

訂租申請表 (不適用於多用途場地普通訂租)

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

(For official use only – 2404)

租用人號碼

Hirer ID. _____

申請編號

Application No. _____

日期

Date _____

注意事項
Important
Notes

- 1 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租用場地申請，以及取消或終止已獲覆實訂租之權利，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租用場地申請，取消或終止已獲覆實訂租引起的責任。
Youth Square is a government venue. Youth Square and the company managing Youth Square (“the Management Company”) reserve the right to accept or decline a booking 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 a booking application, or cancelling or terminating a confirmed booking.
- 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 agrees to accept and 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 歲的人士須由家長或監護人作為申請人提出申請並簽署訂租申請表，家長或監護人作為申請人須承擔源於或因為訂租、佔用或使用訂租的空間或場地引起的責任。
For persons under the age of 18, the booking must be made and Booking Application Form signed by their parents or guardians as the applicant who will be the party taking the responsibility for the booking and for any liability arising out of or by reason of the booking or the occupation or use of the space or venue under the booking.
- 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，訂租申請不會被進一步考慮。覆實訂租後的任何更改都必須得到青年廣場批准。如覆實訂租與原定的訂租申請存在重大或實質性的差異，青年廣場保留取消或終止已獲覆實訂租之權利。
The application will be processed upon receipt of the duly completed "Booking Application Form" together with all the required documents and information by Youth Square. Please ensure that all relevant documents are attached when submitting the application form, otherwise the application will not be processed. Booking 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 booking have to be approved by the Youth Square. Youth Square reserves the right to cancel or terminate a confirmed booking should there be substantial or material deviation from the original booking application.
- 5 申請人承諾須確保申請人、申請人的僱員、代理人及在租用期間獲准進入租用場地的任何人士遵守《中華人民共和國香港特別行政區維護國家安全法》、《維護國家安全條例》和香港特別行政區有關維護國家安全的其他法律，並他們不會從事違反上述法律的行為或行動。如申請人、申請人的表演藝人、僱員、代理人或在租用期間獲准進入租用場地的任何人士曾經或正在作出或可能會作出可能構成或導致發生危害國家安全罪行或不利的國家安全、公眾秩序或公眾安全的行為或活動，或管理公司或政府認為上述任何一種情況已經或即將出現或將會出現，申請人將被飭令即時停止該行為或活動，青年廣場、管理公司及香港特別行政區政府概不負責任何因而引起的損失，申請人並須彌償特區政府和管理公司由此所引致的損失。
The Applicant undertakes to ensure observance of the Law of the People's Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (HKSAR), Safeguarding National Security Ordinance and the Laws of HKSAR in relation to the safeguarding of national security by the Applicant, the Applicant's employees, agents, and by all other persons admitted to the Unit with the consent of the Applicant and that they shall not engage in any act or activity which is not in compliance with the above-mentioned Laws. If the Applicant, the Applicant's performing artist(s), employees or agents or all other person admitted to the Unit with the consent of the Applicant has engaged or is engaging or will likely engage in acts or activities that constitute or are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security, public order or public safety of Hong Kong or if the Management Company or the Government believes that any of the events aforesaid has occurred or is about to occur or will likely occur, the Applicant shall be ordered to cease such act or activity immediately, and the Management Company and the Government shall not be liable for any loss or damage incurred, and the Applicant shall indemnify Youth Square, the Management Company and the Government of HKSAR against all losses caused thereby.
- 6 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 條的規定申領有關牌照以及其他法律所需的牌照或批准。
For functions involving public entertainment, the Applicant must obtain the Public Entertainment License under regulation 3 of the Places of Public Entertainment Regulations (Cap. 172A) and other licence or approval required by law.
- 7 對於源於或涉及或因為佔用或使用訂租的空間或場地而令青年廣場、管理公司或特區政府蒙受或招致、或導致他人向青年廣場、管理公司或特區政府提出或確立任何及一切損失、申索、損害、賠償，收費、開支、法律責任、要求、法律程序或訴訟，申請人須為此而向青年廣場、管理公司及特區政府作出彌償，並向青年廣場、管理公司或特區政府作出十足和有效的彌償。
The Applicant shall fully indemnify Youth Square the Management Company and the Government of the HKSAR and keep Youth Square and the Government of the HKSAR and each of them fully and effectively indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which Youth Square, the Management Company and the Government of the HKSAR may sustain or incur or which may be brought or established against them or any of them or which may arise out of or in relation to or by reason of the occupation or use of the space or venue under this booking.
- 8 在此訂租申請表內，“申請人”是指並包括此訂租申請表所指的“申請人”以及“租用人”，而“租用人”亦包括“申請人”。
In this Booking Application Form, the expression “Applicant” shall mean and include the Applicant herein and the “Hirer” mentioned herein and the term “Hirer” shall include “Applicant”.
- 9 如本部之條文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 the provisions in this part, the English version shall prevail.

