

## (1) Particulars of the Organization 訂營團體資料

Organization Name

團體名稱\*

Category of organization

團體類別

○ Schools 學校 ○ Societies 社團 ○ Government Departments 政府部門

○ Hong Kong Registered Non-profit Organizations 本港註冊非牟利團體

☐ Religious Group 宗教團體    ☐ Private Organizations 私人機構

○ Others (Please specify) 其他（請註明）：

Name of Applicant

申請人姓名

Mr. 先生 / Ms. 女士

< Must be aged 18 or above 須年滿 18 歲 >

< Must be the same as HKID / Travel document 需要與香港身份證 / 旅遊證件相同 >

Contact No.

聯絡電話

( Office 辦公室電話)

( Mobile 手提電話 )

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Address

郵寄地址

E-mail

電郵地址

### Information of Person-in-charge 入營負責人資料

< If different from the Applicant's, who must be aged 18 or above and attend the whole camping period>

<如與申請人不同，須年滿 18 歲，並需出席整個營期>

Name 姓名

Contact 聯絡電話

( Mobile 手提電話 )

E-mail 電郵地址

\* For first time application, please hand in a copy of valid Business Registration Certificate and / or a Certification of Registration of a Society to our institute.

如屬首次申請者，請連同有效之商業登記及／或社團註冊證明書副本交回本學院。

( 2 ) Camping Period and Hostel Booking 營期及營位					
Check-in 入營日期	< yyyy / mm / dd > < 年 / 月 / 日 >	( DAY ) ( 星期 )	Total 總共	Days and 日和	Nights 夜
Check-out 離營日期	< yyyy / mm / dd > < 年 / 月 / 日 >	( DAY ) ( 星期 )			
Total Number of Campers 總入營人數		Number of Participants 參加者人數		Number of Staff 工作人員人數	
Activity Purpose 活動目的	<The whole activity run-down is required> <須提交程序表>				
Hostel Booking Information 營位資料					
Type of Room 房間類別	No. of Room/s 租用房間數目		Available room for rent 可供租用數目		
2-person Room 2 人房	Room/s 間		1 Room 1 間		
2-person Room for Disabled 2 人傷健房	Room/s 間		1 Room 1 間		
3-person Room 3 人房	Room/s 間		1 Room 1 間		
4-person Room 4 人房	Room/s 間		8 Rooms 8 間		
10-person Room 10 人房	Room/s 間		2 Rooms 2 間		
12-person Room 12 人房	Room/s 間		1 Room 1 間		
( 3 ) Meal Arrangement 膳食安排					
<p>The Leadership Institute can offer meals or special dining experience. 青協領袖學院可以提供膳食安排或特色餐飲體驗。</p> <p>Please “✓” as appropriate : 請在適當的方格內加「✓」：</p> <p><input type="checkbox"/> Meals offered by the Institute or interested in special dining experience 由學院安排膳食或有興趣體驗特色餐飲</p> <p><input type="checkbox"/> N/A 不適用</p>					

For all applicants booking the hostel, they must participate in at least ONE activity in the institute or rent at least ONE venue in the institute.

申請人 / 團體需要租用領袖學院場地或參與最少一項營舍活動 / 課程，方能租用本營舍。

( 4 ) the Leadership Institute Venue Rental 領袖學院場地租用					
Venue 場地	Rental Date 租用日期	Rental Time 租用時間	Nature of Activity 活動性質	No. of Participant 活動人數	Equipment Rental 租用器材
	yyyy-mm-dd	00:00 – 00:00			√ / ×
	yyyy-mm-dd	00:00 – 00:00			√ / ×
	yyyy-mm-dd	00:00 – 00:00			√ / ×

- The rental will be charged on an hourly basis. The minimum booking time must be 2 hours , If additional hour is less than an hour, will be counted as one hour. 收費按每小時計算。場地最低使用時間為 2 小時，不足 1 小時亦作 1 小時計算。
- For more details on activities and equipment, please visit 租用場地及器材的詳細資料，可瀏覽本學院的網站。

( 5 ) Activities / Courses 營舍活動 / 課程
<p>For all applicants booking the lodge, they must participate in at least ONE activity in the institute or rent at least ONE venue in the institute. Our staff will contact the applicants before the lodge period and provide different choice and schedule if activities for them to register and participate. Applicants shall pay the lodge activities fee before the lodge period.</p> <p>所有申請團體或申請人訂營時，必須報名參學院最少一項收費活動或租用學院最少一個場地。如選擇參加活動，本學院職員會於營期前與申請人聯繫，申請人需要屆時選擇活動和繳付相關的活動費用。</p>

( 6 ) Additional Information 其他補充資料

### Remarks 備註

Your personal data provided in this form will be used for the above purpose. The Institute may use your personal data in the database of the Institute to send you the most updated information relating to our services and development through various channels, such as email, telephone or SMS etc. If you do not wish to receive such materials, please put a ( X ) in the box below.

此表格之個人資料除了作上述用途外，本學院將不時透過電郵、電話或手機短訊等途徑，向閣下提供有關本學院的動向、推廣及活動等資訊。如不擬收取相關資訊，請在以下方格內加「X」。

[    ] I do not wish to receive the promotion materials from the HKFYG Leadership Institute as specified above.  
本人不欲收取任何如上所述的宣傳資訊。

### Declaration 聲明

I/ We have thoroughly read the booking guide and camp rules.

本人已細閱、明白及同意本營之訂營須知及入營規則。

I / We confirm that all the above particulars are correct. I/ We will comply with all regulations and conditions set out for the uses of the camp, and will take full responsibility in the event of any violation of the regulation and conditions and any accidents howsoever caused.

本人 / 本團體證明以上資料均屬正確，並願意遵守營舍一切規則及指示，倘在營期內違反營規而導致任何意外，後果概由本人 / 本團體自負。

Applicant's Signature 申請人簽署：

\_\_\_\_\_

Date 日期：

\_\_\_\_\_

Chop of Organization

團體 / 機構印鑑