the profits. Upon dissolution of the organization, members do not take any share of the profits or assets.
- 申請團體及合辦機構請附上下列證明文件以作審批。
Applicant and co-presenter please provide the following supporting document for vetting and approval.
 - 1 (i) 註冊為認可慈善機構或公共性質的信託團體的證書；或
Certificate of Registration on the list of approved charitable institutions or trusts of a public character; or
 - (ii) 根據商業登記條例發出的商業登記證；或
Business Registration Certificate under the Business Registration Ordinance; or
 - (iii) 根據公司條例發出的公司註冊證書；或
Certificate of Incorporation under the Companies Ordinance; or
 - (iv) 根據社團條例發出的社團成立通知；或
Notification of the establishment of society under the Societies Ordinance; or
 - (v) 根據社團條例發出的社團註冊證明書。
Certificate of Registration of a Society under the Societies Ordinance
- 2 須由機構主席及另一名幹事簽署，以證明真確。
Applications should also include a copy of the following document duly signed by the Chairman and one other office bearer to the effect that it is a true copy:
 - (i) 公司組織章程大綱(如有)；或
The Memorandum (if any); or
 - (ii) 章程細則；或
Articles of Association; or
 - (iii) 會章。
Constitution.

申請者須提交的證明文件

Applicants should submit the following supporting documents

機構名義申請者

For organizations

- (1) 以機構名義申請者及合辦團體，須一併遞交下列文件副本：

Application should include a copy of the following document of applicant and co-presenters:

- (i) 註冊為認可慈善機構或公共性質的信託團體的證書；或
Certificate of Registration on the list of approved charitable institutions or trusts of a public character; or
- (ii) 根據商業登記條例發出的商業登記證；或
Business Registration Certificate under the Business Registration Ordinance; or
- (iii) 根據公司條例發出的公司註冊證書；或
Certificate of Incorporation under the Companies Ordinance; or
- (iv) 根據社團條例發出的社團成立通知；或
Notification of the establishment of society under the Societies Ordinance; or
- (v) 根據社團條例發出的社團註冊證明書。
Certificate of Registration of a Society under the Societies Ordinance.

- (2) 須由機構主席及另一名幹事簽署，以證明真確：

Applications should also include a copy of the following document duly signed by the Chairman and one other office bearer to the effect that it is a true copy:

- (i) 公司組織章程大綱(如有)；或
The Memorandum (if any); or
- (ii) 章程細則；或
Articles of Association; or
- (iii) 會章。
Constitution.

個人名義申請者

For individuals

- (1) 申請人在交回申請表格時，需親身出示他們的身分證/護照作核對資料用途。如經別人或以郵寄/傳真方式遞交申請表格，則需連同申請人的身分證/護照副本一併交回。

Applicants should present their identity cards / passports for checking when they submit applications in person.

If applications are submitted by post / fax / third party, copies of the applicant's identity card/passport should be enclosed.

- (2) 未滿18歲的申請人須由家長或監護人簽署訂租申請表(家長/監護人必須為18歲或以上人士)。

Applicants under the age of 18 must have their Booking Application Form signed by parent or guardian (Parent/ guardian should be 18 years old or above).

《個人資料收集聲明 – 青年廣場》

Personal Information Collection Statement – Youth Square

本個人資料收集聲明（本“聲明”）由管理和營運青年廣場（包括以“Y旅舍”為名字的青年旅舍）（共稱“青年廣場”）（為中華人民共和國香港特別行政區（“香港”或“特區”）政府民政及青年事務局委託的項目）的新世界設施管理有限公司（“NWFM”、“本公司”、“我們”、“我們的”）擬訂，並適用於我們和您（“您”或“您的”）之間。本聲明應與青年廣場網站<https://www.youthsquare.hk/>（“網站”）及青年廣場的應用程式（“應用程式”）（如果有）的條款及細則（如果有）（“條款及細則”）結合一併解讀，但如果本聲明與有關個人資料的條款及細則之間存在任何不一致，則以本聲明為準。

This Personal Information Collection Statement (this “Statement”) is made by New World Facilities Management Company Limited (“NWFM”, “we”, “us”, or “our”) that manages and operates Youth Square (including the youth hostel in the name of “Y Loft”) (collectively, “Youth Square”), a project commissioned by the Home and Youth Affairs Bureau of the Hong Kong Special Administrative Region of the People’s Republic of China (“Hong Kong” or “HKSAR”), and applies between us and you (“you”, or “your”). This Statement should be read together with the Terms and Conditions (if any) of the Youth Square’s website at <https://www.youthsquare.hk/> (the “Website”) and the application of Youth Square (the “Application”) (if any) (the “Terms and Conditions”), provided that, in the event of any inconsistency between this Statement and the Terms and Conditions concerning matters relating to personal data, this Statement shall prevail.