第一部份
Part 1

1.1 18 歲及以上個人名義申請者¹，請填寫此欄 To be completed if Applicant is an individual at age or over 18¹

申請人姓名 (中文) 先生 / 女士* (English) Mr. / Ms.*
Name of Applicant

香港身份證/護照號碼 HKID No./Passport No. 年齡介乎 10 至 29 歲¹ 電話 傳真
At the age of 10 to 29¹ Tel Fax

(請填寫首 4 個字元，例如：A123456(7) → A123) (注意：訂租期間或需向場地職員出示上述身份證明文件)
(Please fill in the first 4 characters, e.g. A123456(7) → A123) (Note: You may be required to produce the above identification document to venue staff for verification.)

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為準

¹ Applicable on the date of application form together with the required documents duly received by Youth Square

1.2 申請人必須年滿 18 歲¹，未滿 18 歲場地使用人須由家長或監護人申請及填寫此申請表
To be completed by person of age 18 or above; for user of the venue under 18, the application must be made and this application form signed by the parent or guardian of the user

申請人姓名 (中文) 先生 / 女士* (English) Mr. / Ms.*
Name of Applicant

(申請人為使用人的家長或監護人)

(Applicant is the user's parent or guardian)

與場地使用人關係

Relationship with the user of the venue

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

(請填寫首 4 個字元，例如：A123456(7) → A123) (注意：訂租期間或需向場地職員出示上述身份證明文件)
(Please fill in the first 4 characters, e.g. A123456(7) → A123) (Note: You may be required to produce the above identification document to venue staff for verification.)

地址 電郵
Address Email

18 歲以下場地使用人姓名 (中文) 先生 / 女士*
Name of user of the venue under 18

(English)

Mr. / Ms.*

香港身份證/護照號碼* HKID No./Passport No. 年齡介乎 10 至 29 歲¹ 電話 傳真
At the age of 10 to 29¹ Tel Fax

(請填寫首 4 個字元，例如：A123456(7) → A123) (注意：訂租期間或需向場地職員出示上述身份證明文件)
(Please fill in the first 4 characters, e.g. A123456(7) → A123) (Note: You may be required to produce the above identification document to venue staff for verification.)

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為準

¹ Applicable on the date of application form together with the required documents duly received by Youth Square

1.3 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

(Registered Name in English)

團體性質

Nature of Organization

青年團體

Youth Group

慈善團體 (根據《稅務條例》(第 112 章))

Charitable Organization (under Inland Revenue Ordinance Cap 112)

商業/其他

Commercial / Others

非牟利團體

Non-profit-making Organization

政府決策局/部門

Government Bureau / Department

登記 / 註冊

Registration

商業登記證號碼: _____

Business Registration Cert No.

公司註冊編號: _____
Certificate of Incorporation No.

社團註冊編號: _____
Registered Society No.

團體地址
Address of Organization

電郵
Email

電話
Tel

傳真
Fax

簽署人姓名
Name of Signatory

(中文)

先生 / 女士*

(English)

Mr. / Ms.*

簽署人職位
Position held by
Signatory

電話
Tel

傳真
Fax

1.4 合辦團體資料
Information of Co-presenters (if any)

適用 Applicable

不適用 Not applicable

(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)

(Co-presenters must also be Non-profit Making Organization (including Charity Organization) or Government Sector as to be eligible for Venue Booking Concessionary Rate)

合辦團體名稱 (中文註冊名稱)
Name of co-presenter (s)
請填寫以下部分 (Registered Name in English)
Please fill the following

團體性質

Nature of Organization

青年團體

Youth Group

慈善團體 (根據《稅務條例》(第 112 章))

Charitable Organization (under Inland Revenue Ordinance Cap 112)

商業/其他

Commercial / Others

非牟利團體

Non-profit-making Organization

政府決策局/部門

Government Bureau / Department

登記 / 註冊
Registration

商業登記證號碼: _____
Business Registration Cert No.

