



借用活動物資申請表  
Loan Form for Event Materials

A. 一般資料 General Information

機構名稱 Name of Organisation: _____	
機構地址 Organisation Address: _____	
聯絡人姓名 Name of Contact Person: _____	聯絡人職位 Position of Contact Person: _____
聯絡人電話號碼 Contact Person's Telephone No.: _____	電郵地址 Email Address: _____
活動詳情 (活動名稱 / 主辦及協辦單位 / 日期 / 地點 / 性質) Details of Event (Event Name / Organiser & Co-organiser / Date(s) / Venue(s) / Nature)	
活動對象 Type(s) of Target Participants: _____	活動人數 No. of Participants: _____

B. 借用項目 Items Required

本機構欲申請借用以下物資 (請於適當空格位置填上✓號)

The following materials will be applied for loan (Please put a ✓ at the appropriate box(es)):

活動物資 Event Materials		
	所需項目* Item(s) required*	數量 Quantity
		借用期 (注意事項 ii) Loan Period (See Note ii)
1.	<input type="checkbox"/> 充電式自動出水泵 (不包括桶裝水) Rechargeable water pump (carboy water excluded)	
2.	<input type="checkbox"/> 手動出水泵 (不包括桶裝水) Manual water pump (carboy water excluded)	
3.	<input type="checkbox"/> 手動式龍頭 連 桶裝水置放架 (不包括桶裝水) Spigot for carboy with stand (carboy water excluded)	
4.	<input type="checkbox"/> 乾淨回收器 Clean Recycling Device	
5.	<input type="checkbox"/> 橫額 (一般廢物) # Banner (General Waste)	
6.	<input type="checkbox"/> 橫額 (廢紙) # Banner (Waste Paper)	
7.	<input type="checkbox"/> 橫額 (金屬) # Banner (Metals)	
8.	<input type="checkbox"/> 橫額 (塑膠) # Banner (Plastics)	

\* 物品的圖片請參考附件 Please refer to the Annex for the photos of the materials

# 請參閱注意事項 iii. Please see Note iii.

### C. 注意事項 Notes

本機構現申請外借上述物品，並同意遵守以下規則：

Our organisation applies to loan out the above items and agrees to comply with the rules stated below:

- i. 借用申請必須至少 7 天前提出，環保署會按先到先得方法安排借用申請。如申請獲批准，借用機構代表須於約定日期親臨環保署減廢及回收組（地址：香港九龍九龍灣常悅道 11 號新明大廈 5 樓）領取外借物資。Loan application must be submitted at least 7 days in advance. Application will be processed by EPD on a first-come-first-served basis. If the application is accepted, applicant should assign representative(s) to collect the item(s) on loan on the appointed date at the office of Waste Reduction and Recycling Group of the EPD (Address: 5/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong).
- ii. 所有物資的借用期限為 7 天。在沒有其他申請的情況下，可最多續借一次。所有借出的物品須於到期日或之前交還。  
The loan period of all items is 7 days. Renewal can be arranged once if the item(s) is/are not reserved by other applicants. All item(s) on loan must be returned on or before the due date.
- iii. 使用項目 4 至 7 (橫額) 時，需將印有活動主辦機構的名稱或標誌的圖示張貼在橫額的右上方。  
For items 4 to 7 (banners), the name(s) or logo(s) of event organiser(s) shall be put on the right corner of the banner(s).
- iv. 申請機構須負責保管外借的物品，如有任何損毀/遺失，環保署保留任何追究權利。  
The applicant is responsible for the security of the item(s) on loan. Should there be any loss or damage on the loaned item(s), EPD will reserve the right for any recourse actions.
- v. 申請是否被接受，環保署保留最後批核權。若因任何原因而未能借出要求的物品，申請人不得異議。  
Application is subject to EPD's final approval. In the event that the requested item(s) is/are not ready for loan for any reason, the applicant has no right to make an objection.
- vi. 申請機構須於歸還前先行清潔和整理所借物資，以及在歸還時將物資保存在原有的包裝內。  
All materials should be returned dirt-free and intact in their original packaging.

