附件 9 - 多用途場地普通訂租申請表

Annex 9 - Multi-purpose Area Ordinary Booking Application Form

職員專用 (For office use only)			Updated on 2022.6.27 更新
租用人號碼 Hirer ID.		遞交日期 Application Submission Date.	
申請編號 Application No.		相關文件收妥 Received Supporting Documents	
		退還申請日期 Return Application Date.	

注意事項
Important Notes

1 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。
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《多用途場地普通訂租申請表》，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 "Multi-purpose Area Ordinary 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 must be 18 years of age 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，青年廣場會於 3 個工作天內發出接獲申請通知。
若申請單位未能提供所需文件，申請將不獲處理。
The application will be processed upon receipt of the duly completed "Booking Application Form" together with the required documents by Youth Square.
An acknowledgement will be provided to applicants within 3 working days. If applicant fails to provide the required documents, 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條的規定申領牌照。
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.

7 部份多用途室為地氈設計，租用人需按其活動細節及性質選擇適合的場地，如有需要，租用人必須自行提供適當安全保護裝置。
Some multi-purpose rooms are carpeted, the hirer needs to choose a suitable venue according to the details and nature of the activities, the hirer must provide appropriate protection.

8 填寫申請提示
Tips for filling in the application form

第 1 步：於第 1 部份選擇場地
Step 1： Select the venue in Part 1.
第 2 步：於第 1 部份選擇星期天 (星期一至日任何一天)
Step 2： Select the DAY (Any day from Monday to Sunday).
第 3 步：在於第 2 部份選擇時間及日子
Step 3： Select time slots and date in Part 2.
第 4 步：於第 3 部份填寫相關申請時段的優先次序(只適用於活動為星期六及星期日包括公眾假期所舉辦的活動)
Step 4： Fill in the Priority Ranking in Part 3 (Applicable to events on Saturday and Sunday including Public Holiday only).
第 5 步：於第 5 及 6 部份填寫申請單位及活動資料
Step 5： Fill in the applicant and the event information in Part 5 & 6.
第 6 步：簽署申請及蓋上印章
Step 6： Sign and stamp the organization's chop on the application.
第 7 步：準備所需證明文件連同申請表一併遞交
Step 7： Prepare the required documents and submit together with the application form.

9 如有 ″*″ 之項目，請刪去不適用者 ；如有 ″ □ ″ 之項目， 請在適當的空格上劃上剔號。
Please delete the inapplicable items when the field is marked "*" . Please tick the appropriate option when there is " □ " next to the item.

申請者需提交的證明文件

Applicants should submit the following supporting documents

機構名義申請者 (1) 以機構名義申請者，須一併遞交下列文件副本：

For organizations Applications should include a copy of the following document:

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

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

根據公司條例發出的公司註冊證書；或

Certificate of Incorporation under the Companies Ordinance; or

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

根據社團條例發出的社團註冊證明書；及

Certificate of Registration of a Society under the Societies Ordinance; and

(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份證／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份證／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 at 18 years old or above) .

首次申請場地租用優惠折扣申請

For first time applying venue concession rate

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.

(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；及

Certificate of Registration of a Society under the Societies Ordinance; and

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.

第1部份

Part 1

第1. 1節

Part 1.1

場地編號 Venue Code	場地 Venue – 申請單位於每張申請表只可選擇一個場地，如欲申請多於一個場地，請就每個場地另行填寫申請表。 Applicant shall apply ONE venue for each application form. For booking of other venues, please submit individual application form for each venue.
1	☐ 興趣小組室 Interest Group Room
2	☐ 鋼琴室一號 Piano Room 1
3	☐ 鋼琴室二號 Piano Room 2
4	☐ 鋼琴室三號 Piano Room 3
5	☐ 音樂工作室 Music Studio
6	☐ 多用途602室 (25.7m^2) Multi-purpose Room 602
7	☐ 多用途606室 (64.8m^2) Multi-purpose Room 606
8	☐ 多用途607室 (61.8m^2) Multi-purpose Room 607
9	☐ 多用途608室 (62.9m^2) Multi-purpose Room 608
10	☐ 創意工作室 Creative Studio
11	☐ D.I.Y. 創作室 D.I.Y. Studio
12	☐ 舞蹈室 Dance Room
13	☐ 舞蹈劇場 （適用於綵排、排練或其他活動而場內無任何觀眾） Dance Studio (Applicable to Rehearsals, Practice / other activities without audience)
14	☐ 舞蹈劇場 （只適用於表演、演講或有觀眾的活動） Dance Studio (Applicable to Performances, Seminars / other activities with audience)
15	☐ 二樓展覽區 2/F Exhibition Area
16	☐ 五樓展覽區 5/F Exhibition Area **請直接填寫第 4 部份** **Please go direct to Part 4**
17	☐ 五樓興趣小組美術作品展覽區 5/F Interest Group Art Work Display Area
18	☐ 樓興趣小組美術作品展覽區 6/F Interest Group Art Work Display Area

