No:

**Kinmen Forestry Bureau Spece Application Form**

**Date: Year Month Day**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Content | | | | | | |
| Applicant | School or Organization Name | | □Agency □Company □Tourist  Name: | | | Tel |  |
| Address |  | | | | Fax |  |
| Contace Persom | Name |  | | Title |  | Tel |  |
| Address |  | | | | Fax |  |
| Borrowing time | (Year/month/Day/Time～Year/month/Day/Time) | | | | | | |
| Number of Visitors | People  (Application must be submitted 10 days before the aceivity) | | | | | | |
| Briefly describe the activity(or attach the activity plan) | □Usage plan(attachment)  □Brief description of use | | | | | | |
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| Spece being applied for (please check or write) | □Forest park multimedia conference room(70 seats)  □Forest park DIY classroom(10 tables, 60 chairs)  □Fortst park barbeque area(3 grills)  □Kinmen botanical garden ecological classroom(10 tables,60 chairs)  □Other space | | | | | | |

Responsible staff:Management section, Mr. Wu Huan-Sheng

<Tel:082-352846> extn.17

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E-mail:san720909@mail.kinmen.gov.tw

Address:No.31, Dongshan, Dayang Village, Jinsha Township. Kinmen County 891

**Kinmen Forestry Bureau Space Application Guarantee Letter**

The applicant\_\_\_\_\_\_\_\_\_\_\_\_borrowing Kinmen Forestry Bureau’s space and equipmennt at\_\_\_\_\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_(year/month/day/time)for holding the event\_\_\_\_\_\_\_\_\_\_\_\_,will abide by the Notices on Borrowing Space from Kinmen Forestry Bureau,and will unconditionally accept any penalties imposed by Kinmen Forestry Nureau in the event of a violation. The applicant is legally responsible for repairing or compensating damaged caused by the vioation to public property.

Kinmen Foreatry Bureau

Applicant: (Signature)

Tel:

ID Mumber:

Address:

Year Month Day