

**Application for Use of Facilities in
Henry G. Leong Yaumatei Community Centre/Mong Kok Community Hall**

Henry G. Leong Yaumatei Community Centre : 60, Public Square Street, Yau Ma Tei, Kowloon

Mong Kok Community Hall : L2, Mong Kok Complex, 557 Shanghai Street, Mong Kok, Kowloon

All organisations should submit the application forms and all necessary documents at least 7 working days before the function date by fax (Fax no. : 2397 3425) or in person to Yau Tsim Mong District Office, 6/F, Mongkok Government Offices, 30 Luen Wan Street, Mong Kok. Please refer to the Booking Rules of Henry G. Leong Yaumatei Community Centre (Annex A(I) to Annex A(IV)) or the Booking Rules of Mong Kok Community Hall (Annex B(I) to Annex B(III)) for details.

The Application Form and Booking Guidelines may be obtained from Public Enquiry Service Centre of Yau Tsim Mong District Office, Henry G. Leong Yaumatei Community Centre or Mong Kok Community Hall. It may also be downloaded from the Home Affairs Department's Internet web site (http://www.had.gov.hk/en/public_services/community_halls_centres/).

To: Officer-in-charge Henry G Leong Yaumatei Community Centre/Mong Kok Community Hall

1. Applicant

Name of organisation : _____

Officer in charge : _____

Address : _____

Tel. No. : _____ Fax No. : _____

Co-organizer (Please fill in if appropriate)

Name of organisation : _____

Officer in charge : _____

Address : _____

Tel. No. : _____ Fax No. : _____

2. Function Date (* Please delete as appropriate)

First Choice From _____ * to _____
(From _____ *a.m. / p.m. to _____ *a.m. / p.m.)

Second Choice From _____ * to _____
(From _____ *a.m. / p.m. to _____ *a.m. / p.m.)

3. Description of activity (* Please delete as appropriate)

Name of function : _____

Objectives : _____

Format : _____

Target of service : _____ Estimate No. of participants : _____

Admission charges : * Yes / No (If yes, please attach the budget and the details of the charges and state the amount chargeable per head.)

4. Function Venue (Please ✓ as appropriate):

Henry G. Leong Yaumatei Community Centre (Please fill in Part 5(A))

Mong Kok Community Hall (Please fill in Part 5(B))

5. Venues and facilities applied for

	Venue (Please ✓)	Air- conditioning (Please ✓)	Other Facilities (Please ✓)
5(A) Henry G. Leong Yaumatei Community Centre (refer to Annex A(I) to Annex A(VI))			
Multi-purpose Hall (Please attach the programme schedule)			Please fill in Part 6
Dressing Rooms(Male/Female) (with air-conditioning)			
Conference Room			<input type="checkbox"/> #Basic PA system with microphones (provided in Conference Room/ Classroom/ Multi-purpose Activity Room only) <input type="checkbox"/> #Portable PA system with microphones & *1 / 2 nos. of speakers <input type="checkbox"/> _____ nos. of chairs <input type="checkbox"/> _____ nos. of folding tables <input type="checkbox"/> _____ nos. of exhibition boards <input type="checkbox"/> LCD projector & screen <input type="checkbox"/> Whiteboard <input type="checkbox"/> DVD/VHS player (provided in Multi-purpose Activity Room only) <input type="checkbox"/> 17" LCD monitor (provided in Multi-purpose Activity Room only) <input type="checkbox"/> MD player (provided in Multi-purpose Activity Room only)
Classroom			
Meeting Room			
Multi-purpose Activity Room			
Outdoor Multi-purpose Court (basketball/volleyball/badminton)			
Covered Play Area (Air-conditioning in the Covered Play Area may be provided to those activities with 10 or more participants)			

