

Serial No. _____
編號

APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE *
租用 * 社區會堂 / 社區中心 設施申請表

Section A 甲部

To: Officer in charge _____ 主管
致

1. Applicant
申請機構

Name: (English) (英文) _____
名稱
(Chinese) (中文) _____

Address: _____
地址
Tel. No. _____
電話

2. Co-organizer (Please fill in if appropriate) 協辦機構 (如有請填寫)

Name: (English) (英文) _____
名稱
(Chinese) (中文) _____

Address: _____
地址
Fax. No. _____ Tel. No. _____
傳真 電話

3. Date of function _____ Time: From _____ am/pm to _____ am/pm
活動日期 時間：由上 / 下午 至上 / 下午

4. Description of activity to be held:
擬舉辦活動簡介

Name of function (English 英文) _____
活動名稱
(Chinese 中文) _____

Objectives: _____
目的

Target of service: _____ Estimated No. of participants: _____
服務對象 預計參加人數

Admission charges: Yes No
收費 是 否

If yes, please state the amount chargeable per head.

如要收費，請說明每名參加者須繳費用款額。

5. Facilities applied for (Please read Annex I. For use of furniture and equipment, please also specify type and quantity.) 申請租用的設施 (請參閱附件一。如需借用傢具及器材, 請註明類別及數量。)

Venue 場地	Air-Conditioning 空氣調節	Other facilities, please specify 其他設施 (請註明)
Hall (*Including/Excluding Balcony) 禮堂 (*包括/不包括廂座)		
Dressing Rooms (Male/Female) 化妝室 (男/女)		
Conference Room 會議室		
Class Room/Meeting Room 課室/小組會議室		
Basketball Court 籃球場		
Badminton Court 羽毛球場		
Others 其他 (Please specify 請註明_____)		

6. Application for exemption from payment of charges: Yes / No
是否擬申請豁免收費: 是 / 否

I hereby declare that I / and co-organizer* belong to the following groups of organizations (* Please delete as appropriate) 本機構現謹聲明本機構/協辦機構是屬於以下團體 (*請刪去不適用者)。

Applicant Co-organizer Please "✓" the appropriate box

申請機構 協辦機構 (請在適當的空格內填上「✓」號)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. subvented welfare agencies 資助福利團體 |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. subvented educational institutions, subvented schools or non-profit making schools
資助教育機構、津貼學校或非牟利學校 |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和
區議員辦事處 |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. charitable organizations 慈善團體 |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. non-profit making organizations (Note: Please submit valid supporting documents or
the organization's constitution) 非牟利團體(註: 請提交有效證明文件或會章) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. local committees recognized by the Government 政府認可地方委員會 |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Government Departments 政府部門 |

(If more than one co-organizer, please use a separate sheet to list out their groups of organizations as required above. 如多於一個協辦機構, 請按以上要求另紙列出它們所屬的團體類別。)

I understand that in applying for exemption for payment of charges, the applicant and the co-organizer (if any) should satisfy the conditions set out in Annex II and should not take any profit out of the activity.

本人明白如申請豁免收費, 申請人及其協辦機構(如有)必須符合附件二內之豁免收費條件, 並不可從活動中賺取利潤。

I hereby declare that I have read and agreed to observe the conditions for use of the above facilities as set out in Annexes I, II and other relevant documents attached to this form.

本人已細閱本表格附件一、附件二及其他有關文件所載租用上述設施的條件, 並同意遵守各項規定, 特此聲明。

Official stamp of applicant
(applicable to applicant
organisation only)
申請機構的正式印鑑
(只適用於以機構名義
提出的申請)

Signature 簽署: _____

Name 姓名: _____

Position 職位: _____

Date 日期: _____

Note 附註:

Information provided in this form will be used for assessment of application, notification of results, calculation of utilisation rates, collection of fees (if any) and record keeping purposes.

本表格所載的資料, 會用於評估申請、把結果通知申請者、計算使用率、收取費用 (如需要的話) 以及保存有關的紀錄。

Eastern District Office

Authorization Letter for ballot for using the facilities in Community Halls/Centres

To : Officer i/c of _____
(name of Community Halls/Centre)

We, _____ (name of organization) hereby authorize the following person :

Name of authorized person: _____

Hong Kong Identity Card No.: _____ (First 4 digits e.g.D123)

Position in the organization: _____

to represent this organization. The said representative will take part in the ballot for using the facilities in the community halls/centre. We guarantee that the said person is authorized by us only. We understand that any contravention to the “Supplement to Annexes I & II of the Detailed Guidelines on the use of facilities available in Eastern District Community Hall/Centre” will render such authorization null and void.

