



洽談室預留表格 Meeting Room Reservation Form

MBSC用戶號碼MBSC ID No.: _____	
公司/機構 Company/Organization: _____	
參與人數 No. of person: _____	申請日期 Application Date: / /

聯絡人資料Contact information:		
聯絡人 Contact person:	電子郵件 E-mail:	
電話 Tel:	流動電話 Mobile:	傳真 Fax:

使用日期 Requested date of usage: ____ / ____ / ____	使用時間 Requested time: 由 Fr.: ____:____ 至 to: ____:____
使用日期 Requested date of usage: ____ / ____ / ____	使用時間 Requested time: 由 Fr.: ____:____ 至 to: ____:____
使用日期 Requested date of usage: ____ / ____ / ____	使用時間 Requested time: 由 Fr.: ____:____ 至 to: ____:____
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使用日期 Requested date of usage: ____ / ____ / ____	使用時間 Requested time: 由 Fr.: ____:____ 至 to: ____:____
用途 Purpose: <input type="checkbox"/> 會議 Meeting <input type="checkbox"/> 面試 Interview <input type="checkbox"/> 其他Others _____	

備註 Remarks:

- 活動內容須在商貿經濟範圍內，但不能藉此活動直接收取任何利益；
All activities must be business related, admission and any direct sales which involving payment of exchange are not allowed;
- 中心於核妥資料後，才通知可否使用設施。在接獲使用通知後，請儘早與中心商量設施之安排；
Confirmation will be notified by MBSC after the reservation is verified. Please make your arrangements known to the centre as soon as possible after the notification is received;
- 借用設施及設備後，使用者有責任以良好狀況退回給“中心”。如有任何損毀，需負上賠償之責任；
User is responsible for restoring function rooms to condition noted on arrival. He/She is liable for any damage caused to used areas;
- 如活動內容與表格所填寫不符，“中心”將保留取消再使用設施之權利。“中心”對活動內所發表的言論及內容不負任何法律責任，並保留使用“中心”設施及設備的最終使用權。
We reserved the right to refuse any further usage of the facilities if the actual content of the activity does not tally with the issues stated in the request form. Under no circumstances will the centre accept any legal responsibility for the content neither of the presentations nor of any views held and expressed by any of the speakers. The centre reserves the ultimate right in using the facilities and equipment of the center.

本人明白上述要求之安排並不能得到保證。

I understand that the above requested arrangements will not be guaranteed.

公司印章及負責人簽署 Company stamp & authorized signature _____	日期Date _____
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此欄由“中心”填寫 For official use only	收件日期 Date of receipt _____
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