公司註冊編號: _____
Certificate of Incorporation No.

社團註冊編號: _____
Registered Society No.

團體地址
Address of Organization

電郵
Email

電話
Tel

傳真
Fax

合辦團體代表姓名
Name of representative of co-
presenter

(中文)

先生 / 女士*

(English)

Mr. / Ms.*

合辦團體代表職位
Position held by representative
of co-presenter

電話
Tel

傳真
Fax

1.5 主要贊助機構資料
Information of Major Sponsor

適用 Applicable

不適用 Not applicable

主要贊助機構 (中文註冊名稱)
Major Sponsor
請填寫以下部分 (Registered Name in English)
Please fill the following

主要贊助機構性質

Nature of Major Sponsor

青年團體

Youth Group

慈善團體 (根據《稅務條例》(第 112 章))

Charitable Organization (under Inland Revenue Ordinance Cap 112)

商業/其他

Commercial / Others

非牟利團體

Non-profit-making Organization

政府決策局/部門

Government Bureau / Department

登記 / 註冊
Registration

商業登記證號碼: _____
Business Registration Cert No.

公司註冊編號: _____
Certificate of Incorporation No.

社團註冊編號: _____
Registered Society No.

主要贊助機構地址
Address of Major Sponsor

電郵
Email

電話
Tel

傳真
Fax

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) <input type="checkbox"/> Zone _____(A-E) <input type="checkbox"/> 全區 All <input type="checkbox"/> Y 劇場 Y Studio <input type="checkbox"/> _____號室(1-3) <input type="checkbox"/> Room _____(1-3) <input type="checkbox"/> 全場 All	第一選擇 1st Choice					
	第二選擇 2nd Choice					
	第三選擇 3rd Choice					

Y 綜藝館配置
Y Theatre Stage format

Y 劇場配置
Y Studio Stage format

幕景
Proscenium

移動座位級台
Retractable Seating Platform

迴音板
Acoustic Shell

模組式舞台
Modular Stage Platform

隊池及前舞台升降台
Orchestral Pit & Gala

延伸舞台
Extension Stage

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"/> 舞蹈劇場 Dance Studio	第一選擇 1st Choice					
	第二選擇 2nd Choice					
	第三選擇 3rd Choice					

備註:
Remarks

- (1) 凡租用多用途場地，必須最少連續租用 2 小時。
A minimum of 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 device shall not be moved or removed from the designated locations.
- (3) 如租用人未能於租用日期前最少 21 天或指定時間前與青年廣場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 should attend technical meeting with Operations Department of Youth Square and return the duly completed Event Requirement Checklist at least 21 days or within designated time prior to the date of booking. If not, additional manpower, equipment and services will only be provided subject to the resources and manpower of Youth Square being available at that time.

藝人/講者/表演者/司儀名單
List of artists/speakers/performers/master of ceremony 不適用 Not applicable

非本地藝人/講者/表演者/司儀名單及國籍
List of Non-local artists/speakers/performers/master of ceremony and nationality 不適用 Not applicable

創作團隊/製作團隊/拍攝團隊名單
List of Creative team/Production team/Filming team 不適用 Not applicable

展覽活動 (需附上曾舉辦的展覽目錄)
Exhibition Event (please attach catalogues of past exhibitions) 不適用 Not applicable

記者招待會
Press Conference 不適用 Not applicable

貴賓名單
VIP Guest List 不適用 Not applicable

節目開場時間
Commencement Time of Function

估計入場人數
Estimated No. of Audience/Participants

活動流程
Event Rundown

已另加紙張補寫以上內容, with additional sheet for the content above

沒有另加紙張, no additional sheet for the content above

是次活動為
Admission of this function:

公開予公眾人士入場
Open to the general public

非公開
Not open to the general public

本人 / 本會 / 本團 容許觀眾在其座位攝影 / 錄影*

[如租用人不同意讓觀眾錄影, 青年廣場會拒絕任何攜帶攝錄器材 / 攝影機人士進場及要求任何攜有攝錄器材 / 攝影機人士離場]

I / My Organization* allow the audience take photos / video* at auditorium.

