

香港濕地公園

HONG KONG WETLAND PARK

場地租用安排及條件

Venue Hire Arrangements and Conditions

	放映室 Theatre	多用途室 Multi-function Room
租用費 Hire Charge	每小時港幣 490 元 HK\$490 per hour (包括場內設備； 不足一小時亦作一小時計算。) (including on-site facilities; periods of less than one hour will also be counted as one hour.)	每小時港幣 170 元 HK\$170 per hour (包括場內設備； 不足一小時亦作一小時計算。) (including on-site facilities; periods of less than one hour will also be counted as one hour.)
座位數目 Seating Capacity	203個一般座位及4個輪椅使用者座位 203 ordinary seats and 4 wheelchair user seats	50個一般座位 50 ordinary seats
場內設備 On-site Facilities *視乎供應情況 subject to 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 white board marker*
可租用時間 Hirable Time	上午十時至下午五時〔註：場地於星期二（公眾假期除外）不向外租借〕 10:00 am – 5:00 pm (Note: Venues are NOT available for hire on Tuesday, except Public Holiday)	
租用目的 Purpose of Hire	舉辦與香港濕地公園推廣自然保育、教育及生態旅遊目標相符的活動，或其他濕地公園認為合適的活動 To organise activities that align with the objectives of the Hong Kong Wetland Park (HKWP) on promoting nature conservation, education and eco-tourism, or other activities deemed appropriate by HKWP	
租用申請 Application for Hire	<p>租用申請（連同所需的證明文件）可於擬租用首日的三個月內至一個月前遞交，濕地公園一般會按先到先得的方式處理申請。 Applications for hire (including the supporting documents required) are accepted not less than 1 month but not more than 3 months prior to the first day of hire. In general, HKWP will process the applications on a first-come, first-served basis.</p> <p>申請必須符合所有租用目的及租用條件。此外，濕地公園會按場地使用情況及其他相關的運作需要考慮申請，並會在收到申請後十四個工作天內回覆。 Applications must comply with the Purpose of Hire and the Conditions of Hire. Additionally, HKWP will consider the application based on venue usage and other relevant operational needs, and will reply within 14 working days upon receipt of the application.</p> <p>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）。租用人須依照濕地公園發出之政府繳款單所述的付款方法或於網上繳付有關款項。如期限已屆而濕地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, the Hirer shall pay the Hire Charge and the Permit Fee of HK\$520 for holding public meeting, making public speech or addressing public meeting (where applicable) to HKWP before the specified deadline. Payment shall be settled by the method stated on the demand note issued by HKWP or online. If the payment remains outstanding after the deadline, it will be assumed that the application is withdrawn by the Hirer and the venue will be released to other Hirer(s) immediately.</p>	

<p>證明文件 Supporting Documents</p>	<p>租用申請須連同下列文件的副本一併遞交： Application for hire shall be submitted together with a copy of the following document(s):</p> <ol style="list-style-type: none"> 1. 有效的商業登記證，或 Valid Business Registration Certificate, or 2. 按第151章《社團條例》發出的社團註冊證明書或社團豁免註冊證明書，或 Certification of Registration of a Society or Certificate of Exemption from Registration of a Society under Cap. 151 the Societies Ordinance, or 3. 按第622章《公司條例》發出的公司註冊證明書或章程細則，及/或 Certificate of incorporation or Articles of Association under Cap. 622 the Companies Ordinance, and/or 4. 濕地公園指定的任何其他文件。 Any other documents specified by HKWP. <p>如申請人所提交的資料及/或證明文件不足，濕地公園有權不接受其申請。 HKWP has the right to reject any application if the applicant fails to provide all necessary information and/ or supporting document(s).</p>
<p>租用條件 Conditions of Hire</p>	<ol style="list-style-type: none"> 1. 租用人必須確保其本人、其僱員及代理人及在租用期間獲准進入租用場地的任何人士遵守《基本法》及《中華人民共和國香港特別行政區維護國家安全法》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或不利於國家安全的行為和活動。 The Hirer shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Basic Law, the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Region in relation to the safeguarding of national security, and shall not engage in any acts or activities which are not in compliance with the said legislations, or which would otherwise be contrary to the interests of national security. 2. 如舉辦的活動屬於《電影檢查條例》所界定的電影公映活動，租用人必須由電影檢查監督評定級別或決定能否獲得豁免評級。此外，倘其他條例（包括但不限於《淫褻及不雅物品管制條例》及《簡易程序治罪條例》）的有關條文適用於租用人舉辦的活動，則租用人亦須遵守。 For events involving public exhibition of films as defined under the Film Censorship Ordinance, classification or exemption is required from the Film Censorship Authority. The Hirer shall also comply with any requirements set out in other Ordinances as may be applicable to his event(s), including but not limited to the Control of Obscene and Indecent Articles Ordinance and the Summary Offences Ordinance. 3. 不得在場地內進行任何銷售或商業活動。 No sales of merchandise or commercial activities are allowed in the venues. 4. 不得在場地內飲食。 No eating or drinking is allowed in the venues. 5. 所有人士（包括租用人、其僱員及代理人、工作人員及活動參與者）均須購買門票以進入濕地公園，詳情請瀏覽網頁 http://www.wetlandpark.gov.hk/tc/information/ticketing。 Any persons (including the Hirer, his servants and agents, working staff and event participants) entering HKWP shall purchase admission tickets, please visit http://www.wetlandpark.gov.hk/en/information/ticketing for details. 6. 租用人、其僱員及代理人、工作人員及活動參與者的車輛可自費停泊於濕地公園停車場，詳情請瀏覽網頁 https://www.wetlandpark.gov.hk/tc/information/transport-driving。 Vehicles of the Hirer, his servants and agents, working staff and activity participants may park in HKWP's car parks at their own expenses, please visit https://www.wetlandpark.gov.hk/en/information/transport-driving for details. 7. 如租用人、其僱員及代理人或在租用期間獲准進入租用場地的任何人士違反租用條件，濕地公園有權即時終止租用場地（包括申請已經獲批及/或已經繳交租用費的場地）。 If the Hirer, his servants and agents or any other persons admitted to any facilities hired by him violate the Conditions of Hire, HKWP reserves the right to immediately terminate the venue hire (including venues for which applications have been approved and/or hire charges have been paid). 8. 濕地公園保留一切與場地租用有關的最終決定權。 For all matters related to venue hire, the decisions of HKWP shall be final.