

## Six Sigma Institute Centre – Booking Application Form 六式碼學會培訓中心 – 場地租用申請表

Please submit one application form for booking each venue and read the 'Terms & Conditions' before completing this application form.  
請按每個場地租用遞交一份申請並在填寫申請表前細閱「條款及細則」。

### APPLICANT 申請者

Company Name 公司名稱 \_\_\_\_\_

Contact Person 聯絡人 \_\_\_\_\_ Position 職位 \_\_\_\_\_

Tel 電話 \_\_\_\_\_ Mobile 手提電話 \_\_\_\_\_ Fax 傳真 \_\_\_\_\_

Email 電郵 \_\_\_\_\_

Address 地址 \_\_\_\_\_

Personal Data Collection Statement 個人資料收集聲明

#Please tick the appropriate box 請剔取適用方格

The personal data provided on this application form is used by SSI for purposes related to the processing of venue booking. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to and make correction of their personal data. 申請人於此表格提供的個人資料，本會只會用作處理場地租用的有關事宜。根據個人資料(私隱)條例，申請人有權查詢及更改其個人資料。

# I do not want to receive SSI information by email/fax in future. 本人不希望日後以電郵/傳真方式接收六式碼學會資訊。

### EVENT DETAILS 活動詳情

Event Name/Purpose 活動名稱/用途 \_\_\_\_\_

Event Date 活動日期 \_\_\_\_\_ ( \_\_\_ days 日數) Hours 時間 \_\_\_\_\_ - \_\_\_\_\_

Venue Selected 租用場地#

#Please tick the appropriate box 請剔取適用方格)

Room 1 一號室\* (Maximum Capacity 使用人數上限: 24)

Room 2 二號室(Maximum Capacity 使用人數上限: 15)

Equipment Available:

- Air-conditioning & lighting system 空調及照明系統
- Whiteboard 白板 (10\*4 ft)
- Multi-media LCD projector 多媒體 LCD 投映機
- Electric projector screen 電動投映幕
- Networked PCs 聯網電腦
- Broadband Internet access 連接寬頻互聯網
- Landline telephone 固網電話
- \*PA system & wireless microphone in Room 1 \*一號室設有擴音系統及無線麥克風
- Self-serve coffee/tea supply with refreshment throughout rental period 租用期間供應自助式茶點

### EQUIPMENT RENTAL (Charges/Event day) 設施租用 (收費/每日):

Flip chart 活動掛圖 (\$55) Qty 數量: \_\_\_\_\_

Laser Pointer 鐳射筆 (\$55) Qty 數量: \_\_\_\_\_

### SPECIAL REQUIREMENT 特別要求

**PAYMENT METHOD 付款方法#**

#Please make a cross 'X' in the appropriate box 請在合適方格內打上「x」號

- Cheque No. 支票號碼: \_\_\_\_\_ (Please send a crossed cheque which is made payable to 'Six Sigma Institute Limited' to Unit 1627, 16/F, Star House, No.3 Salisbury Road, Tsim Sha Tsui Kowloon, Hong Kong. Please write the applicant's name on the back of the cheque. Post-dated cheque will not be accepted. 請把抬頭人為「六式碼學會有限公司」的劃線支票寄往香港九龍尖沙咀梳士巴利道 3 號星光行 16 樓 1627 室，恕不接受期票，請於支票背面註明申請人姓名。)
- ATM 自動櫃員機 (Please use Bill Payment service at HSBC / Hang Seng Bank ATMs to settle the bill and keep the original of the ATM advice for record. 請使用滙豐或恒生銀行自動櫃員機的繳賬服務繳費，並保存自動櫃員機通知書正本以作紀錄。HSBC Account Name and No.: Six Sigma Institute Limited 004-126-848001-001. 滙豐銀行帳戶名稱及帳號: 六式碼學會有限公司 004-126-848001-001。)
- E-Banking 網上銀行 (For e-banking registered user of HSBC / Hang Seng Bank, you may make payment in HKD currency at the bank website without additional charges. 如閣下已登記滙豐或恒生銀行的網上理財服務，可透過銀行網站以港元繳費而不會被收取額外服務費。)
- Credit Card Online Payment 信用卡網上繳費 (Please settle the payment by using merchant code '9983'. 請以商戶編號「9983」繳費。)
- PPS By Internet 網上繳費靈 (Login your PPS account through website: www.ppskh.com and enter '9983' at 'Search by Merchant Code' in 'Add Bill' page and settle the payment by following the instructions. Please keep the payment details for record. 請於繳費靈網頁 www.ppskh.com 登入，在「登記賬單」頁的「以商戶編號搜尋」一欄輸入「9983」，然後按指示完成付款程序。請保存繳費資料以作紀錄。)
- PPS By Phone 電話繳費靈 (Please open a PPS account and register the bill by calling 18011 if you have not. Dial 18031 to pay the bill and enter '9983' as merchant code. Please keep the payment reference number for record. 請先開立繳費靈戶口及致電 18013 登記此賬單，致電 18033 繳付賬單並輸入商戶編號「9983」，請保存付款編號以作紀錄。)