[If hirer does not agree that the audience can take photos/video, Youth Square will refuse any portable cameras / photographers to enter the venue and require any person who carries the recording equipment / cameras to leave]

同意 Agree 不同意 Disagree

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
Attributes

培訓青年人才 (groom youth's capabilities) 培育青年人成長 (nurture youth to grow)

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 describe in detail.

第四部份
Part 4

使用售票服務 使用 不使用
Use of Ticketing Service Use Not use

(如使用 If Use)

城市售票網 URBTIX

其他售票系統 Other Ticketing System 請列明 (please state): _____

其他渠道 Other Channel 請列明 (please state): _____

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 required.

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

會否在場內進行銷售活動？ 會 Yes 否 No 如擬銷售商品，請列明商品種類：
Are there any sales activities on site? If yes, please specify the merchandise item: _____

若舉行展覽，展品會否在現場發售 (只適用於展覽活動)。 會 Yes 不會 No
For exhibitions, are the Exhibits for sale or not for sale* (for exhibition event only).

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 Yes 否 No
Do you agree to upload event information to Youth Square official website (<http://www.youthsquare.hk>), Facebook and other social media?

第五部份 (用於特別訂租申請) 適用 Applicable 不適用 Not applicable
Part 5 (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)

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):

第六部份
Part 6

6.1 影像攝錄 / 場地拍攝 Video Recording / Location Filming 適用 Applicable 不適用 Not applicable

租用人如需在青年廣場租用場地內錄影、拍攝電影、電視片或舉行記者招待會，必須事先向青年廣場經理提出申請。為節目錄音或錄影一般只可作存檔或教育用途，租用人如需將錄音或錄影檔案用作任何商業用途，除基本場租外，青年廣場會按有關適用價目收費，詳情請參閱以下網頁：<https://fso.createhk.gov.hk/tc/location/detail.php?id=1547>

Prior application to the Manager is necessary in case video recording, filming, the making of TV films or press conference conducted within Youth Square hired venue. In general, audio or video recording of the performance should only be for archival/ educational purposes. In case the audio or video records are used for commercial uses or purposes other than archival educational purposes, basic charge plus charges as stipulated will be applied, please refer to the following link: <https://fso.createhk.gov.hk/tc/location/detail.php?id=1547>

本人 / 本會 / 本團將於 _____ (日期) _____ (時間)

使用 _____ (場地名稱) 舉行 _____ (節目名稱)，現向青年廣場申請批准於上述日期及地點進行攝影 / 錄影 / 錄音*，並同意遵守場地之「租用條款」。

I / My Organization* am/is writing to seek the approval from Youth Square for the right of photography / video / recording* for the event

_____ (Event Name) held on _____ (Date) _____ (Time)

at _____ (Venue) and agree to comply with Terms and Conditions of Hire.

6.1.1 拍攝用途 Purpose of Filming

上述活動純粹作存檔 / 教育研究 / 公共事務 用途*

The above activities are for archival/ educational research/ public affairs* purposes only.

為電視、電影或其他商業 / 牟利目的把上述錄影 / 錄音帶公開或用作娛樂廣告節目。(租用人須繳付有關費用，詳情請參閱租用價目表及租用條款)

The photography / video / recording will be disclosed and used for broadcasting / filming / commercial purposes. (Relevant charges will be charged, please refer to Scale of Hire Charges & Terms and Conditions of Hire)

6.1.2 取景片段及活動的簡要說明 Brief description of the scene and activities:

6.1.3 拍攝片段的詳盡劇本/情節 Full scripts/ storyboard of the scenes being shot:

已另加紙張補充以上內容, with additional sheet for the content above

沒有另加紙張, no additional sheet for the content above

6.1.4 播映程序 Broadcasting schedule:

日期 Date:

時間 Time:

頻道 / 網址 Channel / Website:

備註: 申請影像攝錄或場地拍攝實際所須的處理時間視乎申請的複雜性及繳費方式等。詳情請向青年廣場營運部查詢。

Notes: The actual processing time of the video recording or location filming application required depends on the complexity of the application and the form of payment etc. For details, please approach the Operations Department of Youth Square.

