

# THE HONG KONG FEDERATION OF YOUTH GROUPS BUILDING

## 香港青年協會大廈

### Application for Hiring of Audio/Visual System, Equipment and Catering Services

#### 影音 / 會議設備及餐飲服務租用申請表 (頁一)

此欄由本會填寫 (For Official Use Only)

Received Date:

Serial No.

Name of Organization 租用機構: \_\_\_\_\_

Event 節目名稱: \_\_\_\_\_

Date and Time of Event 租用日期/時間: \_\_\_\_\_

Venue of Event 租用地點: \_\_\_\_\_

Name/Phone no. of Hirer 租用人姓名/電話: \_\_\_\_\_

I. Audio/Visual System 影音設備	Hire Rate (HK\$) 租用價錢		Provision Date 使用日期	Provision Time 使用時間
	Per Hour 時租	Per session (4-hour) 每節 (4 小時)		
Technical Support (each onsite technician) 技術人員協助 (每名駐場技術員)	\$400	\$1,500		
LED Video Wall (7.4m x4.0m) (for Auditorium only) LED 顯示屏牆 (7.4 米 x 4.0 米)(只適用於演講廳)	\$1,400	\$4,500		
LED Video Wall (4.2 m X 2.3m) (for 25/F only) LED 顯示屏牆 (4.2 米 x 2.3 米)(只適用於 25 樓)	\$900	\$3,200		
10,000 Lumens Laser Projector/Electrical Screen (for Auditorium only) 10,000 LM 鐳射投影機 (只適用於演講廳)	\$200	\$650		
86" Interactive Touch Display (for 24/F Board Room only) 86" 互動顯示屏 (只適用於 24 樓董事會議室)	\$180	\$600		
LCD Projector 液晶體投影機	\$130	\$400		
LCD Projector (For Meeting Rooms 1902 to 1905 and 801) 液晶體投影機 (只適用於 1902 至 1905 及 801 會議室)	\$110	\$340		
Wired or Wireless Microphone 有線或無線咪	\$30	\$110		
Computer Notebook 手提電腦	\$110	\$340		
Spotlight (for Auditorium, Multi-function Hall I) 射燈 (只適用於演講廳及多功能廳 I)	\$360 per use			
43" UHD LED TV with Rolling TV Stand 43 吋超高清電視機連活動式腳架	\$360 per use			
Wireless Belt-pack Microphone 無線咪夾咪	\$220 per use			
White Board+2 Pens 白板連 2 支白板筆	\$60 per use			
Flip Chart+2 Pens+20 Pieces of Paper 掛紙白板連 2 支白板筆及 20 張紙	\$60 per use			
Laser Pointer 鐳射棒	\$30 per use			
Live Broadcast Service (from Auditorium to Room 801 and Theatre) 聯播服務 (只適用於由演講廳聯播至 801 會議室及演講室)	\$340 per use			
Broadband Internet Service 寬頻上網服務	\$120 per PC Notebook			

- 1) Hire of AV System in the Auditorium should be supported by our Technician 演講廳之影音設備必須由駐場技術人員操控
- 2) If you wish to use your own equipment, please state clearly for approval 未經許可，不得使用自備器材
- 3) All equipment rental time must be consistent with the venue rental time 所有器材租用必須與場地租用時間一致。

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#### 影音 / 會議設備及餐飲服務租用申請表 (頁二)

II. Other Equipment 其他設備	Quantity 數量	Hire Rate((HK\$) 租用價錢	Provision Date 使用日期	Provision Time 使用時間
Additional Table 額外會議枱		\$20 per table		
Additional Chair 額外會議椅		\$10 per chair		
2 Armchairs and 1 Coffee Table 單人扶手梳化2張連茶几		\$320 per set		
Armchair 單人扶手梳化		\$160 per chair/ \$280 per 2 chairs		
Bar Table 吧枱		\$110 per table		
Bar Chair 吧椅		\$80 per chair		
Coffee Table 茶几		\$50 per table		
Artificial Floral Arrangement 絲花擺設		\$30 per piece		
Table Skirting 枱裙		\$50 per piece per use		

III. Catering Services 餐飲服務	Charges 價錢 Per head 每位計	Serving Date 享用日期	Serving Time 享用時間
Bottled Distilled Water 樽裝蒸餾水	\$10		
Water Dispenser+2 Bottles of 5-Gallon Distilled Water 冷熱飲水機連 5 加侖裝蒸餾水 2 樽	\$160 per use		
Additional 5-Gallon Distilled Water 額外 5 加侖裝蒸餾水	\$50 per bottle		
Obligatory Catering Surcharge 餐飲附加費 (必須徵收)	\$420 per function		
Obligatory Catering Waste Disposal Fee 餐飲垃圾清理費(必須徵收)	\$320 (MFH II on 8/F) \$210 (MFHI on 25/F; Room 801)		

- 1) For AV System and Equipment Booking, please complete the related application form(s) and either fax to 3755-7155; email to [bm@hkfyg.org.hk](mailto:bm@hkfyg.org.hk); mail to Building Management Unit, 21/F, HKFYG Building, 21 Pak Fuk Road, North Point, H.K., or contact BM staff at 3755-7098/ 3755-7188/ 3755-7189 for enquiries.

預訂影音或會議設備服務·請填妥有關申請表格並傳真至 3755-7155; 電郵至 [bm@hkfyg.org.hk](mailto:bm@hkfyg.org.hk); 郵寄至北角百福道 21 號香港青年協會大廈 21 樓香港青年協會大廈管理組收; 或致電 3755-7098/ 3755-7188/ 3755-7189 向大廈管理組職員查詢。

- 2) If catering service is required, please specify hereunder 如使用到會服務公司, 請在下列填報有關資料:

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(Apr 2026)