5(B) Mong Kok Community Hall (refer to Annex B(I) to Annex B(III))			
Hall (Please attach the programme schedule)			<input type="checkbox"/> Stage lights (provided in Hall only) <input type="checkbox"/> #Basic PA system with microphones (provided in Hall only) <input type="checkbox"/> *1 / 2 sets of floor mic stands <input type="checkbox"/> _____ nos. of chairs <input type="checkbox"/> _____ nos. of folding tables <input type="checkbox"/> _____ nos. of exhibition boards <input type="checkbox"/> LCD projector <input type="checkbox"/> *DVD/CD/VHS player (provided in Hall only) <input type="checkbox"/> Plasma display (provided in Hall only) <input type="checkbox"/> Screen (provided in Conference Room only) <input type="checkbox"/> Whiteboard <input type="checkbox"/> Piano (provided in Hall only) <input type="checkbox"/> Stage banner gallows (4.9m/16feet) (provided in Hall only) <input type="checkbox"/> _____ units of multi-purpose elevated platforms (provided in Hall only) <input type="checkbox"/> *1 / 2 / 3 nos. of notice stands
Dressing Rooms (Male/Female) (with air-conditioning)			
Conference Room (with air-conditioning)			

Notice : No parking is provided in the Henry G. Leong Yaumatei Community Centre and the Mong Kok Community Hall.

Hirers should deploy their own technicians to operate the PA system.

* Please delete as appropriate.

6. Venue / Equipment Requirement - Applicable to booking of the Multi-purpose Hall of Henry G. Leong Yaumatei Community Centre

(* - Delete as appropriate; - $\sqrt{\quad}$ if required; _____ - insert no.)

(A) General requirements

Items		Requirements	Remarks
1.	Venue facilities	<input type="checkbox"/> 1/F Hall <input type="checkbox"/> 3/F Balcony <input type="checkbox"/> Dressing Rooms	- Participant capacity of the 1/F Hall: 400 persons - Participant capacity of the 3/F Balcony: 176 (including no more than 10 standing staff) - Seating capacity of the 1/F Hall: 360 movable seats - Seating capacity of the 3/F Balcony: 162 fixed seats and 4 wheelchair spaces
2.	Furniture	<input type="checkbox"/> Stackable chair: _____ (Max. 360) <input type="checkbox"/> Folding table: _____ (Max: 20) <input type="checkbox"/> Exhibition board: _____ (Max. 10) <input type="checkbox"/> A1 display stand: _____ (Max. 2) <input type="checkbox"/> A4 display stand: _____ (Max. 2)	- The hirers shall set up the venue by themselves and be responsible to clear up the venue as well as return the furniture to the original places

(B) Lighting

Items		Requirements	Remarks
1.	Standard lighting	<input type="checkbox"/>	- Five standard lighting settings available - The standard settings should not be altered
2.	Production lighting	<input type="checkbox"/>	- The hirers are required to commission qualified personnel to operate the lighting equipment (Please refer to paras. (23) to (26) in Annex A(III))
3.	Followspot	<input type="checkbox"/> * 1 / 2	
4.	Equipment by hirer	<input type="checkbox"/> Console <input type="checkbox"/> Dimmer <input type="checkbox"/> Lights <input type="checkbox"/> Others (please specify): _____ _____ _____	- Please refer to paras. (22) & (27) in Annex A(III) - Power plugs should comply with 13 Amp British standard

(C) Sound (Please note that if hirers bring in their own sound control console, the following sound facilities will not be available for use)

Items		Requirements	Remarks
1.	PA system	<input type="checkbox"/> House system <input type="checkbox"/> Wireless handheld mic set: _____ (Max. 8) <input type="checkbox"/> Wireless clip mic set: _____ (Max. 8) <input type="checkbox"/> Table mic stand: _____ (Max. 4) <input type="checkbox"/> Floor mic stand: _____ (Max. 5) <input type="checkbox"/> Portable system <input type="checkbox"/> Microphone: _____ (Max. 2) <input type="checkbox"/> Wireless handheld mic set: _____ (Max. 2) <input type="checkbox"/> Wireless *clip / head mic set (1 set available) <input type="checkbox"/> Brought-in (please fill in Item 4)	- The hirers are required to commission qualified personnel to operate the sound control console (Please refer to paras. (23) & (24) in Annex A(III))
2.	Subwoofer	<input type="checkbox"/> *1 / 2	
3.	Stage monitor speaker	<input type="checkbox"/> *1 / 2	
4.	Equipment by hirer	<input type="checkbox"/> Console <input type="checkbox"/> Audio equipment (please specify) _____ _____ _____ _____	- Please refer to paras. (22) & (27) in Annex A(III)