6.2 電影/影片/短片放映 Projection of Films, Slides and Videos 適用 Applicable 不適用 Not applicable

根據電影檢查條例(第 392 章)，如租用人擬在舉辦的節目內放映電影、幻燈片或錄像，應向電影、報刊及物品管理辦事處(電影報刊辦)(電話：2594 5788 / 2594 5762)申領核准證明書或豁免證明書。租用人必須最遲於活動日期前七個工作天將影片有效的核准證明書副本送交經理。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，也適用於租用人舉辦的活動，申請人也須遵守。In compliance with the Film Censorship Ordinance (Cap. 392), the Hirer whose functions include the projection of films, slides or video shall obtain a "Certificate of Approval" or a "Certificate of Exemption" from the Office of Film, Newspaper & Article Administration (OFNAA) (Enquiry: 2594 5788 / 2594 5762). The Hirer shall forward to the Manager the copy of a valid certificate at least 7 working days before the day of event. 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.

6.3 抽獎或博彩 Lottery or Game of Chance 適用 Applicable 不適用 Not applicable

租用人如在場內舉行任何以抽獎或博彩形式派發獎品的遊戲、裝置或活動，均受《賭博條例》(第 148 章)的條款約束，須儘早聯絡民政事務總署牌照事務處申領「推廣生意的競賽牌照」(查詢電話：2117 3916 / 2117 3798)。租用人必須最遲於活動日期前七個工作天將此牌照副本送交經理。

In case there is any game, device or activities for distributing or allotting prizes by luck draw or games of chance, the Hirer shall apply in advance for a "Trade Promotion Competition Licence" from the Office of the Licensing Authority (Enquiry: 2117 3916 / 2117 3798) of the Home Affairs Department as governed by the Gambling Ordinance (Cap. 148). The Hirer shall forward to the Manager the copy of the valid licence at least 7 working days before the day of event.

6.4 表演場地內的籌款活動 Donation inside the Auditorium 適用 Applicable 不適用 Not applicable

如籌款活動安排在現場收集捐款，租用人須預早向社會福利署申領公開籌款許可證或向民政事務總署申領在公眾地方進行非慈善性質籌款許可證 (電話：2832 4311 (社署) / 2835 1492 (民政署)，租用人必須最遲於活動日期前七個工作天將此許可證副本送交經理，並於節目舉行當日帶備有關許可證，以便當值職員查閱及張貼。

For fund-raising activities where on-site collection of donation will be arranged, the Hirer shall apply in advance for a "Public Subscription Permit" from the Social Welfare Department (Enquiry: 2832 4311) or a "Public Fund-raising Permits" from the Home Affairs Department (Enquiry: 2835

1492). The Hirer shall forward to the Manager the copy of a valid permits at least 7 working days before the day of events Such permit should be available for on-site inspection and display when required by the staff on duty.

6.5 海外或內地表演者／藝術家、評審員及工作人員 Entry Permit for Overseas and Mainland Performer/ Artist, Adjudicator and Working Staff

適用 Applicable 不適用 Not applicable

如活動涉及海外或內地表演者／藝術家、評審員及工作人員在香港工作，有關人士須事先向入境事務處(電話：2824 6111)申請有關的簽證或進入許可。旅遊人士不得在港從事任何僱傭工作(無論受薪或非受薪)、開設或參與任何業務。青年廣場會視乎情況向租用人索取相關文件以茲證明。

Overseas or mainland performer/ artist, adjudicator and working staff of the Event working in Hong Kong shall apply for relevant visa or entry permit from the Immigration Department (Tel: 2824 6111) in advance. Tourists are not allowed by law to take up employment (paid or unpaid), to establish or join in any business. Youth Square may request relevant documents from the Hirer as necessary for verification purposes.

6.6 僱用未滿 15 歲的兒童 Employment of Children under the Age of 15 適用 Applicable 不適用 Not applicable

如租用人擬僱用兒童藝員(年齡未滿 15 歲的人士)參與文化演出，需向勞工處申請有關批准(電話：2717 1771)。青年廣場會視乎情況向租用人索取相關文件以茲證明。

The Hirer whose functions include the participation of child entertainer (a person under the age of 15 years) shall apply for relevant approval from the Labour Department (Tel: 2717 1771). Youth Square may request relevant documents from the Hirer as necessary for verification purposes.