第1.2節

Part 1.2

星期天（星期一至日任何一天） DAY (Any day from Monday to Sunday)	
1. 請於選擇之星期天的空格填上剔號。 **Please tick the corresponding box for preferred day.** **2. 每張申請表只可選擇一個場地及一個星期天。** **Only ONE Multi-purpose Area and any ONE day of a week can be selected in ONE application.** **3. 申請展覽區的申請單位不用填寫此欄。** **This part is NOT applicable to application for Exhibition Areas.**	
☐ 星期一 Monday ☐ 星期二 Tuesday ☐ 星期三 Wednesday ☐ 星期四 Thursday ☐ 星期五 Friday	**請繼續填寫第 2 部份** **Please go to Part 2**
或 **Or**	
☐ 星期六 Saturday ☐ 星期日 Sunday	**請繼續填寫第 3 部份** **Please go to Part 3**

第2部份　於星期一至五（包括公眾假期）於多用途場地舉辦的活動(不包括展覽區)

Part 2　For events on Monday to Friday including Public Holidays in Multi-purpose Area except for Exhibition Area

注意事項 / Important Notes

- 如申請星期六、日(包括公眾假期)於多用途場地舉辦的活動(不包括展覽區)，請填寫第 3 部份
  For events on Saturday or Sunday including Public Holidays in Multi-purpose Area except for Exhibition Area, please go to Part 3.
- 如申請展覽區的活動，請填寫第 4 部份
  For events in Exhibition Area, please go to Part 4

此部份只適用於星期一至五舉辦的活動（包括公眾假期）

This part is only applicable to events on Monday to Friday including Public Holidays

第2. 1節 / Part 2.1

時段
Time slot

1. 租用第 1. 1 節場地編號1 - 13 號的場地申請，請填妥此部份。
   For venue number 1 - 13 in Part 1.1, please fill in this part.
2. 必須選擇最少連續兩小時。
   Minimum 2 consecutive hours of booking is required.
3. 如多於一個申請單位申請相同場地、相同星期天及相同時段或部份申請時段與其他申請單位重疊，青年廣場將按租用指南所載的各項因素考慮申請。如多個申請的優次相同，青年廣場會安排各獲得相同優次之申請進行抽籤，以決定獲分配的申請以及各候補申請。
   If more than one applicant of the same venue selects the same time slot of the same DAY or part of the selected time slots clash with other applicant, the applications will be assessed in accordance with the assessment factors listed in the Hire Guide. After assessment, if there is more than one applicant having the same order of priority, Youth Square will proceed to draw lots among applicants having the same order of priority to determine successful applicant and reserves.

例如：如申請單位甲申請 9:00a.m - 10:00a.m. 及 10:00a.m. - 11:00a.m. ; 同時申請單位乙申請 10:00a.m. - 11:00a.m. 及 11:00a.m. - 12:00p.m.。
假如評核後，申請單位乙獲得較高優次，申請單位乙則會獲分配10:00 a.m. - 11:00 a.m. 及 11:00 a.m. - 12:00 p.m 之時段，而申請單位甲則不會獲分配任何時段。

For example, Applicant A applied for 9:00 a.m - 10:00 a.m. and 10:00 a.m. - 11:00 a.m. ; Applicant B applied for 10:00 a.m. - 11:00 a.m. and 11:00 a.m. - 12:00 p.m..

In case of Applicant B gains higher order of priority than Applicant A in the assessment, 10:00 a.m. - 11:00 a.m. and 11:00 a.m. - 12:00 p.m. will be allocated to Applicant B while NO time slot will be allocated to Applicant A.

例如：如申請租用時間為10:00a.m. - 2:00p.m.，申請單位則需同時於 "10:00a.m. - 11:00a.m." 、"11:00a.m. -12:00p.m."、"12:00p.m. - 1:00p.m."及"1:00p.m. - 2:00p.m."旁之空格上劃上剔號。

For example, if apply for 10:00a.m. - 2:00p.m. applicant shall tick the boxes of "10:00a.m. - 11:00a.m." , "11:00a.m. - 12:00p.m.", "12:00p.m. - 1:00p.m." and "1:00p.m. - 2:00 p.m."

☐ 09:00a.m. - 10:00a.m.	☐ 10:00a.m. - 11:00a.m.
☐ 11:00a.m. - 12:00p.m.	☐ 12:00p.m. - 1:00p.m.
☐ 1:00p.m. - 2:00p.m.	☐ 2:00p.m. - 3:00p.m.
☐ 3:00p.m. - 4:00p.m.	☐ 4:00p.m. - 5:00p.m.
☐ 5:00p.m. - 6:00p.m.	☐ 6:00p.m. - 7:00p.m.
☐ 7:00p.m. - 8:00p.m.	☐ 8:00p.m. - 9:00p.m.
☐ 9:00p.m. - 10:00p.m.	☐ 10:00p.m. - 11:00p.m.