青年廣場的節目、項目、計劃、服務和/或活動與以下相關，包括與藝術、文化、青年、體育、生活方式、家居生活、設計、慈善或相類似範疇（統稱為“青年廣場節目及活動”）。青年廣場也可能在青年廣場節目及活動中與其他公司、實體和/或組織（包括但不限於特區政府）（統稱為“其他實體”）協作、合作或以其他方式使其他實體參與其中。

The events, programmes, schemes, services and/or activities of Youth Square include those related to art, culture, youth, sports, lifestyle, home and living, design, charity or the like (collectively, “Youth Square Events and Activities”). Youth Square may also collaborate with, cooperate with and/or otherwise involve other companies, entities and/or organizations (including but not limited to the Government of the HKSAR) (collectively, “Other Entities”) in Youth Square Events and Activities.

為使我們能夠實現目的（如下文“使用所收集的個人資料之目的”部分所定義），您需要在節目申請表格、旅舍客人登記表格、會員登記表格（如有）及/或青年廣場節目及活動而設的其他表格（視情況而定，如果有）中提供所有要求/指定的個人資料。如果您未提供所需的個人資料，我們則可能無法實現目的和/或向您提供商品或服務。

In order to enable us to perform the Purposes (as defined in the “Purposes for using personal data collected” section below), you are required to provide all the requested/mandatory personal data in the event enrollment form(s), hostel guest registration form (s), membership registration form(s) (if any) and/or other forms for Youth Square Events and Activities (as the case may be, if any). If you do not provide the required personal data, then we may not be able to perform the Purposes and/or provide goods or services to you.

若您未滿18歲，在與我們分享或提供您的個人資料前，您應諮詢您的父母或法定監護人的意見。為保障你身為未成年人的利益，即使你同意我們使用及披露你的個人資料作本聲明所指明之相關用途，我們亦會要求你的父母或法定監護人代表你同意後，我們才會使用及披露你的個人資料。

If you are under 18 years of age, you should consult with your parent or legal guardian before sharing or providing your personal data to us. To protect your interest as a minor, even if you agree for us to use and disclose your personal data for the relevant purposes as specified in this Statement, we will require your parent or legal guardian to give consent on your behalf before we proceed to so use and disclose your personal data.

個人資料類型

Kinds of personal data collected

我們可能向您及/或從本聲明下文提及的其他來源收集的個人資料類型包括您的姓名、性別、年齡（或年齡範圍）、出生年份及月份、聯繫方式、電子郵件地址、郵寄/住宅/通訊地址、聯繫電話、會員編號（如果有）、婚姻狀況、家庭狀況、教育程度、職業、用戶名和密碼、日誌文件（見下文）、個人興趣及活動愛好、有關您使用應用程式及/或網站（視情況而定）及交易數據的跟蹤信息（包括您的特點及交易行為）（“跟蹤數據”）、社交媒體帳戶信息等等。對於通過使用cookies和其他跟蹤機制收集的跟蹤數據，請參見我們的相關政策（如果有），以進一步瞭解我們如何收集、使用和處理跟蹤數據的詳情。

The kinds of personal data we may collect from you and/or from other sources as mentioned below in this Statement include your name, gender, age (or age range), year and month of birth, contact details, e-mail address, mailing/residential/correspondence address, contact number, membership number (if any), marital status, family status, educational level, occupation, username and password, Log Files (see below), interests and favourite activities, tracking information about your use of the Application and/or the Website (as the case may be) and transaction information (including your characteristics and transaction behaviour) (“Tracking Data”), social media account information, etc. For Tracking Data collected through the use of cookies and other tracking mechanisms, please also refer to our related policies (if any) for further details as to how we collect, use and process Tracking Data.