**TERMS & CONDITIONS 條款及細則**

1. Six Sigma Institute (SSI) reserves the right to accept or decline the booking or the execution of an event, in terms of its quality and appropriateness, at any point of time. 六式碼學會(本會) 保留在任何時候根據申請活動的性質及合適程度而接受或拒絕租用申請或進行該申請活動的所有權利。
2. Full payment must be settled 1 week before the event commencement date. SSI reserves the right to cancel the booking due to failure of payment. 申請者必須在活動舉行日期前 1 星期繳付所有費用，如在限期前未能繳付所有費用，本會保留取消租用申請的權利。
3. If the venue cannot be used due to bad weather, technical reasons, or any other unavoidable circumstances, a refund limited to the renting fee paid will be offered upon mutual acceptance. 如因惡劣天氣、技術問題或其他不可預計的情況導致場地不能使用，經相方確認後可退還的費用僅限於已繳付的租用收費。
4. Lessee should ensure that its activities in SSI centre comply with all legal requirements. The lessee shall indemnify and hold SSI harmless from all claims and liabilities directly or indirectly resulting from illegal activities of a third party. 租用者應確保其在本會中心進行之活動符合所有法律規定，並承擔任何直接或間接因第三者的違法行為而引致的相關賠償，同時免除本會為這些行為負上任何責任。
5. Lessees must follow maximum capacity of the venue at any point of time in accordance with the Regulation of the Fire Department. 租用者任何時候均必須遵守消防處防火條例為每個場地訂定的最多使用人數。
6. Smoking is strictly prohibited anywhere within SSI centre. 本會中心內嚴禁吸煙。
7. Lessee shall under no circumstances sublet any of the SSI premises. 任何情況下租用者均不能轉租本會場所。
8. Should there be any damages found to the equipment(s) upon returning to the lessor, lessee is liable for the repairing charges. 如任何設施於歸還時發現任何損壞，租用者需負責有關維修費用。
9. Lessees should keep cleanness of SSI centre and SSI reserves the right to charge for extra cleaning fee caused by lessees or any third party. 租用者應保持本會中心環境清潔，本會保留追收租用者或第三者造成的額外清潔費用的權利。
10. No storage space will be provided by SSI centre. Lessees will be required to arrange security services at their own costs to safeguard their valuables, otherwise, SSI and its employees shall not be liable for any loss. 本會中心不設儲物設施。如有需要，租用者應為其物品自行安排保安措施，否則本會及其員工不會承擔任何損失及賠償。

**DECLARATION 聲明**

I confirm that the above information is true and correct and I agree to abide by the terms and conditions. I also understand that Six Sigma Institute (SSI) reserves the right and final decision on the facilities support services to external parties. 本人確認以上提供的資料均屬真實及無誤，並同意接受所有條款及細則。本人明白六式碼學會(本會) 擁有對外借用場地及設施的一切權利及最終決定權。

Applicant's Signature and Company Chop  
申請人簽署及公司蓋印

Date  
日期