第 2. 2 節 / Part 2.2

時段
Time slot

租用第 1. 1 節場地編號 14 號的場地申請，請填妥此部份。
For selected venue number 14 in Part 1.1 , please fill in this part.

☐ 09:00a.m. - 1:00p.m.	☐ 2:00p.m. - 6:00p.m.	☐ 7:00p.m. - 11:00p.m.

備註: / Remarks

(1) 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 should not be moved or removed from the designated locations.

(2) 如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施申請表，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.

第2.3節

Part 2.3

	使用場地的日子 （選擇的日子必須為第1. 2節上填寫的星期天） **Date** (The selected dates shall fall on the same DAY of the week indicated in Part 1.2)		租用日數小計 **Sub-total of calendar days selected**	職員專用 **For Office Use**	
例子: **Example:**	一月 **January**	**2023年1月6,13,20,27日 (星期五)** **6,13,20,27 January 2022 (Friday)** （注意：若第1.2節之選擇為星期五，本節所列明的日期必須為星期五，其他非星期五的申請將不獲處理。） (Note: if "Friday" is selected in Part 1.2, dates listed in this Part must be "Friday", and application on any other DAY shall not be considered.)	**4**	資料符合第 1 節的日子 **Number of days with correct information as listed in Part 1**	獲分配的日數 **Number of days allocated**
	一月 **January**				
	二月 **February**				
	三月 **March**				
	四月 **April**				
	五月 **May**				
	六月 **June**				
	七月 **July**				
	八月 **August**				
	九月 **September**				
	十月 **October**				
	十一月 **November**				
	十二月 **December**				
		總計 **Total**			

第3部份 於星期六或星期日於多用途場地舉辦的活動(不包括展覽區)

Part 3 For events on Saturday or Sunday in Multi-purpose Area except for Exhibition Area

注意事項 Important Notes	– 如申請星期一至五於多用途場地舉辦的活動(不包括展覽區)，請填寫第 2 部份 For events on Monday to Friday in Multi-purpose Area except for Exhibition Area, please go to Part 2. – 如申請展覽區的活動，請填寫第 4 部份 For events in Exhibition Area, please go to Part 4.

此部份只適用於星期六或星期日舉辦的活動
This part is only applicable to events on Saturday or Sunday

第3.1節
Part 3.1

時段 Time slot			
租用第 1.1 節場地編號 1- 13 號的場地申請，請選擇以下時段。 For venue number 1-13 in Part 1.1, please select the following time slots you are interested to book.			
	時段編號 Time slot code	時段 Time slot	備註：如申請 "時段 A" 或 "時段 D"，申請單位應在相關時段中租用最少連續 2 小時。請在相關時段旁之空格上劃上剔號。 Remark: For "Time slot A" or "Time slot D", applicant shall apply minimum 2 consecutive hours within the time slots concerned. Please tick the box of the corresponding time slots.
☐	A	9:00a.m. - 12:00p.m.	☐9:00a.m. - 10:00a.m. ☐11:00a.m. -12:00p.m. ☐10:00a.m. - 11:00a.m.
☐	B	1:00p.m. - 3:00p.m.	[redacted]
☐	C	4:00p.m. - 6:00p.m.	
☐	D	7:00p.m. - 11:00p.m.	☐7:00p.m. - 8:00p.m. ☐9:00p.m. - 10:00p.m. ☐8:00p.m. - 9:00p.m. ☐10:00p.m. - 11:00p.m.

優先次序 Priority Ranking	
請於以下優先次序填寫相應時段編號 Please mark corresponding time slot code to indicate the priority ranking	
優先次序 Priority Ranking	時段編號 Time slot code
第1選擇 1st Priority	
第2選擇 2nd Priority	
第3選擇 3rd Priority	
第4選擇 4th Priority	

例子 Example	
如申請單位考慮申請 "時段 B" (1:00p.m. - 3:00p.m.) 為第 1 選擇, " 時段 C" (4:00p.m. - 6:00p.m.) 為第 2 選擇, 及 "時段 D" (7:00p.m. - 11:00p.m.) 為第 3 選擇，申請單位應如下填寫優先次序 If applicant applies "Time slot B" (1:00p.m. - 3:00p.m.) as 1st Priority, "Time slot C" (4:00p.m. - 6:00p.m.) as 2nd Priority and "Time slot D" (7:00p.m. - 11:00p.m.) as the 3rd Priority, applicant shall fill in the Priority Ranking as below.	
優先次序 Priority Ranking	時段編號 Time slot code
第1選擇 1st Priority	B
第2選擇 2nd Priority	C
第3選擇 3rd Priority	D
第4選擇 4th Priority	

第3.2節
Part 3.2

時段 Time slot		
租用第 1.1 節場地編號 14 號的場地申請，請選擇以下訂租時段。 For venue number 14 in Part 1.1 , please select the time slots you are interested to book.		
	時段編號 Time slot code	時段 Time slot
☐	E	9:00 a.m. - 1:00 p.m.
☐	F	2:00 p.m. - 6:00 p.m.
☐	G	7:00 p.m. - 11:00 p.m.