使用所收集的個人資料之目的

Purposes for using personal data

我們（和/或其他實體，如適用）將使用並保留從您和/或來自本聲明下文提及的其他來源那裏收集的個人資料，用於以下目的（可能不時適用）（統稱“目的”）：

The personal data to be collected from you and/or from other sources as mentioned below in this Statement will be used and retained by us (and/or Other Entities as applicable) for the following purposes (as may be applicable from time to time) (together, the “Purposes”):

- (i) 處理您對青年廣場和/或其設施（包括Y旅舍）、青年廣場節目及活動和/或您註冊和/或使用上述各項之查詢、視情況而定；
Processing your enquiry about Youth Square and/or its facilities (including Y Loft), Youth Square Events and Activities, and/or your enrolment to and/or use of the same, as the case may be;
- (ii) 就您對青年廣場和/或其設施（包括Y旅舍）、青年廣場節目及活動和/或您註冊和/或使用上述各項之查詢與您聯繫、視情況而定；
Contacting you in connection with your enquiry about Youth Square and/or its facilities (including Y Loft), Youth Square Events and Activities, and/or your enrolment to and/or use of the same, as the case may be;
- (iii) 處理您對Y旅舍的查詢、預訂客房、登記您為旅舍住客並驗證您的身份；
Processing your enquiry about Y Loft, booking of guest rooms and registering you as in-house guest and verifying your identity;
- (iv) 處理、評估、驗證和管理您的預訂、購買、訂單、請求和/或申請；
Processing, assessing, verifying and managing bookings, purchases, orders, requests and/or applications made by you;
- (v) 識別和驗證您的身份和/或為青年廣場、Y旅舍、青年廣場節目及活動和/或由NWFM所營運及管理的任何會員計劃（如果有）的會員資格；
Identifying and verifying your identity and/or as a member of any membership programmes (if any) for Youth Square, Y Loft, Youth Square Events and Activities, and/or operated and managed by NWFM;
- (vi) 將您註冊為應用程式及/或網站（視情況而定）的用戶；
Registering you as a user of the Application and/or the Website (as the case may be);
- (vii) 在使用應用程式及/或網站（視情況而定）時，為您提供更好的服務及/或在一個或多個場節內/之間將您的個人資料和/或信息保存在多個頁面；
To serve you better and/or maintain your personal data and/or information across multiple pages within or across one or more sessions when using the Application and/or the Website (as the case may be);
- (viii) 註冊為用戶後，讀取您的帳戶信息（包括但不限於您的姓名、會員編號等）並管理您的帳戶（包括但不限於更改您的密碼、更新您的個人資料、訂閱/取消訂閱直接促銷等）；
Following registration as a user, accessing your account information (including, but not limited to, your name, membership number, etc.) and managing your account (including, but not limited to, changing your password, updating your personal information, subscribing/unsubscribing from direct marketing, etc.);
- (ix) 與您的行為相關的行為研究、開發和分析，包括進行數據排序及分析以使我们進一步瞭解您的特點及交易行為（在您同意直接促銷的情況下，如適用），以便我們按您的需要提供其他個人化商品和/或服務及以助我們為您挑選您可能感興趣的促銷的（見下文），和進行行為分析整合，包括運用個人資料作統計分析、數據科學研究及資料探勘；
Research, development, and analysis in relation to your/customer behaviour including carrying out data sorting and analysis to enable us to better understand your characteristics and transaction behaviour (subject to your consent for direct marketing, if/where applicable) to provide other goods and/or services better tailored to your needs, and to assist us in selecting Marketing Subjects (see below) that are likely to be of interest to you, and carrying out aggregated behavioural analysis, including using personal data for statistical analysis, data science studies and data mining;
- (x) 您可以就目的和/或青年廣場節目及活動向我們查詢、投訴和/或提出建議（包括但不限於通過移動設備上的應用程式內文訊息或通過我們的官方社交媒體頁面和/或我們的官方網站、或通過短訊、電子郵件和/或郵件、和/或現已存在的或者將來可能出現的其他媒體）；
For you to make enquiries, complaints, and/or suggestions to us in relation to the Purposes and/or Youth Square Events and Activities (including, but not limited to, through an in-app text box on your mobile device or through our official social media page and/or our official website, or by text message, email and/or mail, and/or other media whether now known or available in the future);
- (xi) 通過包括調查等方式獲取您對目的和/或青年廣場節目及活動相關的回饋（包括但不限於通過移動設備上的應用程式內文訊息或通過我們的官方社交媒體頁面和/或我們的官方網站、或通過短訊、電子郵件和/或郵件、和/或現已存在的或者將來可能出現的其他媒體）；
Seeking your feedback, including through surveys, in relation to the Purposes and/or Youth Square Events and Activities (including, but not limited to, through an in-app text box on your mobile device or through our official social media page and/or our official website, or by text message, email and/or mail, and/or other media whether now known or available in the future);
- (xii) 改進應用程式、網站、目的以及青年廣場節目及活動；
Improving the Application, the Website, the Purposes, and Youth Square Events and Activities;
- (xiii) 經同意後，就促銷標的進行直接促銷和跨業直銷（見下文標題為“直接促銷”的部分）；
Direct marketing and cross-marketing for the Marketing Subjects, subject to consent (see below section entitled “Direct marketing”);
- (xiv) 數據分析、研究、信息管理和數據庫管理；
Data analytics, profiling, information management and database administration;
- (xv) 阻止、偵查、調查和/或預防可能違反或可能疑似違反我們的政策或可能涉及濫用、非法和/或犯罪行為的活動；
Deterring, detection, investigation and/or prevention of activities that may violate, or may be suspected to violate, our policies or may be abusive, illegal, and/or criminal;
- (xvi) 收取或收回您欠我們或其他實體的任何債務；
Collection or recovery of any debt owed by you to us or Other Entities;
- (xvii) 應用程式、網站的正常管理、運營和維護以及向您提供青年廣場節目及活動；
The normal management, operation, and maintenance of the Application, the Website and the provision of Youth Square Events and Activities to you;
- (xviii) （無論是由我們或由一個或多個其他實體）存儲您的個人資料，以便與其他實體共享個人資料，以用於上述任何和所有其他目的（前提是在涉及為直接促銷向任何或所有該類別資料承轉人轉移資料的情況下，徵得您的同意）；和/或
Storing your personal data (whether by us or a single or multiple Other Entities) for the purpose of sharing such personal data with Other Entities for any and all of the other Purposes listed above (and subject to your consent in the event that transfer to any or all such data transferees for direct marketing are involved); and/or
- (xix) 上述目的之其他輔助目的或相關目的。
Other purposes ancillary or related to the above.