6.7 國歌、國旗、國徽、區旗及區徽 National Anthem, National and Regional Flags and Emblems

適用 Applicable 不適用 Not applicable

(1) 《國歌條例》

租用人如擬在租用期間奏唱國歌，須遵守《國歌條例》(文件 A405)的規定指引，並須於租用日期 4 星期前通知經理。詳情請瀏覽：<https://www.elegislation.gov.hk/hk/A405> 有關國歌的標準曲譜及官方錄音請見政制及內地事務局網頁：

https://www.cmab.gov.hk/tc/issues/national_anthem_occasions.htm

National Anthem Ordinance

Hirers are required to observe and comply with the National Anthem Ordinance (Instrument A405), should the events involve the playing and singing of the national anthem. Hirers are also requested to inform the Manager at least 4 weeks in advance. For details, please visit: <https://www.elegislation.gov.hk/hk/A405>. The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau: http://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm

(2) 《國旗、國徽、區旗及區徽條例》

根據《國旗及國徽條例》(文件 A401)及《區旗及區徽條例》(文件 A602)，租用人如欲於租用期間展示或使用國旗、國徽、區旗及區徽或其圖案，必須按相關條例規定的規格製造及展示，並須事先以書面方式向副行政署長提出申請(電郵：flags&emblems@cso.gov.hk；傳真：2804 6552)，所需的時間則視乎個別情況而定，一般而言，需要大約 3 至 4 個星期。而租用人必須於活動日期 4 星期前通知經理，如已獲有效的核准證明書，亦須於活動日期前 7 個工作天將副本送交經理。

詳情請瀏覽：

<https://www.elegislation.gov.hk/hk/A401>(《國旗及國徽條例》)

<https://www.elegislation.gov.hk/hk/A602>(《區旗及區徽條例》)

National Flag & National Emblem Ordinance and Regional Flag & Regional Emblem Ordinance

In accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag & Regional Emblem Ordinance (Instrument A602), hirers who would like to display and use the national and regional flags or emblems during their booking periods should ensure that their designs are in compliance with the specifications set out in the respective Ordinances and make prior written applications to the Deputy Director of Administration (Email: flags&emblems@cso.gov.hk or Fax: 2804 6552). The processing time required varies and it takes about 3-4 weeks in general. The Hirers are requested to inform the Manager at least 4 weeks before the day of event, and shall forward to the Manager the copy of a valid certificate before 7 working days of event.

For details, please visit:

<https://www.elegislation.gov.hk/hk/capA401> (National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602> (Regional Flag and Regional Emblem Ordinance).

第七部份

活動視像資料及宣傳品的使用

Part 7

Usage of visual and promotional material

租用人須於活動日期前 7 個工作天向青年廣場提交宣傳物品樣本，包括橫額、旗幟、展示板和佈景板等。

The Hirer shall submit to Youth Square the sample of publicity materials, including banner, flags, display boards and backdrop etc. 7 working days before the event.

本人／本團體*可決定是否同意青年廣場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」)有權使用場地本人／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 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

第八部份
Part 8

申請場地租用優惠折扣

(合資格非牟利申請團體及合辦團體於批准後可獲優惠折扣，須填寫此部份)

Application for Venue Booking with Concessionary Rate

(Eligible non-profit-making organizations and co-presenters are entitled to Concessionary Rate subject to approval. Applicants should fill in this part)

申請場地租用優惠折扣 會 Yes (請遞交第十部分所列之文件 Please submit documentary proof listed in Part 10) 否 No
Application for Venue Booking with Concessionary Rate

附註 Note : 合資格非牟利申請團體及合辦團體可獲優惠折扣。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 booking with concessionary 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.