優先次序 Priority Ranking	
請於以下優先次序填寫相應時段編號 Please mark corresponding time slot code to indicate the priority ranking	
優先次序 Priority Ranking	時段編號 Time slot code
第1選擇 1st Priority	
第2選擇 2nd Priority	
第3選擇 3rd Priority	

例子 Example	
如申請單位考慮申請 "時段 E" (9:00a.m. - 1:00p.m.) 為第 1 選擇, " 時段 F" (2:00p.m. - 6:00p.m.) 為第 2 選擇, 及 "時段 G" (7:00p.m. - 11:00p.m.) 為第 3 選擇，申請單位應如下填寫優先次序 If applicant applies "Time slot E" (9:00a.m. - 1:00p.m.) as 1st Priority, "Time slot F" (2:00p.m. - 6:00p.m.) as 2nd Priority and "Time slot G" (7:00p.m. - 11:00p.m.) as last priority, applicant shall fill in the Priority Ranking as below.	
優先次序 Priority Ranking	時段編號 Time slot code
第1選擇 1st Priority	E
第2選擇 2nd Priority	F
第3選擇 3rd Priority	G

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第3. 4節 Part 3.4	使用場地的日子 （選擇的日子必須為第1. 2節上填寫的星期天） Date (The selected dates shall fall on the same DAY of the week indicated in Part 1.2)		租用日數小計 Sub-total of calendar days selected	職員專用 For Office Use	
例子： Example:	一月 January	2023年1月7, 14, 21, 28日 (星期六) 7, 14, 21, 28 January 2022 (Saturday) （注意：如第1.2節之選擇為星期六，本節所列明的日期必須為星期六，其他非星期六的申請將不獲處理。） (Note: if "Saturday" is selected in Part 1.2, dates listed in this part must be "Saturday", and application on any other day shall not be considered.)	4	資料符合第 1 節的日子 Number of days with correct information as listed in Part 1	獲分配的日數 Number of days allocated
	一月 January				
	二月 February				
	三月 March				
	四月 April				
	五月 May				
	六月 June				
	七月 July				
	八月 August				
	九月 September				
	十月 October				
	十一月 November				
	十二月 December				
		總計 Total			

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第4部份　於展覽區舉辦的活動

Part 4　For events in Exhibition Area

注意事項 Important Notes	– 如申請其他多用途場地舉辦的活動，請填寫第2或第3部份 For events in other Multi-purpose Area, please go to Part 2 or 3

第4. 1節
Part 4.1

場地
Venue

1 申請單位於每張申請表只可選擇一個場地，如欲申請多於一個場地，請就每個場地另行填寫申請表。

Applicant shall apply ONE venue for each application form. For booking of other venues, please submit individual application form for each venue.

2 此部份只適用於申請下列展覽區場地。

This part is applicable to application for Exhibition Areas listed below only.

3 如多於一個申請單位申請相同場地及相同日子或部份日子與其他申請單位重疊，青年廣場將按租用指南所載的各項因素考慮申請。如多個申請的優次相同，青年廣場會安排各獲得相同優次之申請進行抽籤，以決定獲分配的申請以及各候補申請。

If more than one applicant of the same venue selects the same date or part of the selected date clash with other applicant, the applications will be assessed in accordance with the assessment factors listed in the Hire Guide. After assessment, if there is more than one applicant having the same order of priority, Youth Square will proceed to draw lots among applicants having the same order of priority to determine successful applicant and reserves.

例子：如申請單位甲申請 2023年1月1日至2023年7月31日 ； 申請單位乙申請 2023年1月15日至2023年7月10日。
假如評核後，申請單位乙獲得較高優次，申請單位乙則會獲分配2023年1月15日至2023年7月10日之日子，而申請單位甲則不會獲分配任何日子。
For example, Applicant A applied for 1 January 2023 to 31 July 2023 ; Applicant B applied for 15 January 2023 to 10 July 2023.
In case of Applicant B gains higher order of priority than Applicant A in the assessment, 15 January 2023 to 10 July 2023 will be allocated to Applicant B while NO day will be allocated to Applicant A.