我們分享個人資料之第三方

Those with whom we share personal data

為實現目的和/或為提供青年廣場節目及活動，我們可能會與代理商、承包商、供應商和服務供應商（無論在香港境內或境外）進行合作，例如資訊科技/軟件解決方案/技術服務供應商、營銷代理商、社交媒體、研究公司以及開發和維護、行政、數據處理、數碼存儲或其他類似服務的服務供應商，並可能在香港境內或境外向其轉交或與其共享您的個人資料，以供其實現目的。我們還可能與其他實體及用於實現目的的社交媒體平臺共享您的個人資料（前提是徵得您的同意，如適用）。如因任何國家/地區的法律要求或任何國家/地區的任何法院、監管機構或政府機構的要求，我們也可能會根據需要披露您的個人資料。如果我們或其他實體的業務涉及任何實際或擬議的業務轉讓、股份轉讓、重組、合併、併購、出售、轉讓或購買，您的個人資料可能會作為交易的一部分轉交給新的實體，前提是新的實體須遵守本聲明並繼續對您的個人資料進行與我們同等級別的保護。您將收到此類事件的通知，您可以決定撤銷同意使用您的個人資料。

We may engage agents, contractors, suppliers and service providers (whether within or outside Hong Kong in connection with the Purposes and/or the provision of Youth Square Events and Activities, e.g. IT/software solutions/technology services providers, marketing agents, social media, research companies, and service providers of development and maintenance, administrative, data processing, digital storage, or other similar services, and may transfer to or share your personal data with them for the Purposes within or outside Hong Kong. We may also share your personal data (subject to your consent, if/where applicable) with Other Entities and the social media platforms that we and/or Other Entities use for such Purposes. Where we are required by the law of any country or place or requested by any court, regulatory body or governmental body of any country or place, we may also disclose your personal data as required. In the event of any actual or proposed transfer of business, transfer of shares, re-structuring, amalgamation, merger, sale, transfer, or purchase of us or our business or Other Entities's businesses, your personal data may be transferred to the new entity as part of the transaction, provided that the new entity abides by this Statement and continues to exercise the same level of care, in respect of your personal data, as we would. You will be notified of such event and you may decide to withdraw your consent to the use of your personal data.

