



Booking No. _____

場地租用申請表 Venue Booking Form

場地 Area: Room C

傳真 Fax: 2810 8983

Whatsapp: 9130 0137

致： 星利寶有限公司 (以下簡稱 “星利寶”) 透過電子郵件/傳真

To: Sky Blue Limited (“Sky Blue”) By email/fax

日期 Date: _____

申請機構/公司名稱

Name of Applicant Company: _____

申請機構/公司地址

Address of Applicant Company: _____

機構申請 - 聯絡人姓名及職銜 (包括緊急事故時聯絡) :

Name and Title of Contact Person (including in cases of emergency): _____

電話號碼 (24 小時) :

Telephone No (for 24 hours): _____

傳真號碼:

Fax No: _____

電郵

Email Address: _____

團體類別 Nature of Corporate Applicant:

WOW 的伙伴

Wow Partner: _____

商業公司及其業務性質:

(請附上商業登記證)

business corporation and its nature of business: _____ (please attach business registration certificate)

慈善機構:

(請附上由香港稅務局所發證明此為慈善機構並獲稅務豁免的信件)

Charitable Institute: _____ (please attach the Charitable Institution Certificate);

或學校:

or school: _____



其他： (請附上證明文件)
Others: (please attach supporting document)

申請預訂威靈頓新宇宙場地 Venue at WOW to be booked:

房間 Room	費用 (最低消費 兩小時) Rate (minimum charge of 2 hours	日期 (必須在申請日 期的 12 個月內) Date (must be within 12 months from the date of Application)	時間 (必須在上午 9 點至 晚上 10 點之間) Duration of Time (must be between 9 am to 10 pm)	收費 (港幣) Sub-total (HK\$)
C 室 Room C				

活動名稱: (“會議”)
Name of Event: (“Meeting”)

活動性質: 輔導 / 會議
Nature of Meeting: Counselling / Meeting

預計受邀參加人數 (上限：8 人): (申請人聲明此會議不對公眾開放)
No. of people invited to attend (maximum: 8 people) (And the Meeting is not open to public)

場地提供設施(收費): Equipment to be hired together with the Venue:

設備 Equipment	費用 Rate	數量 Quantity	訂金(港幣) Deposit (HK\$)	收費 (港幣) Sub-total (HK\$)

場地提供並包含以下家具 The following furniture are provided and included in the Venue:

三張 (3) 椅子, 一張 (1) 咖啡桌, 一張 (1) 沙發, 一張(1)茶几
Three (3) chairs, One (1) Coffee Table, One (1) Sofa, One (1) side table

可供選擇的茶/咖啡: 是 / 否
Tea / Coffee to be served: Yes / No

通過簽署本申請表, 吾/吾等以下申請團體及負責人確認已細閱附上或在新宇宙網站上展示的有關場地租用條款及細則 (“條款”), 並同意遵守及依從條款預訂和使用場地。申請人特此聲明此申請表上所填寫的一切資料及提供的文件全屬最新、有效及真確無誤。申請人同意星利寶享有一切權利(及不須要



列明理由)接受或拒絕上述申請，並可根據條款取消或終止確認的預訂。如提供的任何資料或文件有所更改，申請人同意立即通知星利寶更改，亦明白星利寶可能因該更改而撤銷其對預訂的批准。申請人現同意支付租用場地的費用，並根據條款支付其他費用和款項。申請人承諾確保申請人及所有訪客、舉辦或協助活動或使用場地的人士完全遵守、依從和履行條款和所有適用的法律、規則和法規。對於源於或涉及或因為違反以上任何聲明而令星利寶或擁有場地的業主蒙受、或招致、或導致向星利寶或擁有場地的業主提出或確立的一切損失、索賠、損害賠償、開支、收費、費用、法律責任、要求、法律程序、訴訟和其他行動，申請人須為此而向星利寶及擁有場地的業主作出彌償，並持續向星利寶及擁有場地的業主作出十足和有效的彌償。

By signing this Application Form, the Applicant acknowledges that it/he/she has read through the Terms and Conditions of Booking as attached or displayed on the Website of WOW for booking / using the Venue (the **“Conditions”**) and agrees to book and use the Venue in accordance with the Conditions. The Applicant hereby declares that the information stated above and documents supplied are up-to-date, valid, true and accurate. The Applicant agrees that Sky Blue shall have the right to accept or decline the Application at its discretion without granting reasons, and may cancel or terminate a confirmed booking in accordance with the Conditions. Should there be a change to any information or to any document supplied, the Applicant agrees to immediately inform Sky Blue of such change and understand that Sky Blue may revoke its approval of the booking because of such change. The Applicant further agrees to pay the costs of the booking and to make other payments in accordance with the Conditions and to, and to ensure all people organizing, helping, visiting or using the Venue to, fully observe, perform and comply with the Conditions and all applicable laws, rules and regulations, and to keep Sky Blue and the owner of the Venue indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which Sky Blue and/or the owner of the Venue may incur or sustain arising from or in connection with a breach of any of the aforesaid.

申請人同意在英文版本和中文版本的申請表之間存在不一致的情況下，應以英文版本為準。

In case of inconsistency between the English version and Chinese version of this Booking Form, the Applicant agrees that the English version shall prevail.

申請人簽名及承諾：

Signature of Applicant and undertaking: _____

簽署人的姓名和職銜

Name and title of the person signing: _____

申請團體印章

Chop of the Applicate affixed: _____ 日期 Date: _____

有關《個人資料》 Personal Data:



1. 本申請提供的個人資料將由星利寶有限公司用於以下列用途：(i) 辦理場地設施的訂租申請事宜；(ii) 在一般情況下或發生緊急事故時聯絡申請人；(iii) 用於星利寶的內部統計和研究用途；以及(iv) 作法例規定、授權或准許的其他合法用途。

The personal data provided by this Application will be used by Sky Blue Limited for the purposes of: (i) processing of booking application; (ii) communication in the normal course and in case of emergencies; (iii) for internal statistics and research purposes of Sky Blue; and (iv) for any other legitimate purposes as may be required, authorized or permitted by law.

2. 本表格上的個人資料均由申請人自願提供。不過，假如申請人提供的資料不足，有關申請/要求可能會因而延遲審批，不獲接納或不予受理。

The provision of personal data by means of this Application is voluntary. However, if insufficient information is provided, the application may be delayed or not be considered or processed.

3. 申請人在本表格上所提供的個人資料，或會向星利寶的集團其他公司透露。

The personal data you provide by means of this Application may be disclosed and shared within the group of companies of Sky Blue.

4. 根據《個人資料(私隱)條例》(第 486 章) 第 18 條、第 22 條及附表 1 第 6 原則，申請人有權要求查閱或改正本表格上的個人資料。

You have a right to request access to or the correction of your personal data as stated in this Application in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.

5. 如欲查詢本表格上的個人資料，包括要求查閱和更改資料，可以致電 (852)2810 8319 或電郵 info@wowwow.com.hk，與負責人聯絡。

Enquiries concerning the personal data collected by means of this Application, including the request for access and correction, should be addressed to person-in-charge at Tel No. 2810 8319 or Email: info@wowwow.com.hk.