SERIOUS STAGING

WCHES
WAN CHAI HARBOURFRONT EVENT SPACE

For Office Use Only
Received on:
Application No.:

Wan Chai Harbourfront Event Space
Booking Application

灣仔海濱活動空間　租用申請表

I – Applicant Information　申請者資料

Name of Organization
機構名稱

Nature of Organization
機構性質

☐ Commercial 商業
☐ Non-commercial 非商業

Main Business of Organization
機構主要業務

Form of Registration
商業註冊類型

☐ Business 商業
☐ Registered Charity 註冊慈善團體
☐ Other 其他

Location of Registration
註冊地址

Business Registration Number
商業登記編號

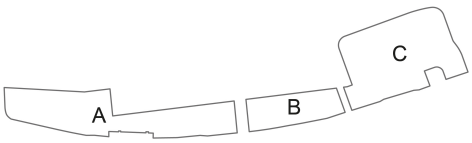
Organization Website
機構網站

Correspondence Address
通訊地址

II – Booking Details

租場細則

Preferred Section(s)
選擇位置



			MaximumArea* 最高實用面積*
☐	Section	A 區	(5,300 sqm/平方米)
☐	Section	B 區	(2,100 sqm/平方米)
☐	Section	C 區	(5,900 sqm/平方米)
☐	Section	A + B 區	(7,400 sqm/平方米)
☐	Section	B + C 區	(8,000 spm/平方米)
☐	Full Site	所有區域	(13,300 spm/平方米)

* Actual area size dependent upon event layout, required E.V.A. and other site users.
* 實際面積大小取決於活動範圍，須要和其他場地租用者共用緊急車輛通道。

Preferred Dates
選擇日期 _____

Number of Setup Days
設置日數 _____

Number of Operation Days
舉行日數 _____

Number of Dismantle Days
拆撤日數 _____

III – Events Details 活動資料

Event Name
活動名稱 _____

Types of Event
活動類型

- ☐ Public Event 公眾
- ☐ Private Event 私人
- ☐ Others (Please Specify) 其他 (請列明)

Event Admission
活動入場

☐ Free 免費 ☐ Paid 收費 ☐ By Invitation 邀請函

If paid, anticipated entry fee (HKD)
如需收費，預計入場費 (港幣) _____

Event Time
活動名稱

Start Time
開場時間 _____

Finish Time
完場時間 _____

Expected Attendance
預計入場人數 _____

Event Components
(Please submit 50-100 words) _____
活動內容
(請填寫五十至一百字) _____

_____

_____

_____

IV – Event Specifics 活動細節

Title Sponsor
冠名贊助

☐ Yes 有 ☐ No 沒有
If yes, name & business nature of title sponsor
如有，贊助機構名稱及其商業性質

Co-Sponsor(s)
聯合贊助

☐ Yes 有 ☐ No 沒有
If yes, name(s) & business nature(s) of Co-Sponsor(s)
如有，贊助機構名稱及其商業性質

Ticketing Agent/Method
售票代理/方法

Any Sale of Goods
貨品銷售

☐ Yes 有 ☐ No 沒有
If yes, types of goods
如有，貨品種類

Intended number of sales booths
預計銷售攤位數目

Any Sale of F&B
飲食品銷售

☐ Yes 有 ☐ No 沒有
If yes, types of F&B
如有，飲食品種類

Intended number of F&B booths
預計飲食攤位數目

V – Event Contact 活動聯絡

Person responsible for detailed event management
活動管理負責人資料

Name of Contact Person
聯絡人姓名

Position
職位

Contact Number
聯絡電話

Office
辦公室 +852

Mobile
手提電話 +852

Email Address
電郵地址

VI – Declaration 聲明

I declare that the information provided and the event nature as outlined in this venue booking form are true and correct to the best of my knowledge and at the time of submission.
本人謹此聲明，上述所有資料，於申請時，盡我所知，全部屬實，正確無訛。