我們可能將您的個人資料存儲在香港境內或境外的實際地點和/或伺服器中，並且/或者與香港境內或境外的其他實體共享。但是，無論其存儲在哪個國家/地區，我們將採取一切合理措施確保您的個人資料得以安全存儲和處理，並且我們通過合同方式或盡我們的合理努力確保其他實體提供同等程度的保護。

Your personal data may be stored by us in physical locations and/or servers located within or outside Hong Kong and/or shared with Other Entities located within or outside Hong Kong. However, we will take all reasonable measures to ensure that your personal data is stored and processed securely, regardless of the country or place in which it is stored, and we procure by contract or use our reasonable endeavours to ensure that Other Entities do the same.

直接促銷

Direct marketing

在徵得您的同意後，我們可能會使用您的個人資料，通過發送到您的移動設備的應用程式內置信息和/或通知和/或推送通知的形式、帖子、電子郵件、電話、短訊或現已存在的或將來可能會出現的其他媒體，將有關我們和/或其他實體相關的直接促銷（包括但不限於優惠、新聞、信息和營銷）發送給您。

Subject to your consent, we may also use your personal data to send you direct marketing (including, but not limited to, special offers, news, information and marketing) about us and/or Other Entities in relation to the Marketing Subjects (see below) whether by in-app messages and/or notifications and/or push notifications to your mobile device, email, telephone, text message, or other media whether now known or available in the future.

在徵得您的同意後，我們還可能將您的個人資料用於，或將其提供給其他實體，以便他們通過發送到您的移動設備的應用程式內置消息和/或通知和/或推送通知的形式、帖子、電子郵件、電話、短訊或現已存在的或將來可能會出現的其他媒體，將有關我們和/或其他實體相關的直接促銷（包括但不限於優惠、新聞、信息和營銷）發送給您。

Subject to your consent, we may also use your personal data for, or provide your personal data to, Other Entities so that they may send you direct marketing (including, but not limited to, special offers, news, information and marketing) about us and Other Entities in relation to the Marketing Subjects (see below) whether by in-app messages and/or notifications and/or push notifications to your mobile device, post, email, telephone, text message, and/or other media whether now known or available in the future.

由於我們可能會與其他實體共享您的個人資料，我們也可能會從其他實體收到您的個人資料。我們和/或其他實體經您同意後，我們也可能使用此類個人資料向您發送有關我們和/或其他實體與促銷標的相關的直接促銷（見下文）。

As we may share your personal data with Other Entities, we may also receive your personal data from Other Entities. Subject to your consent given to Other Entities, we may also use such personal data to send you direct marketing about us and/or Other Entities in relation to the Marketing Subjects (see below).

我們和/或其他實體可能向您推廣的產品、服務、活動和慈善事業類型包括以下內容（統稱為“促銷標的”）

The types of products, services, events and charitable initiatives that we and/or Other Entities may market to you include the following (together, the “Marketing Subjects”):

