

## 展板外借服務申請表格 Application Form for Exhibition Panel Loan Service

申請人須事先預約。如欲查詢及預約，請致電2601 8809 或傳真至 2634 0786。

Advance booking is required. For enquiries and advance booking, please call 2601 8809 or fax to 2634 0786.

(填寫本申請表格前請先閱讀申請須知。Please read the Notes on Application before completing this form.)

地址：新界沙田排頭街 1-3 號康樂及文化事務署總部2樓大型活動組

Address: Major Events Section, 2/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T.

申請人資料     Details of Applicant		
機構名稱 Name of Organisation		
地址 Address		
<input type="checkbox"/> 幼稚園 Kindergarten	<input type="checkbox"/> 屋苑會所 Clubhouse	<input type="checkbox"/> 商場 Shopping Centre
<input type="checkbox"/> 小學 Primary School	<input type="checkbox"/> 青年中心 Youth Centre	<input type="checkbox"/> 特殊學校及復康中心 Special School and Rehabilitation Centre
<input type="checkbox"/> 中學 Secondary School	<input type="checkbox"/> 長者中心 Elderly Centre	<input type="checkbox"/> 其他 Others _____
<input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Ms. 女士	申請人姓名 Name of Applicant	職位 Post
電話號碼 Tel. No.		傳真 Fax No.

**聲明 Declaration**

運動與健康展板外借項目(自取) Exercise and Health Exhibition Panel Loan Item (Self-collection)				
<input type="checkbox"/> 展板(易拉架) Exhibition Panel (Roll-up Banner)			<input type="checkbox"/> 其他 Others _____	
展覽地點 Display Location _____				
全套 Full Set	部分 Specific Page(s)	預計參與人數 Expected no. of participants	借還日期 Loan Period	
<input type="checkbox"/>	頁 Page(s) _____		From (dd/mm/yyyy) 由	To (dd/mm/yyyy) 至

本人現聲明上述資料正確無訛，沒有遺漏，並願意遵守有關的借用條件。

I hereby declare that all the information given on this form is correct and complete, and agree to abide by the Conditions of Loan.

申請人簽署

Signature of Applicant: \_\_\_\_\_

日期 Date: \_\_\_\_\_

機構印章 Organisation's Chop

此欄由本組別填寫 For office use only	檔案編號 Ref. no.: _____
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### 確認回條     Confirmation Slip

致申請人：

Dear Applicant,

簽署 Signature: \_\_\_\_\_

你的外借服務申請 已獲／不獲 批准。

Your application for loan service is / is not accepted.

日期 Date: \_\_\_\_\_

## 展板外借服務申請須知

### 申請手續

1. 申請人請先致電 2601 8809 向康樂及文化事務署大型活動組預約，並把申請表格傳真至大型活動組(傳真號碼：2634 0786)。
2. 申請人最遲須於擬借用日期前兩星期提出預約。大型活動組只接受最早六個月前提出的申請，並會按先到先得方式處理。
3. 所有展板只限借用兩星期，如需借用超過兩星期，請在電話預約時提出，大型活動組會酌情處理。

### 借用條件

1. 大型活動組會在審批後七個工作天內向申請人發出確認回條。申請人須自行安排運送，並按申請表格上填寫的借還日期，於辦公時間內(星期一至五上午9時30分至下午5時30分)到大型活動組提取和交還展板。申請人須於提取展板前一天致電 2601 8809 與大型活動組聯絡，告知提取人姓名、聯絡電話及提取時間；提取人到達後，亦須致電通知大型活動組，並出示確認回條正本以資證明。
2. 展板如有損毀或遺失，申請人須立即通知大型活動組，並且不得嘗試自行修補。大型活動組有權向申請人追討賠償，包括修補或重新製作展板的費用及任何其他有關費用。
3. 申請人不得向參觀人士收取任何費用，或未經大型活動組同意而擅自把展板借予任何其他機構。
4. 展板必須妥善穩固地擺放在室內地方，以防倒下、受潮或日光直射。申請人必須負責展示期間的安全措施。在任何情況下，展板在申請人保管期間對任何人或物品造成任何傷害或損毀，大型活動組均無須承擔法律責任。
5. 申請人不得改動或複製展板的內容。
6. 大型活動組保留審批申請的最終決定權。

### 收集個人資料 聲明

1. 申請人所提供的個人資料只供處理申請之用。
2. 根據《個人資料(私隱)條例》第18條、第22條及附表1第6原則的規定，申請人有權要求查閱或更改申請表格內填寫的個人資料。
3. 如欲查閱或更改已提交的個人資料，請致電2601 8809 與大型活動組聯絡。

## Notes on Application for Loan Service

### Application Procedures

1. Please contact the Major Events (ME) Section of the Leisure and Cultural Services Department on 2601 8809 for advance booking, and fax the completed application form to the Major Events Section (fax no.: 2634 0786).
2. Advance booking should be made at least two weeks prior to the proposed loan period. Applications are accepted up to six months in advance and will be processed on a first-come-first-served basis.
3. The loan period of all exhibition panels is two weeks. For those who wish to borrow for more than two weeks, please raise it when making the booking over the phone. Such requests will be considered at the discretion of the Major Events Section.

### Conditions of Loan

1. A confirmation slip will be issued within 7 working days after approval is given. **Applicants are required to make their own arrangements to collect and return the exhibition panels at the Major Events Section during office hours (Monday to Friday: 9:30 a.m. – 5:30 p.m.) according to the loan period stated on the application form. They are also required to contact the Major Events Section on 2601 8809 to provide the name of the collector, his/her contact number and arrival time one day before collection. Upon arrival, the collector has to call the Major Events Section and provide the original confirmation slip.**
2. Any damage to or loss of the exhibition panels must be reported to the Major Events Section immediately and no attempt to repair them should be made. The Major Events Section reserves the right to claim damages from the applicants, including the cost of repairs or reproduction of the panels and any other related costs.
3. Applicants shall not charge viewers any fee or lend the exhibition panels to any other organisation without the Major Events Section's consent.
4. The exhibition panels should be properly and securely fixed in indoor areas to prevent them from falling over and to protect them from humidity and direct sunlight. Applicants shall be responsible for the safety measures during the display period. Under no circumstances shall the Major Events Section be liable for any harm or damage to any person or property caused by the exhibition panels when they are in the custody of applicants.
5. No alteration to or duplication of the contents of the exhibition panels is allowed.
6. All applications are subject to the Major Events Section's final approval.

### Personal Data Collection Statement

1. The personal data provided by the applicant will be used only for processing the application.
2. The applicant has the right to request access to or correction of the personal data provided on the application form in accordance with Sections 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.
3. For access to or correction of the personal data submitted, please contact the Major Events Section on 2601 8809.



Page 7