◯二樓展覽區
2/F Exhibition Area

◯五樓展覽區
5/F Exhibition Area

◯五樓興趣小組美術作品展覽區
5/F Interest Group Art Work Display Area

◯六樓興趣小組美術作品展覽區
6/F Interest Group Art Work Display Area

第 4. 2 節
Part 4.2

	使用場地的日子 Date		租用日子小計 Sub-total of number of days for hire	職員專用 For Office Use
例子： Example：	一月 January	2023年 1 月 1 日至1月31日 1 January to 31 January 2023	31	
	一月 January			
	二月 February			
	三月 March			
	四月 April			
	五月 May			
	六月 June			
	七月 July			
	八月 August			
	九月 September			
	十月 October			
	十一月 November			
	十二月 December			
		總計 Total		

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第5部份 申請人資料

Part 5 Information of Applicant

第5. 1節

Part 5.1 （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）	○ 先生	○ 女士
Name of Applicant	(English)	Mr	Ms

香港身份証 / 護照號碼*	☐年齡介乎10至29歲 [1]	電話	傳真
HKID No. / Passport No.	**At the age of 10 to 29 [1]**	**Tel**	**Fax**

地址	電郵
Address	**Email**

[1] *以青年廣場收到本申請表連同所需文件當日作準*

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

第5. 1a節

Part 5.1a （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)	○ 先生	○ 女士	與申請人關係
Name of Parent / Guardian	(English)	Mr	Ms	**Relationship with the Applicant**

香港身份証 / 護照號碼*	電話	傳真
HKID No./Passport No.	**Tel**	**Fax**

地址	電郵
Address	**Email**

第5. 1b節

Part 5.1b （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	☐ 青年團體	☐ 註冊非牟利 / 慈善團體
Nature of Organization	Youth Group	Registered Non-profit-making / Charitable Organization
	☐ 政府部門	☐ 商業 / 其他
	Government Department	Commercial / Individual

申請優惠折扣[2](適用於首次申請)	☐ 會	☐ 否	*須填寫第 9 部份《場地租用優惠折扣申請表》*
Application of Concession Rate[2] (for new application)	Yes	No	*Applicants should fill in Part 9 "Application for Venue Booking Concession Rate" form*

團體地址		
Address of Organization		

電郵	電話	傳真
Email	**Tel**	**Fax**

簽署人姓名	（中文）	○ 先生	○ 女士
Name of Signatory	(English)	Mr	Ms

簽署人職位
Position held by Signatory

合辦團體名稱(如適用者)
Name of Co-presenter (if any)

第6部份 活動資料
Part 6 Information of event

活動名稱	（中文）	
Name of Event	(English)	
活動性質	（中文）	（例如：劇目 / 講座 / 綵排 等 ）
Nature of Event	(English)	(For example : drama / seminar / rehearsal etc.)
活動主題	（中文）	
Theme of Event	(English)	
藝人 / 講者姓名	（中文）	
Name of artists / speakers	(English)	

（倘有藝人並非香港居民，請註明國籍。）

(Please specify the country of origin if there are any artists who are non-HK residents.)

青年廣場主題
Theme of Youth Square

青年廣場主題 Theme of Youth Square	請列出活動如何配合下列其中一項青年廣場主題。申請單位可選擇並剔選多於一項主題，請加以說明。 於處理申請時，青年廣場於有需要時會要求申請單位提供相關證明。(必填) State how the event match the following themes of Youth Square. Applicant may tick more than one theme and please explain in detail. Youth Square may request applicant to provide related proof as circumstances required. (necessary)	**職員專用** **Office use only**
☐ 音樂及舞蹈 Music and Dance		
☐ 藝術及文化 Art and Culture		
☐ 社區 (例如：義工活動) Community (e.g. Voluntary activities)		
☐ 不符合任何以上主題 Match none of the themes listed above		

活動特質
Attributes

場地 **Venue**	**主要用途** **Core Function**	**次要用途** **Secondary Function**	**其他不在左邊兩列的用途** **（請列明用途）** **Other functions not included in the two columns on the left.** **(Please state the functions)**	**For office use** **職員專用**
舞蹈劇場 Dance Studio	☐ 舞蹈活動 Dance activities	☐ 音樂活動 Music activities		
舞蹈室 Dance Room	☐ 舞蹈活動 Dance activities	☐ 音樂活動 Music activities		
音樂工作室 Music Studio	☐ 樂隊活動 Band activities	☐ 音樂活動 Music activities		
D.I.Y. 創作室 D.I.Y. Studio	☐ 手工藝活動 Handicraft activities	☐ 設計活動 Design activities		
多用途室 (602, 606, 607, 608) Multi-Purpose Rooms (602, 606, 607, 608)	☐ 會議 Meetings	☐ 藝術及文化活動 Art and cultural activities		
鋼琴室 Piano Rooms	☐ 鋼琴活動 Piano activities	☐ 音樂活動 Music activities		
興趣小組室 Interest Group Room	☐ 興趣小組活動 Interest group activities	☐ 藝術及文化活動 Art and cultural activities		
創意工作室 Creative Studio	☐ 攝影活動 Photographic activities	☐ 藝術及文化活動 Art and cultural activities		
五樓展覽區 5/F Exhibition Area	☐ 展覽 Exhibition			
五樓興趣小組美術作品展覽區 5/F Interest Group Art Work Display Area	☐ 興趣小組作品展覽 Interest group work display			
六樓興趣小組美術作品展覽區 6/F Interest Group Art Work Display Area	☐ 興趣小組作品展覽 Interest group work display			
二樓展覽區 2/F Exhibition Area	☐ 展覽 Exhibition			