- (i) 青年廣場節目及活動；
Youth Square Events and Activities;
- (ii) 其他實體提供與藝術、文化、青年、體育、生活方式、家居生活、設計、慈善或相關範疇相關的節目、項目、服務和/或活動；
events, programmes, services and/or activities offered by Other Entities in relation to art, culture, youth, sports, lifestyle, home and living, design, charity or the like;
- (iii) 旅遊、款待和住宿服務和產品，包括但不限於酒店和服務式公寓；
travel, hospitality and accommodation services and products, including but not limited to hotels and serviced apartments;
- (iv) 交通及物流服務，包括但不限於航空及非航空運輸服務，如酒店接送、汽車租賃、巴士運送、火車運送及遊輪運送，以及快速服務和托運服務；
transportation and logistics services, including but not limited to air travel and non-air transportation services such as hotel transfers, car rentals, bus operators, train operators and cruise operators, and courier services and shipping services;
- (v) 會議和展覽管理服務、諮詢和營銷研究服務、供應鏈管理、活動和項目管理服務、遊戲服務、廣告和公共關係服務、媒體製作服務科技、電訊、互聯網和移動通訊服務、社交網絡和媒體；
conference and exhibition management services, consultancy and marketing research services, supply chain management, event and project management services, gaming services, advertising and public relations services, media production services;
- (vi) 演唱會/音樂會、畫廊、展覽、電影、戲劇、體育賽事、特殊活動及其他文化活動的門票；
tickets for concerts, galleries, exhibitions, films, theatricals, sporting, special and cultural events;
- (vii) 環保及自然為主題的活動；
green and nature activities;
- (viii) 科技、電訊、互聯網及流動通訊服務、社交網絡及媒體；
technology, telecommunication, internet and mobile communication services, social networking and media;
- (ix) 慈善事業，涵蓋促進體育、娛樂、藝術和文化活動、扶貧、促進教育、宗教推廣及其他對社會有益為目的之範疇。
charitable initiatives which support areas including sports, recreation, art and cultural programmes, relief of poverty, advancement of education, advancement of religion and other purposes that are beneficial to the community.

除非您同意授權，我們不會將您的個人資料用於直接促銷目的和/或將您的個人資料提供給第三方（包括其他實體），用於他們的直接營銷目的。即使您同意授權，您也可以通過發送電子郵件到 privacy@youthsquare.hk 或寫信給我們的個人資料私隱主任（地址：香港中環皇后大道中 18 號新世界大廈 30 樓）（標記為機密），隨時免費選擇拒絕授權資料作直接促銷之用（或者您可以要求我們停止向第三方提供您的個人資料，屆時我們將停止提供）。

We cannot use or provide your personal data for direct marketing purposes and/or provide your personal data to third parties (including Other Entities) for their direct marketing purposes unless you consent. Even if you give your consent, you can opt out of direct marketing - at any time (or you may request that we cease to provide your personal data to third parties, at which point we will cease to do so), free of charge, by emailing privacy@youthsquare.hk or writing to our Personal Data Privacy Officer at 30th Floor, New World Tower, 18 Queen's Road Central, Hong Kong (marked Confidential).

您的權利

Your rights

除了上文所述您有權選擇拒絕直接促銷之外，您還享有以下的其他權利：

Apart from your right to opt out of direct marketing as mentioned above, you have the following additional rights to:

- 檢查我們是否持有您的任何個人資料；
check whether we hold any of your personal data;
- 查閱我們持有的您的個人資料；
access your personal data held by us;
- 要求我們改正任何不準確的個人資料；
require us to correct any personal data which is inaccurate; and
- 確定我們關於個人資料和我們持有的個人資料類型的不時生效的政策和做法。
ascertain our policies and practices (from time to time) in relation to personal data and the types of personal data held by us.

如果您想就上述事宜提出請求（或作出任何一般查詢），請聯繫我們的個人資料私隱主任（地址：香港中環皇后大道中 18 號新世界大廈 30 樓）或發送電子郵件到 privacy@youthsquare.hk（標記為機密）。根據香港法例第486章《個人資料（私隱）條例》（“《私隱條例》”），我們有權就處理任何個人資料查閱請求向您收取合理費用。

If you would like to make a request in relation to the above (or make any general enquiries), please contact our Personal Data Privacy Officer at 30th Floor, New World Tower, 18 Queen's Road Central, Hong Kong or privacy@youthsquare.hk (marked Confidential). In accordance with the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong) (the “PDPO”), we have the right to charge you a reasonable fee for the processing of any personal data access request.

私隱政策聲明

Privacy Policy Statement

您可以瀏覽https://www.youthsquare.hk/privacy_policy 上提供的青年廣場私隱政策聲明，瞭解我們有關個人資料保護政策的更多信息。如果青年廣場私隱政策聲明與本聲明之間存在任何不一致或衝突，則以本聲明為準。

You can find out more about our policy on personal data protection by accessing the Youth Square Privacy Policy Statement available at https://www.youthsquare.hk/privacy_policy. If there is any inconsistency or conflict between the Youth Square Privacy Policy Statement and this Statement, this Statement shall prevail.