(D) Other equipment

Items		Requirements	Remarks
1.	LCD projector and electric screen	<input type="checkbox"/> 1 set only <input type="checkbox"/> VGA port for computer (computer by hirer)	
2.	DVD player	<input type="checkbox"/> 1 set	- Hirers shall not connect the house DVD and DVD sound recorder to their brought-in audio/video equipment
3.	Cassette player	<input type="checkbox"/> 1 set	
4.	Stage banner bar	<input type="checkbox"/> 1 no.	- 6.1 m / 20 ft ² in length
5.	17" LCD Monitor	<input type="checkbox"/> *1/2 no.	-
6.	42" LCD Television	<input type="checkbox"/> 1 set	-
7.	Upright piano	<input type="checkbox"/> 1 no.	- No brought-in piano allowed
8.	Equipment by hirer	Please specify _____ _____ _____ _____	- No additional electric appliances and equipment are to be installed unless prior permission from the YTMDO has been obtained (Para. (22) in Annex A(III))

7. Application for exemption from payment of charges : * Yes / No

(* Please delete as appropriate)

Please refer to Annex A(I) or Annex B(I) for the criteria for exemption from charges for using facilities in Henry G. Leong Yaumatei Community Centre or Mong Kok Community Hall respectively.

I hereby declare that I / and co-organizer* belong to the following groups of organizations. (* Please delete as appropriate)

Applicant	Co-organizer	(Please “✓” the appropriate box)
<input type="checkbox"/>	<input type="checkbox"/>	Government Departments
<input type="checkbox"/>	<input type="checkbox"/>	Subvented Welfare agencies
<input type="checkbox"/>	<input type="checkbox"/>	Subvented educational institutions, subvented schools and non-profit making schools
<input type="checkbox"/>	<input type="checkbox"/>	Office of Legislative Council member/ District Council member
<input type="checkbox"/>	<input type="checkbox"/>	Charitable organizations like Pok Oi Hospital, Yan Oi Tong, etc
<input type="checkbox"/>	<input type="checkbox"/>	Non-profit making organizations which are under the sponsorship of a legitimate body or Government Departments such as Owners' Corporation, Mutual Aid Committees, Children's Club, Rural Committees, Kaifong Welfare Associations, etc. (Note: Please submit valid supporting documents or the organization's constitution)
<input type="checkbox"/>	<input type="checkbox"/>	Local Committees recognized by the Government such as Summer Youth Programme District Co-ordinating Committees, District Fight Crime Committees, etc.

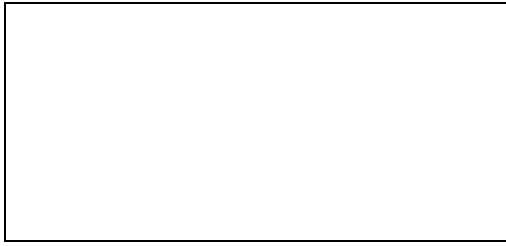
If more than one co-organizer, please use a separate sheet to list out their groups of organizations as required above.

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

8. Declaration

I hereby certify that I have read and agreed to observe the conditions and regulations for using the above venues and facilities as set out in Annexes attached to this form.

Official stamp of organisation

A large empty rectangular box intended for an official stamp or seal.

Signature :

Name :

Position :

Date :

Notes :

1. Information in this form will be used for assessment of application, notification of results, compiling utilization rates, collection of fees (if any) and record keeping purposes. The information may also be disclosed to the Government Policy Bureaux and other departments.
2. If applicant or organisation has any enquiry about the collection of the personal data in this form including the checking and amendment of the data, please contact :

District Secretary
Yau Tsim Mong District Office
6/F, Mongkok Government Offices
30 Luen Wan Street, Mong Kok, Kowloon