I will communicate any alterations to the nature or specifics of the event before the booking confirmation.
本人將於租用確認前，提交節目性質內容或細節上的任何改動。

I understand that it is my responsibility to gain all necessary licenses, permits, permissions, etc, required to hold this event.
本人明白領取活動所須牌照及批核文件為申請機構之責任。

Signature
簽署 _____

(with chop of organization represented)
(附加公司蓋印)

Name of Signatory
簽署人姓名 _____

Position of Signatory
簽署人職位 _____

Contact Number
聯絡電話

Office
辦公室 +852 _____

Mobile
手提電話 +852 _____

Email Address
電郵地址 _____

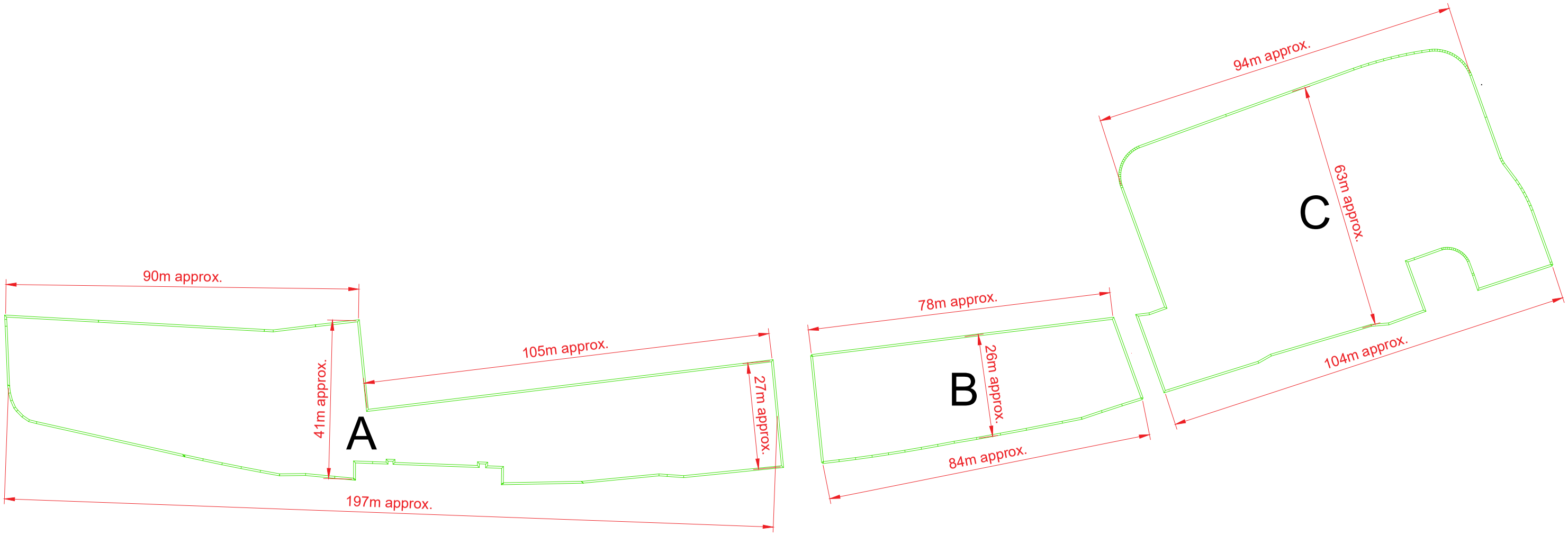
Date
申請日期 _____

PLAN VIEW
NOT TO SCALE

SUBJECT TO SITE SURVEY

WCHES SECTIONS

ALL DIMENSIONS ARE APPROXIMATE AND FOR PRELIMINARY REFERENCE ONLY



SERIOUS STAGING

Scerious Staging / Wan Chai Harbourfront Event Space
Hung Hing Road, Wan Chai