We agree to abide by the provisions contained in the “Supplement to Annexes I & II of the Detailed Guidelines on the use of facilities available in Eastern District Community Halls/Centre”

Chop of organization

Name of organization: _____

Name of chairman/responsible person of organization: _____

Signature of chairman/responsible person of organization : _____

Contact telephone: _____

Date : _____

(For staff use only)

Application no.: _____

- Authorization Letter confirmed and accepted
- Authorization Letter pending confirmation (Reason: _____)
- Authorization Letter not accepted (Reason: _____)

Name of responsible person: _____

Signature of responsible person: _____

Date: _____

The applicant shall submit the completed Declaration altogether when he/she hands in the application form for use of facilities in Eastern District Community Halls/Community Centre

Declaration

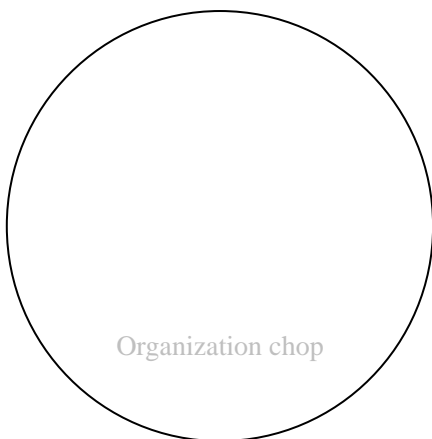
I hereby declare that:

1. All the information given in the application form are true and correct without mistake and I have not made any false statement. I understand that if any information has been falsely made, the related party has the right to pursue the matter and hand it over to the relevant law enforcement department for disposal and I shall bear any responsibility and loss arising from this.

2. If our organization has been granted exemption from payment of charges for hiring the community hall/centre, we shall observe the following provisions:
 - i. enter all incomes and expenditures relating to the activity in an income and expenditure statement and submit all the related bills without omission;
 - ii. ensure that every item of expenditure listed is correct without mistake and is needed by the related activity;
 - iii. ensure that the expenditures listed in the income and expenditure statement had only been used to conduct the activities listed in the application form;
 - iv. ensure that the activities listed in the application form have not made any profits.

3. I understand and agree to abide by all the contents and provisions of the “Detailed Guidelines on the use of facilities available in Eastern District Community Centre/Halls”, and if any contravention of it is made, the related approval for exemption from payment of charges and all other applications for hiring the community halls/centre which have been approved may be cancelled, and the eligibility to apply for the use of facilities available in the community halls/centre shall be frozen for three months or even longer time immediately after the commencement of the next ballot, until all necessary information have been submitted properly.

Signature of responsible person : _____



Name of responsible person : _____
(Block Letters)

Name of organization : _____

Position : _____

Contact telephone : _____

Date : _____

**Date Chart of making applications for use of
Eastern District Community Halls/Centre
(January to December 2012)**

Month of hire	Dates of submitting applications	Dates of ballot	Dates of submitting applications for sessions not yet hired
January	21-23 September 2011 (Wednesday to Friday)	3 October 2011 (Monday) (2:30 p.m.)	12 October 2011 (Wednesday) (9:30 a.m.)
February	20-21,24 October 2011 (Thursday, Friday and Monday)	1 November 2011 (Tuesday) (2:30 p.m.)	9 November 2011 (Wednesday) (9:30 a.m.)
March	21-23 November 2011 (Monday to Wednesday)	1 December 2011 (Thursday) (2:30 p.m.)	9 December 2011 (Friday) (9:30 a.m.)
April	19-21 December 2011 (Monday to Wednesday)	3 January 2012 (Tuesday) (2:30 p.m.)	11 January 2012 (Wednesday) (9:30 a.m.)
May	17-19 January 2012 (Tuesday to Thursday)	1 February 2012 (Wednesday) (2:30 p.m.)	9 February 2012 (Thursday) (9:30 a.m.)
June	20-22 February 2012 (Monday to Wednesday)	1 March 2012 (Thursday) (2:30 p.m.)	9 March 2012 (Friday) (9:30 a.m.)
July	21-23 March 2012 (Wednesday to Friday)	2 April 2012 (Monday) (2:30 p.m.)	13 April 2012 (Friday) (9:30 a.m.)
August	19-20,23 April 2012 (Thursday, Friday and Monday)	2 May 2012 (Wednesday) (2:30 p.m.)	10 May 2012 (Thursday) (9:30 a.m.)
September	22-24 May 2012 (Tuesday to Thursday)	1 June 2012 (Friday) (2:30 p.m.)	11 June 2012 (Monday) (9:30 a.m.)
October	20-22 June 2012 (Wednesday to Friday)	3 July 2012 (Tuesday) (2:30 p.m.)	11 July 2012 (Wednesday) (9:30 a.m.)
November	20,23-24 July 2012 (Friday, Monday and Tuesday)	1 August 2012 (Wednesday) (2:30 p.m.)	9 August 2012 (Thursday) (9:30 a.m.)
December	22-24 August 2012 (Wednesday to Friday)	3 September 2012 (Monday) (2:30 p.m.)	11 September 2012 (Tuesday) (9:30 a.m.)

Remarks: Application dates may be subject to change without further notice.

Office hours and telephones of Liaison Teams of Eastern District Office (EDO)

Liaison Teams of EDO	EDO Community Halls/Centre	Office Hours	Telephone Enquiry
Causeway Bay Liaison Team	Causeway Bay Community Centre	Monday to Friday Morning: 8:45am - 1:00pm Afternoon: 2:00pm - 6:00pm	3104 2305
Shau Kei Wan Liaison Team	Quarry Bay Community Hall Aldrich Bay Community Hall		2886 6543
Chai Wan Liaison Team	Hing Wah Community Hall Yue Wan Community Hall Siu Sai Wan Community Hall		2896 6968