

Application No.: \_\_\_\_\_

**Home Affairs Department    Yuen Long District Office****Long Ping Community Hall / Tin Ching Community Hall/  
Tin Yiu Community Centre / Tin Shui Community Centre****Application for Use of Venue / Loan of Stores/Equipment****Note:**

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

(Please "√" in the appropriate box )

- Long Ping Community Hall**                       **Tin Ching Community Hall**  
 **Tin Yiu Community Centre**                       **Tin Shui Community Centre**

- Use of Venue (Please complete Parts 1 and 2)  
 Loan of Stores/Equipment (Please complete Parts 1 and 3)

**Part 1.1: Particulars of Applicant Organization**

Name in Chinese: \_\_\_\_\_

Name in English: \_\_\_\_\_

Office Address: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ (Office Hrs &amp; Non-Office Hrs)

**Part 1.2: Particulars of Co-organizer**

Name in Chinese: \_\_\_\_\_

Name in English: \_\_\_\_\_

Office Address: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

**Part 2: Application for Use of Venue****(1) Description of Activity to be Held**

Date of Activity: \_\_\_\_\_

- Regular and successive activity:*
- |  |   |
|--|---|
| <input type="checkbox"/> 7am – 8am     | <input type="checkbox"/> 4pm – 6pm                      |
| <input type="checkbox"/> 8am – 10am    | <input type="checkbox"/> 6pm – 8pm                      |
| <input type="checkbox"/> 10am – 12noon | <input type="checkbox"/> 8pm – 10pm                     |
| <input type="checkbox"/> 12noon – 2pm  | <input type="checkbox"/> 8pm – 11pm*                    |
| <input type="checkbox"/> 2pm – 4pm     | <input type="checkbox"/> 10pm – 12midnight <sup>#</sup> |

(\*Only applicable to the applications for Tin Yiu/Tin Shui Community Centre for Monday to Thursday between April 2011 and March 2012.)

(#Only applicable to the applications for Tin Yiu/Tin Shui Community Centre for Friday to Saturday between April 2011 and March 2012. Applications for Friday sessions are only available to welfare agencies (institutions subvented by the Social Welfare Department) or charitable institutions (exempt from tax under section 88 of the Inland Revenue Ordinance).)

*Irregular and non- successive activity<sup>#</sup>:*      From \_\_\_\_\_ to \_\_\_\_\_

(<sup>#</sup> For applications for Tin Yiu/Tin Shui Community Centre between April and March 2011, the time available for hiring is from 7am to 12 midnight for Friday to Saturday, and from 7am to 11pm for days other than Friday and Saturday.)

Name of Activity: \_\_\_\_\_

Nature and Details of Activity: \_\_\_\_\_

Target Group: \_\_\_\_\_ No. of Participants: \_\_\_\_\_

Admission Charges :  Yes. The amount chargeable per head is \$ \_\_\_\_\_  No.*(Please attach estimates of income and expenditure for the activity for reference)***(2) Venue and Facilities Applied for Use**

Venue	Other Facilities	
<input type="checkbox"/> Hall / Badminton Court Air-conditioning is/is not required	<input type="checkbox"/> Table _____pc(s)	<input type="checkbox"/> Chair _____pc(s)
Dressing Rooms <input type="checkbox"/> Male <input type="checkbox"/> Female Air-conditioning is/is not required	<input type="checkbox"/> Exhibition board _____pc(s)	<input type="checkbox"/> Lighting equipment
<input type="checkbox"/> Conference Room <sup>#</sup> Air-conditioning is/is not required	<input type="checkbox"/> Sound equipment	<input type="checkbox"/> Piano <sup>#</sup>
<input type="checkbox"/> Meeting Room <sup>@</sup> Air-conditioning is/is not required	<input type="checkbox"/> Microphone : cable microphone _____pc(s)	<input type="checkbox"/> Wireless microphone __pc(s)
<input type="checkbox"/> Activity/Meeting Room <sup>@</sup> Air-conditioning is/is not required	<input type="checkbox"/> Others: _____	

# not applicable to Tin Ching Community Hall

@ only applicable to Tin Ching Community Hall

**(3) Application for Exemption from Payment of Charges:**Application for Exemption from Payment of Charges:  Yes  No

This organization hereby declares that this organization/co-organizer belongs to one of the following groups (If there are more than one co-organizer, please specify the group each of them belongs to in separate sheets as specified above):