第九部份
Part 9

負責活動細節安排的聯絡人

Person to contact regarding detailed arrangements of the event

姓名 Name	(中文)	先生 / 女士*	(English)	Mr. / Ms.*
地址 Address				
電郵 Email		電話 Tel	手提電話 mobile	傳真 Fax

第十部份
Part 10

申請者須提交的證明文件

Applicants should submit the following supporting documents

團體名義申請者
For organizations

- (1) 以團體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) 須由團體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。
The Applicants shall 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 shall be enclosed.
- (2) 未滿 18 歲的使用人須由家長或監護人申請及簽署訂租申請表 (申請人必須為 18 歲或以上人士)。
Users under the age of 18 must have their application made and Booking Application Form signed by parent or guardian (Parent/guardian should be 18 years old or above).
- (3) 未滿 18 歲的使用人使用租用場地時必須出示身份證明文件的正本，以供查核/登記。
Users under the age of 18 shall present the original copy of the identity documents for checking/registration while using the hired venue.

第十一部份 Part 11

《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/或為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.

若你未滿 18 歲，在與我們分享或提供你的個人資料前，你應諮詢你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的相關用途，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。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/或由新世界設施管理有限公司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 NWFMC;
- (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/客戶的行為相關的研究、開發和分析，包括進行數據排序及分析以使我們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標的（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就目的和/或青年廣場節目及活動相關的反饋（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.

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 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、慈善或相類似範疇相關的節目、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、巴士運營、火車運營及遊輪運營，以及快遞服務和托運服務；
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:

- (i) 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
- (ii) 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，新世界設施管理有限公司將根據“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 NWFMC 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 NWFMC 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.

第十二部份
Part 12

不論以個人或團體名義申請，均須填寫此欄。未滿 18 歲的申請人須由家長或監護人簽署覆實訂租申請表(家長/監護人必須為 18 歲或以上人士)。
To be completed by both individual applicant and organizational applicant. Applicants under the age of 18 must have their Confirmed Booking Form signed by parent/ guardian. (Parent/ guardian should be at 18 years old or above)

聲明

本人作為申請人/申請團體*授權代表謹此聲明：

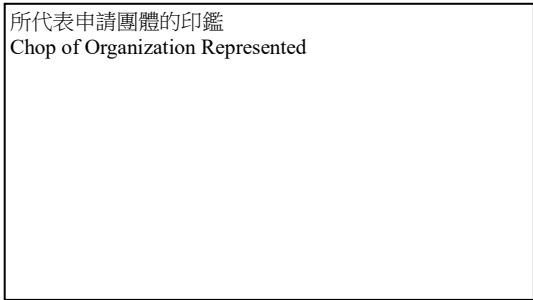
- 1 本人在遞交此訂租申請前已閱讀、明白及同意「訂租申請表」包括但不限於「訂租申請表 - 注意事項」、「租用價目表」及「租用指南」。本人同意受此等條文之約束。
- 2 本人就此訂租申請或場地租用優惠折扣申請所提交有關申請人/申請團體*法律地位的資料及相關證明文件，全屬最新、有效及存續的資料及文件；如有任何更改，本人承諾立刻提供相關的資料及文件給青年廣場。本人明白若本人就此訂租申請或場地租用優惠折扣申請提供任何虛假資料及/或無效的文件，本人有可能會被檢控。
- 3 本人承諾除非事先獲得青年廣場經理許可，否則不得或不得試圖：
 - i. 以任何形式將場地或其任何部份轉讓、分租或分讓；但准許其他人士進入場內參與或出席在租用場地舉辦的活動，則不在此限；
 - ii. 將場地用作與訂租申請表所述不符的用途；
 - iii. 更改活動性質；
 - iv. 徵求或更換申請人/申請團體、合辦團體或贊助機構；
 - v. 調動獲覆實的訂租日期或時間；及
 - vi. 更換訂租申請表所述的任何藝人或表演者或電影或節目內容。
- 4 本人承諾須確保本人、本人的僱員、代理人及在租用期間獲准進入租用場地的任何人士遵守《中華人民共和國香港特別行政區維護國家安全法》、《維護國家安全條例》和香港特別行政區有關維護國家安全的其他法律，不得從事違反上述法律的行為或行動。如本人、本人的表演藝人、僱員、代理人或在租用期間獲准進入租用場地的任何人士曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全、公眾秩序或公眾安全的行為或活動；或管理公司或政府認為上述任何一種情況已經或即將出現，本人將被飭令即時停止該行為或活動，管理公司及香港特別行政區政府概不負責任何因而引起的損失。
- 5 本人承諾須確保本人、本人的僱員、代理人及在租用期間獲准進入租用場地的任何人士遵守任何其他適用於本次訂租場地的香港特別行政區的法例，以及有關當局不時訂立的規定或規例。
- 6 本人承諾不遵守或不履行以上任何一項條款，管理公司可毋須作出任何通知，即時取消該已獲覆實的訂租，或終止已獲訂租場地的全部或部份的租用。在此情況下，對於源於或涉及或因為上述理由令管理公司、政府或兩者的僱員及代理人蒙受或招致，或導致他人向管理公司、政府及兩者的僱員及代理人提出或確立任何及一切損失、申索、損害賠償、開支、收費、費用、法律責任、要求、法律程序及訴訟，本人須為此而向管理公司、政府及兩者的僱員及代理人作出彌償，並持續向管理公司、政府及兩者的僱員及代理人作出有效的賠償。
- 7 本人承諾倘本人不遵守或不履行以上任何一項規定，管理公司有權拒絕接受租用人再次申請訂租管理公司管轄的任何場地及設施。