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青年發展目標
Youth development objectives

6G 青年發展目標 Youth Development Objectives	請列出活動如何達至以下青年發展目標。申請單位可選擇並剔選多於一項青年發展目標並加以說明。 於處理申請時，青年廣場於有需要時會要求申請單位提供相關證明。(必填) State how the event can achieve the following youth development objectives. Applicant may tick more than one objective and please explain in detail. Youth Square may request applicant to provide related proof as circumstances required. (necessary)
☐ **Groom 悉心培訓** 培訓青年人才能 (groom young people's capabilities)	
☐ **Grow 培育成長** 培育青年人成長 (nurture young people to grow)	
☐ **Glow 發揮所長** 鼓勵青年人發揮所長及展示才能 (encourage young people to glow and showcase their talents)	
☐ **Green 環保綠化** 培養環保綠化意識 (foster green/ environmental awareness)	
☐ **Global Vision 環球視野** 拓闊環球或國際視野 (develop a global vision)	
☐ **Give back 回饋社會** 回饋社會 (giving back to the community)	
職員專用 **Office use only**	

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

使用城市售票網服務 ☐ 會 ☐ 否
Use of URBTIX 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 URBTIX service. Admission charged events shall either use URBTIX 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 URBTIX Service is used.

入場費 $ **/ 免費 *** ☐
Admission Fee $ **/ Free ***

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 ○ 否 如擬銷售商品，請列明商品種類：
Are there any sales activities on site? Yes No 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 ? ☐ 是 ☐ 否
Agree uploading event information to Youth Square official website (http://www.youthsquare.hk), Facebook and other social media? Yes No

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/不同意*青年廣場把我/我們*的節目資料及聯絡電話、地址轉交香港旅遊發展局。
I/We* agree/disagree* Youth Square to forward this programme information, contact address and telephone number to the Hong Kong Tourism Board.

活動細節 **活動內容細節（申請單位必須提交所租用時段的草擬活動流程）**
Details of Event **Details of the event rundown (Applicant shall provide details of proposed event rundown)**

	時間 Time	項目 Event
例子: Example:	9:00 a.m. - 10:00 a.m.	青年手作班（入門班）
	10:00 a.m. - 10:15 a.m.	休息
	10:15 a.m. - 11:15 a.m.	青年手作班（高階班）

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第7部份　　活動視像資料 / 宣傳物品使用

Part 7　　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 posters 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 New World Facilities Management Company Limited, a non-profit making company embracing the mission of youth development and supporting youth to contribute to society.

○ 同意 **Agree**　　○ 不同意 **Disagree**

第8部份

Part 8

負責活動細節安排的聯絡人

Person to contact regarding detailed arrangements of the event

（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)

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 up-to-date, 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 of age 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

第9部份

Part 9

場地租用優惠折扣申請表 (適用於首次申請優惠折扣)

Application for Venue Booking Concession Rate (Applicable to new application of concession rate only)

職員專用 For office 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) (English) ○ 先生 Mr ○ 女士 Ms

Name of Contact Person (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)

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/申請單位*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 application of venue booking concession rate are up-to-date, 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 application of venue booking concession rate.

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.
- 合資格非牟利團體可獲優惠折扣。
  Eligible non-profit-making organization will be entitled to Concession Rate.
- 請附上下列證明文件以作審批。
  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；及
Certificate of Registration of a Society under the Societies Ordinance; and

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.

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《個人資料收集聲明》

Personal Information Collection Statement

本個人資料收集聲明（“本聲明”）是由新世界設施管理有限公司(“NWFM”)作出。 內容中「本公司」即指NWFM。
This Personal Information Collection Statement (this “Statement”) is made by New World Facilities Management Co. Limited (“NWFM”). “We” in this Statement refers to NWFM.

青年廣場，一項由香港特區政府民政及青年事務局委託的項目，是由NWFM管理和營運。
Youth Square, a project commissioned by the HKSAR Government's Home and Youth Affairs Bureau, is managed and operated by NWFM.

為使本公司得以處理閣下在青年廣場的場地登記，閣下填寫登記表格時，需要向本公司提供所有要求的個人資料。
如閣下選擇不提供指定的個人資料，本公司可能未能處理閣下在青年廣場的場地登記及/或為閣下提供所需服務。
In order to enable us to process your registration for venue booking at Youth Square, you are required to provide the requested personal data in the registration form.
If you do not provide the required personal data, then we may not be able to process your registration for venue booking at Youth Square or to provide corresponding services to you.