姓名(正楷) Full Name (in Block Letters)	職位 Position
簽名 Signature	公司印章 (如適用) Company Chop (if applicable)
日期 Date: _____	

請將填妥的申請表格電郵至 [greenevent@epd.gov.hk](mailto:greenevent@epd.gov.hk) 或傳真到 3168 1373 環保署 (減廢及回收組)。

Please send the completed form to the Waste Reduction & Recycling Group of Environmental Protection Department by email at [greenevent@epd.gov.hk](mailto:greenevent@epd.gov.hk) or by fax at 3168 1373.

#### 查詢

如有任何查詢，請於辦公時間（星期一至五：上午九時至下午十二時三十分及下午一時三十分至下午五時；星期六、日及公眾假期：休息）致電 3690 7750 與我們聯絡。

For any enquiry, please contact us at 3690 7750 during office hours (Monday to Friday: 9:00 a.m. to 12:30 p.m. & 1:30 p.m. to 5:00 p.m.; closed on Saturday, Sunday and Public Holidays).

你在本表格提供的資料只供處理這次申請之用  
The information provided in this form will be used for processing this application only.

由環保署填寫 To be filled by EPD

上述申請已獲批准，請於\_\_\_\_年\_\_\_\_月\_\_\_\_日於本署辦公時間（星期一至五：上午九時至下午十二時三十分及下午一時三十分至下午五時正）內，攜同此申請表到環保署減廢及回收組\*領取借出物品，並於\_\_\_\_年\_\_\_\_月\_\_\_\_日或之前交還。

\*地址：香港九龍九龍灣常悅道11號新明大廈5樓（聯絡電話：3690 7750）

The above application has been approved, please bring along this application form to collect the item(s) on loan on\_at WRG office\* of EPD during opening hours (Monday to Friday: 9:00 a.m. to 12:30 p.m. & 1:30 p.m. to 5:00 p.m.) and return the item(s) on loan on or before \_\_\_\_\_.

\*Address: 5/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong (Telephone no.: 3690 7750)

本人 \_\_\_\_\_ (姓名) 已領取上述物品。

I \_\_\_\_\_ (Name) acknowledge to collect the above item(s).

日期 Date

簽署Signature

歸還日期  
Return Date

職員簽署  
Signature

備註  
Remarks

<p>活動物資 Event Material</p>	<p>相片 Photo</p>	<p>借用數量 Quantity for loan</p>
<p>1. 充電式自動出水泵 (不包括桶裝水) Rechargeable water pump (carboy water excluded)</p>		<p>最多 4 個 Maximum 4 units</p>
<p>2. 手動式水泵 (不包括桶裝水) Manual water pump (carboy water excluded)</p>		<p>最多 4 個 Maximum 4 units</p>
<p>3. 手動式龍頭 連 桶裝水置放架 (不包括桶裝水) Spigot for carboy with stand (carboy water excluded)</p>		<p>最多 4 個 Maximum 4 units</p>
<p>4. 乾淨回收器 (已包括手動式出水泵 及 盛載洗滌水的水樽) Clean Recycling Device (manual water pump &amp; carboy for rinsing water included)</p>		<p>最多 4 個 Maximum 4 units</p>

<p>5. 橫額 (一般廢物) Banner (General Waste)</p> <p>尺寸: 2.26米 (寬) X 0.67米 (高) Dimension: 2.26m (width) X 0.67m (height)</p>		<p>最多 6 張 Maximum 6 pieces</p>
<p>6. 橫額 (廢紙) Banner (Waste Paper)</p> <p>尺寸: 2.26米 (寬) X 0.67米 (高) Dimension: 2.26m (width) X 0.67m (height)</p>		<p>最多 6 張 Maximum 6 pieces</p>
<p>7. 橫額 (金屬) Banner (Metals)</p> <p>尺寸: 2.26米 (寬) X 0.67米 (高) Dimension: 2.26m (width) X 0.67m (height)</p>		<p>最多 6 張 Maximum 6 pieces</p>
<p>8. 橫額 (塑膠) Banner (Plastics)</p> <p>尺寸: 2.26米 (寬) X 0.67米 (高) Dimension: 2.26m (width) X 0.67m (height)</p>		<p>最多 6 張 Maximum 6 pieces</p>