

香港濕地公園

HONG KONG WETLAND PARK

租用場地安排

Booking Arrangements

	放映室 Theatre	多用途室 Multi-function Room	
租用費 Hire Charges	每小時港幣 490 元 HK\$490 per hour (以每小時計算, 包括放映室內設備。) (on hourly basis including equipped facilities.)	每小時港幣 155 元 HK\$155 per hour (以每小時計算, 包括多用途室內設備。) (on hourly basis including equipped facilities.)	
座位 Seating Capacity	171個及3個輪椅人士座位 171 seats and 3 wheelchair seats	42	
設備 Equipped Facilities (*視乎情況提供 depends on availability)	座椅、幼兒座椅、投影機及屏幕、 無線咪、講台及長枱* Chairs, baby booster seats, projector and screen, wireless microphones, lectern, and table*.	座椅、投影機及屏幕、 長枱*、白板*及白板筆* Chairs, projector and screen, table*, white board* and marker*	長椅、長枱*、白板*及 白板筆* Benches, table*, white board* and marker*
租用時間 Booking Time	每日上午十時至下午五時 [注意: 逢星期二(公眾假期除外), 場地並不向外租借] 10:00 am – 5:00 pm daily (Note: The venues are NOT available for hire on Tuesdays (except Public Holidays))		
申請租用 場地 Booking	租用場地申請可於擬租用場地日期的三個月內至一個月前提交, 香港濕地公園會按先到先得方式處理申請。 Booking applications are accepted not less than 1 month but not more than 3 months prior to the first day of hire and processed on a first-come, first-served basis. 請將填妥的申請表格連同有關證明文件以電郵或傳真方式送交香港濕地公園(經辦人: 營運經理)。 Completed application forms with supporting documents should reach the HKWP by email, or fax (Attn: Wetland Park Manager/Operation). 各項申請會按公園的運作情況及有關審核準則加以考慮。香港濕地公園會在收到申請後十四日內給予正式回覆。 Applications received will only be considered subject to operation feasibility and in accordance with the criteria of booking application. A formal reply will be provided within 14 working days thereafter.		
用途 Purpose	所有在香港濕地公園放映室及多用途室內舉行的活動, 必須與自然保育或教育有關或本公園認為適合的其他項目。 All activities to be held at the Theater and Multi-function Rooms of the HKWP should be relating to issues on conservation, education on conservation or other issues considered appropriate by the HKWP.		
證明文件 Supporting Documents	申請人須把下列文件的副本連同申請表格一併遞交: For submission of booking application, applicant may need to provide copies of: 1. 商業登記證或按《公司條例》發出的公司註冊證書, 或 Certification of Business Registration or Incorporation under the Companies Ordinance, or 2. 社團成立通知, 或 Notification of Establishment of Society, or 3. 按《社團條例》發出的註冊證書, 或 Certification of Registration under the Societies Ordinance, or 4. 機構章程或組織章程大綱及章程細則, 或 Constitutions or Memorandum and Articles of Association, or 5. 香港濕地公園所須指定的任何其他文件。 Any other documents specified by the HKWP. 如申請人所填報及提交的證明文件不足, 香港濕地公園有權不接受其申請。 The HKWP may reject applications which fail to provide necessary information and/ or supporting documents.		

**租用人
須知
Notice to
Hirer**

1. 租用人須遵守香港濕地公園放映室及多用途室的租用條款。
Hirer shall adhere the Terms & Conditions of the Hire of the HKWP
2. 租用人不許在場內進行任何銷售或商業活動。
No sales of merchandise or commercial activities are allowed.
3. 租用人不許在放映室及多用途室內飲食。
No eating or drinking is allowed in Theatre and Multi-function Room.
4. 當申請獲批後，租用人須在指定限期前繳交租用費及有關舉行公眾集會、公開演說或在公眾集會上致辭所需的許可證費用—港幣 520 元（如適用者）。租用人須依照公園發出之政府繳款單所述的付款方法繳付有關款項。如期限已屆而公園仍未收到應繳款項，則假定租用人撤回租用申請，並會即時把場地另行編配予其他租用人。
For successful application, hirer shall pay the Hire Charges and Permit Fee of HK\$520 for holding public meeting or making public speech (if required) to the HKWP before the deadline. Payments can be settled by mean of demand note. If the payment remains outstanding after the deadline, it is assumed that this booking is no longer required and the booking slot will be released to other applicants accordingly.
5. 任何人士包括租用團體的工作人員、代理人及活動參與者如進入公園，均須購買適當的門票。詳情請瀏覽網頁 <http://www.wetlandpark.gov.hk/tc/information/ticketing>。
Any person entering HKWP including hirer's working staff, agents and participants should pay for admission fee. Please visit <http://www.wetlandpark.gov.hk/en/information/ticketing> for details.
6. 與租用人活動有關的車輛只可停泊在停車場，並須繳付停車場費，每小時港幣 8 元。
Parking of vehicles for hirer's activities is only allowed in HKWP car park and parking fee of HK\$8/hour is required.
7. 香港濕地公園保留一切拒絕租用場地申請的權利。
Hong Kong Wetland Park reserves all the rights to reject booking application.

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