使用個人資料之目的

Purposes for using personal data

閣下於登記表格提供予本公司之個人資料，包括但不限於姓名、聯繫方式、個人身份資料 、年齡組別、電郵及通訊地址，將會收集用作以下用途：
The personal data to be collected in the registration form, including but not limited to name, contact details, personal identity document, e-mail and correspondence addresses , will be used for the following purposes:

- 服務管理和運營；
  Service management and operation;
- 處理閣下在青年廣場的場地查詢、預訂和/或登記（視情況而定）；
  Processing your enquiry, reservation and/or registration for venue booking at Youth Square, as the case may be;
- 就閣下在青年廣場的場地查詢、預訂和/或登記相關而與閣下聯絡（視情況而定）；
  Contacting you in connection with your enquiry, reservation and/or registration for venue booking at Youth Square, as the case may be;
- 確認閣下是青年廣場的場地客戶；
  Identifying you as guest of Youth Square's venue;
- 處理閣下的預訂、訂購或請求；
  Processing bookings, orders or requests made by you;
- 有關客戶取向的研究及開發；
  Research and development in relation to customer behaviour;
- 已預先取得閣下同意的直接促銷及交叉營銷（詳見下文）；
  Direct marketing and cross-marketing, subject to consent (see below);
- 資料及數據管理；
  Information management and database administration;
- 偵測、調查及/或預防任何違反本公司政策的活動或非法行為；
  Detection, investigation and/or prevention of activities that may violate our policies or may be illegal;
- 收回閣下欠下本公司或其他主體（見下文定義)的債務。
  Collection or recovery of any debt owed by you to us or Other Entities (as defined below).

共同使用個人資料之第三方

Those with whom we share personal data

就上述各項用途，本公司可能與不同的代理商、承包商、供應商及服務提供者如網絡技術供應商、營銷代理商、社交媒體及研究公司等合作，並共同使用閣下之個人資料。本公司亦可能與其他主體共同使用閣下之個人資料及與本公司或其他主體使用的社交媒體平台作上述各項用途。如因任何國家的法律、法院、監管機構或政府機構的要求，本公司會根據實際需要披露閣下之個人資料。在任何有關本公司或其他主體的業務轉讓、股權轉讓、合併或收購情況下，閣下之個人資料亦會作為交易的一部分轉交予買家，並以買家繼續在本聲明框架下提供同等程度的資料保障為前提。“其他主體 ”指公司、主體或組織，其業務涵蓋零售、設施管理、基建、商場、百貨公司、酒店、青年旅館（例如Y Loft)、服務式公寓、餐飲、會議及展覽中心、體育及康樂設施、各方面的教育及慈善事業，如體育、康樂、藝術及文化活動、扶貧、促進教育、宗教推廣以及其他以促進社會公益為目的之範疇。
We may engage agents, contractors, suppliers and service providers in connection with the above purposes, e.g. IT providers, marketing agents, social media and research companies, and may transfer to or share your personal data with them for such purposes. We may also share your personal data with Other Entities and social media platforms we or Other Entities used for the above purposes. Where we are required by the law of any country or requested by any court, regulatory body or governmental body of any country, we may also disclose your personal data as required. In the event of any transfer of business, transfer of shares, amalgamation or purchase of our business or Other Entities' 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. “Other Entities” means companies entities or organisations from time to time whose activities include retail, facilities management, infrastructure, shopping malls, department stores, hotels, hostels, serviced apartments, food and beverage, convention and exhibition centres, sports and recreational facilities, education and charitable pursuits 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.

閣下之個人資料可能在位於香港境外的伺服器及/或香港境外的其他主體儲存。無論資料位於任何國家，本公司及其他主體都將採取一切合理措施，以確保閣下之個人資料得以在安全的情況下儲存及處理。
Your personal data may be stored in servers located outside Hong Kong and/or shared with Other Entities located outside Hong Kong. However, we will take all reasonable measures to ensure that your data is stored and processed securely, regardless of the country in which it is stored, and we ensure that Other Entities do the same.

直接促銷
Direct marketing

在獲得閣下同意下，本公司將會透過使用閣下之個人資料，包括姓名及聯繫方式，向您直接發放本公司的產品、項目、服務、活動及慈善事業。
Subject to your consent, we may use your personal data, including your name and contact details, to send you special offers, news, information and marketing in relation to our products, events, services, activities and charitable initiatives.

在獲得閣下同意下，本公司亦會使用閣下之個人資料，或提供閣下之姓名及聯繫方式予其他主體，用作向您直接發放有關他們的產品、項目、服務、活動及慈善事業之特別優惠、新聞、資訊及推廣。
Subject to your consent, we may also use your personal data for, or provide your name and contact details to, Other Entities so that they may send you special offers, news, information and marketing in relation to their products, events, services, activities and charitable initiatives.