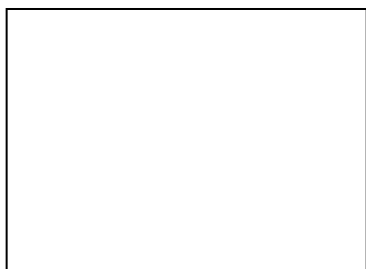
Applicant organization	Co-organizer (Please tick the appropriate box)	
<input type="checkbox"/>	<input type="checkbox"/>	1. Government department
<input type="checkbox"/>	<input type="checkbox"/>	2. Subvented welfare agency, subvented educational institution, subvented school or non-profit making school
<input type="checkbox"/>	<input type="checkbox"/>	3. Office of Legislative Councillor/District Councillor
<input type="checkbox"/>	<input type="checkbox"/>	4. Charitable organization
<input type="checkbox"/>	<input type="checkbox"/>	5. Non-profit making organization, such as Mutual Aid Committee, Rural Committee, Kaifong Welfare Association, etc, under the sponsorship of a legitimate body or government department
<input type="checkbox"/>	<input type="checkbox"/>	6. Local committee recognized by the Government, such as Summer Youth Programme District Co-ordinating Committee, District Fight Crime Committee, etc
<input type="checkbox"/>	<input type="checkbox"/>	7. Candidate standing for election to the Legislative Council or the District Councils to use the facilities for electoral meetings between the close of nomination and the election day

This organization understands that, in applying for exemption from payment of charges, the applicant and co-organizer (if any) shall satisfy the conditions as set down in Annex II of the Guidelines governing the Use of Facilities and shall not take any profit out of the activity. If so requested by the Yuen Long District Office, the applicant must submit the relevant supporting documents. If the applicant is found not eligible for waiver of hire charges after such waiver has been granted, he will be required to repay the exempted charges.

(4) Declaration made by the applicant organization

This organization agrees that the Yuen Long District Office has a right to display information of the activity as stated in the application, including name of organization, name of activity, name of contact person and enquiry telephone number for public reference.

This organization hereby declares that we have read the guidelines governing the use of facilities in Long Ping Community Hall/Tin Ching Community Hall/Tin Yiu Community Centre/Tin Shui Community Centre, and understood and agreed to observe the regulations and conditions of the use of facilities as set out in the guidelines.



*Official stamp of applicant organization*

Signature of the Officer-in-charge: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 3: Application for Loan of Stores/Equipment**(1) Description of Activity to be Held

Name of Activity (Chinese/English): \_\_\_\_\_

Venue: \_\_\_\_\_

(2) Stores/Equipment to be Loaned

Community Hall/ Community Centre	Stores/Equipment (quantity available for loan)	Quantity to be Loaned	Remarks
Long Ping Community Hall	Folding Table (10 pcs)		
	Chair (100 pcs)		
	Exhibition Board (7 pcs)		
	Hand-held Loudhailer (1 pc)		
Tin Ching Community Hall	No stores or equipment available for loan	--	--
Tin Yiu Community Centre	Folding Table (20 pcs)		
	Chair (200 pcs)		
	Exhibition Board (10 pcs)		
	Hand-held Loudhailer (2 pcs)		
Tin Shui Community Centre	Folding Table (10 pcs)		
	Chair (100 pcs)		
	Exhibition Board (10 pcs)		
	Hand-held Loudhailer (1 pc)		

Date of Collection: \_\_\_\_\_

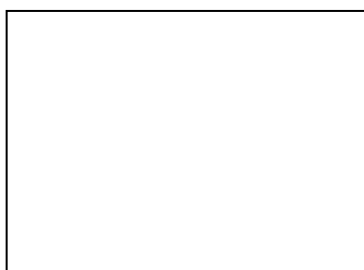
Time of Collection: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Time of Return: \_\_\_\_\_

I fully understand that the above loan, if approved, will be subject to the following conditions:

- (a) I shall not use the loaned stores/equipment for profit-making activities;
- (b) I shall be responsible for the collection and return of the stores/equipment and shall pay any expenses incurred such as labour and transportation, etc;
- (c) I shall indemnify the Government against any loss of or damage to the loaned stores/equipment while in my possession;
- (d) I shall be liable for any injury to persons or damage to private or Government properties arising, whether directly or indirectly, from the delivery and use of the loaned stores/equipment;
- (e) I shall return the loaned stores/equipment at any time if required by the Yuen Long District Office.



Signature of the Officer-in-charge: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Official stamp of applicant organization