Declaration

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

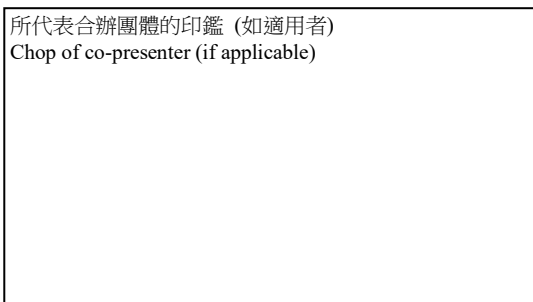
1. I have read, understood and agreed to the “Booking Application Form” including but not limited to “Booking Application Form – Important Notes”, “Scale of Hire Charge” and “Hire Guide” and agree to be bound by the provisions contained therein.
2. All information and documents submitted by me in support of this booking application or venue booking concession rate application are updated, valid and subsisting with regard to the legal status of the applicant/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 booking application or venue booking concessionary rate application.
3. I undertake not to or not attempt to, without the prior permission of the Manager of Youth Square, do any of the following:-
 - i. assign, sublet or part with possession of the Unit or any part of it in any manner whatsoever other than by way of admission to the Unit for the purpose of participation in or attendance at the Event for which the Unit is hired;
 - ii. use the Unit for a purpose other than that stated in the Booking Application Form;
 - iii. change the nature of the Event;
 - iv. obtain or change an applicant/applicant organization, co-presenter or sponsor;
 - v. transfer a Confirmed Booking to another dates or times; and
 - vi. change any artist, performer, film, programme or event content from those stated in the Booking Application Form.
4. I undertake to ensure observance of the Law of the People’s Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (HKSAR), Safeguarding National Security Ordinance and the Laws of HKSAR in relation to the safeguarding of national security by myself, my employees, agents, and by all other persons admitted to the Unit hired by me. They shall not engage in any act or activity which is not in compliance with the above-mentioned Laws. Should I, my performing artist(s), employees or agents or all other person admitted to the Unit hired by me has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security, public order or public safety of Hong Kong; or the Management Company or the Government believes that any of the events aforesaid has occurred or is about to occur, I shall be ordered to cease such act or activity immediately, the Management Company and the Government shall not be liable for any loss or damage incurred.
5. I undertake to ensure the observance by myself, my employees and agents and by all other persons admitted to any Unit hired by me, of any other legislative enactments and requirements or regulations imposed from time to time by the Hong Kong Special Administrative Region Government (the Government) and relevant authorities that are applicable to the hiring.
6. I undertake if I fail to observe or perform any of the above conditions, the Management Company may, without notice, cancel the Confirmed Booking or terminate the hiring of the Unit, in whole or in part immediately. In such case, I shall indemnify and keep indemnified the Management Company and the Government and their employees and agents against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and action which may sustain.
7. I undertake if I fail to observe or perform any of the above provisions, the Management Company may reject my subsequent booking applications for the use of any of the venues and facilities managed by the Management Company.

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



申請人簽署： _____
Signature of Applicant _____
申請人姓名： _____
Name of applicant _____
日期： _____
Date _____

所代表合辦團體的印鑑 (如適用者)
Chop of co-presenter (if applicable)



* 請刪去不適用者
Delete if inapplicable

請在適當的方格內填上✓
Tick (✓) if appropriate