本公司及/或其他主體可能推廣的產品、項目、服務、活動及慈善事業種類如下：
The types of products, events, services, activities and charitable initiatives that we and/or Other Entities may market to you include the following:

- 由本公司或其他主體提供的產品及服務，業務涵蓋建築設計、零售、基建、酒店、青年旅館（例如Y Loft）、服務式公寓、餐飲、藝術、文化、青年、體育、生活型態、家居和生活、設計、會議及展覽中心、體育及康樂設施、教育及慈善事業；
  News, events and/or services offered by us or Other Entities in relation to architectural design, retail, infrastructure, hotels, hostels (such as Y Loft), serviced apartments, food and beverage, art, culture, youth, sports, lifestyle, home and living, design, convention and exhibition centres, sports and recreational facilities, education and charitable pursuits;
- 私人會所會籍及其尊尚禮遇；
  Access and privileges at private clubs;
- 零售商及網上商店的產品及服務，包括但不限於時尚服飾、美容、保健及個人護理、奢侈品、家庭用品、食品、酒類、書籍及文具；
  Consumer products and services by retail outlets and/or online businesses, including but not limited to fashion and beauty, health and personal cares, luxury, home and living, food, wine and beverage, book and stationery;
- 商場及百貨公司有關藝術、文化、青年、體育、生活型態、家居和生活、設計或相關等的項目的獎賞禮遇計劃及推廣活動；
  Reward, loyalty, privileges programmes and promotions related to art, culture, youth, sports, lifestyle, home and living, design or the like at shopping malls and department stores;
- 青年廣場、本公司及/或其他主體客戶及/或潛在客戶有關藝術、文化、青年、體育、生活型態、家居和生活、設計或相關等的項目的獎賞禮遇計劃及推廣活動；
  Reward, loyalty, privileges programmes and promotions related to art, culture, youth, sports, lifestyle, home and living, design or the like for customers and/or potential customers of Youth Square, NWFM and the Other Entities;
- 提供食物、酒類、飲品的餐飲服務；
  Catering services on food, wine and beverage;
- 旅遊及住宿服務，包括但不限於由旅行社提供的假期套票及服務、景點門票；
  Travel and accommodation services, including but not limited to holiday package products and services offered by travel agents, tickets to attractions;
- 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、巴士營運商、火車營運商及遊船營運商；
  Transportation and logistics service, including but not limited to air travel and non-air transportation services such as hotel transfers, car rentals, bus rentals, bus operators, train operators and cruise operators;
- 音樂會、畫廊、展覽、電影、舞台劇、體育賽事、其他特別及文化活動之門票；
  Tickets for concerts, galleries, exhibitions, films, theatricals, sporting, special and cultural events;
- 環保及自然為主題之活動；
  Green and nature activities;
- 社交網絡及媒體；
  Social networking and media;
- 有關教育及/或個人發展之專業諮詢；
  Professional advice and/or consultation on education and/or personal enhancement;
- 慈善事業，領域涵蓋體育、康樂、藝術及文化活動、扶貧、促進教育、宗教推廣以及其他以促進社會公益為目的之範疇。
  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.

如無閣下同意授權，本公司將無法運用您的個人資料作直接促銷之用。即使閣下已同意授權，您亦可以隨時免費地撤回有關本公司使用閣下個人資料作直接促銷的許可。閣下可電郵至 privacy@youthsquare.hk，或郵寄至香港柴灣柴灣道238號青年廣場7樓706室（信封上請註明「保密」字樣），聯絡本公司的個人資料私隱主任以撤回相關許可。
We cannot use or provide your personal data for direct marketing purposes unless you consent. Even if you give your consent, you can opt out of direct marketing at any time, free of charge, by emailing privacy@youthsquare.hk or writing to our Personal Data Privacy Officer at Room 706, 7th Floor, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong (marked Confidential).

閣下之權益
Your rights

閣下有權更正及查閱您已登記的個人資料。就相關更正及查閱，閣下可電郵至privacy@youthsquare.hk，或郵寄至香港柴灣柴灣道238號青年廣場7樓706室（信封上請註明「保密」字樣），聯絡本公司的個人資料私隱主任。
To update your personal details or request access to your personal data, please contact our Personal Data Privacy Officer at Room 706, 7th Floor, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong (marked Confidential) or privacy@youthsquare.hk .

私隱政策聲明
Privacy Policy Statement

閣下可登入此網址[http://www.youthsquare.hk/chi/privacy_statement/]查閱青年廣場的私隱政策聲明，以了解更多本公司在私隱及個人資料保障方面的政策。
You can find out more about our policy of personal data protection by accessing Youth Square Privacy Policy Statement available at http://www.youthsquare.hk/eng/privacy_statement/ .

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

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本人已閱讀及理解管理和營運著青年廣場的NWFM的個人資料收集聲明。
I have read and understand the Personal Information Collection Statement of NWFM, managing and operating Youth Square.

☐ **本人同意接收由NWFM發放有關青年廣場、NWFM及其他主體的的新聞、更新和優惠等資訊，詳情載於上述個人資料收集聲明。**
I consent to receive from NWFM news, updates and offers of Youth Square, NWFM and the Other Entities, details of which have been set out in the Personal Information Collection Statement mentioned above.

☐ **本人同意接收由其他主體發放的新聞、更新和優惠等資訊，詳情載於上述個人資料收集聲明。**
I consent to receive news, updates and offers from the Other Entities, details of which have been set out in the Personal Information Collection Statement mentioned above.