有關我們以下相關政策和信息，另請參見青年廣場私隱政策聲明：

Please also see the Youth Square Privacy Policy Statement for our policies and information about:

- 我們對日誌文件的收集和/或使用（與您使用/訪問應用程式和/或網站（視情況而定）有關的數據，包括但不限於您的 IP 地址、域名、瀏覽器類型和訪問時間）；
our collection and/or use of Log Files (data relating to your use of/visits to the Application and/or the Website (as the case may be), including but not limited to your IP address, domain name, browser type and access time);
- Cookies 和其他跟蹤機制的使用；
the use of cookies and other tracking mechanisms;
- 保留您的個人資料；
retention of your personal data;
- 在應用程式和/或網站（視情況而定）中可能包含的第三方商戶和/或網站；
third party merchants and/or websites that may be contained in the Application and/or the Website (as the case may be);
- 我們如何保護您的個人資料安全；
how we keep your personal data secure;
- 在法律訴訟中使用您的個人資料；
use of your personal data in legal proceedings.

不一致或衝突

Inconsistency or conflict

如果本聲明的中英文版本有任何不一致或衝突，須以英文版本為準。

If there is any inconsistency or conflict between the English and Chinese version of this Statement, the English version shall prevail.

其他

Miscellaneous

本聲明可能會不時更新，以反映我們因應個人資料保護和/或個人資料/數據私隱法律和法規變化而產生的政策變更。如有重大變更，我們將通知您並徵得您對變更、同意和/或選擇（必要或適用時）的許可。如果您不接受變更和/或提供您的許可，那麼我們可能無法執行目的和/或向您提供商品與服務。我們建議您定期查看應用程式和/或網站（視情況而定）以獲取本聲明的更新版本。

This Statement may be updated from time to time to reflect changes to our policy with respect to personal data protection and/or changes to personal data/data privacy laws and regulations. Where there are significant changes, we will notify you and obtain your acceptance of the changes, consents, and/or opt in (as necessary or applicable). If you do not accept the changes and/or provide your consent, then we may not be able to perform the Purposes and/or provide goods or services to you. You are advised to check the Application and/or the Website (as the case may be) for updates to this Statement on a regular basis.

本聲明中的任何內容均不限制您根據《私隱條例》所享有的權利。

Nothing in this Statement shall limit your rights under the PDPO.

如果您是：

if you are:

- 位於中國內地的個人，於中國內地訪問青年廣場相關網站或使用青年廣場相關流動應用程式或從中國內地通過手機或任何其他方式使用或參與青年廣場的處所、設施、節目、項目、產品及/或服務；及/或
an individual located in Mainland China who visits Youth Square's relevant website(s) or uses relevant mobile application(s) of Youth Square, or otherwise uses or attends Youth Square's premises, facilities, events, programmes, products and/or services by phone or any other means from Mainland China; and/or
- 持有中國內地護照及/或居民身份證的個人，到訪、使用或參與青年廣場在香港的處所、設施、節目及/或項目或在香港通過手機或任何其他方式使用青年廣場的產品及/或服務。
an individual holding a Mainland China passport and/or resident identity card who visits, uses or attends the premises, facilities, events and/or programmes of Youth Square in Hong Kong or otherwise use Youth Square's products and/or services by phone or any other means in Hong Kong.

除青年廣場私隱政策聲明和本聲明以及中國內地適用的數據保護法律和法規外，NWFM將根據“中華人民共和國附錄”處理您的個人資料。就此處目的而言，中國內地是指除香港、中華人民共和國澳門特別行政區和台灣以外的地區。

your personal data will be processed by NWFM in accordance with the “People’s Republic of China Addendum” in addition to the Youth Square Privacy Policy Statement and this Statement, as well as the applicable data protection laws and regulations in Mainland China which, for the current purposes, excludes Hong Kong, the Macau Special Administrative Region of the People’s Republic of China and Taiwan.

本聲明受香港法律約束並據其進行解釋。

This Statement shall be governed by, and construed in accordance with, the laws of Hong Kong.

- 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/或青年廣場的直接促銷。

I consent to receive direct marketing from NWFM and/ or Youth Square.

- 我同意接收來自其他實體的直接促銷。

I consent to receive direct marketing 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直接促銷的選項，則應用該等個人資料於上文所述的直接促銷用途。

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) for direct marketing consent as set out above, the handling of such personal data for direct marketing.