

**Guidelines on the Use of Facilities Available in
Tsz Wan Shan Community Hall (TWSCH)**

1. Eligibility criteria for the use of the facilities in TWSCH

The eligibility criteria for the hire of facilities available in TWSCH are as follows –

- (a) The activities to be held shall be in the public's interest, and shall observe the rules governing the hire of the facilities in TWSCH. Also, the activities to be held shall not violate any prevailing legislations under the Laws of Hong Kong, or involve any form of commercial promotion or profiteering purposes.
- (b) The applicant must be an organisation recognised/subvented by the Government or other non-profit making organisation. If the applicant does not belong to any of these organisations, the application will be processed separately according to the programmes of the proposed activities.
- (c) If more than one application for the hire of the facilities of TWSCH is received within the same period, approval will be given according to the following priority order:
 - i. District Office, other Government departments and organisations;
 - ii. Owners' Incorporations in the district for holding owners' annual general meetings attended by not less than 40 people (The restriction on number of attendees is only applicable to hiring of halls.)
(Effective from 1 April 2012);
 - iii. Wong Tai Sin District Council, its committees/working groups, local committees and major district organisations within Wong Tai Sin recognised by the Government, including Area Committees, Wong Tai Sin District Youth Programme Committee, Wong Tai Sin District Fight Crime Committee, Wong Tai Sin District Fire Safety Committee, Wong Tai Sin District Arts Council, Wong Tai

Sin Children's Choir, Wong Tai Sin District Recreation and Sports Council, Wong Tai Sin District School Liaison Committee and Wong Tai Sin District Healthy and Safe City;

- iv. Other organisations or bodies within Wong Tai Sin which have been exempted the charges as stated in guidelines 5 (a) and (b) below;
 - v. Other organisations or bodies outside Wong Tai Sin which have been exempted the charges as stated in guidelines 5 (a) and (b) below; and
 - vi. Other organisations or bodies not mentioned above.
- (d) To optimise the use of the TWSCH, the facilities are only available for application by organisations holding activities for the participation of at least 40 people.
- (e) To encourage the use of TWSCH for hosting large-scale activities, if more than one applicant from the same priority group listed in (c) applies for holding such activities in TWSCH, those intended for 200 or more participants will be given the first priority, whereas those intended for 50 to 200 participants will be given the second priority.
- (f) If two or more applications from the same priority group are received at the same time, decision will be made by drawing lots.

2. Schedule and Facilities for Booking

- (a) The time slots of TWSCH open for booking are:

Peak Hours

Monday to Friday (except Public Holiday) -

6:00 p.m. to 10:00 p.m.

(Total 2 sessions each day, 2 hours per session, i.e. 6:00 p.m. to 8:00 p.m. and 8:00 p.m. to 10:00 p.m.)

(1 or 2 sessions can be booked. The booking hours must be at least 2 hours per application.)

Saturday, Sunday and Public Holiday

8:00 a.m. to 10:00 p.m.

Non-peak Hours

Monday to Friday (except Public Holiday)

8:00 a.m. to 6:00 p.m.

(Total 5 sessions each day, 2 hours per session, i.e. 8:00 a.m. to 10:00 a.m., 10:00 a.m. to 12:00 noon, 12:00 noon to 2:00 p.m., 2:00 p.m. to 4:00 p.m. and 4:00 p.m. to 6:00 p.m.)

(Remarks: Venues are temporarily closed on the first three days of Chinese Lunar New Year.)

- (b) An applicant can apply for using the multi-purpose hall, conference room and the dressing room of TWSCH. The address of TWSCH is listed in Annex I.

3. Application Procedures

- (a) The applicant should submit, at least two weeks in advance, a completed application form to Wong Tai Sin District Office setting out the co-organiser, if any, specifying the purpose and the programme of the proposed activities. The applicant should submit its application for waiver of hire charges at the same time if it and its co-organiser, if any, can satisfy the conditions set out in guidelines 5(a) and (b).
- (b) Application form is valid only with the signature or chop of the applying organisation or its officer-in-charge.
- (c) Application forms are obtainable at Public Enquiry Service Centre, Sub-offices, Community Centres (CCs) and TWSCH of the Wong Tai Sin District Office (for details, please refer to Annex I), and the homepage of Home Affairs Department (www.had.gov.hk).
- (d) The completed application forms can be delivered to TWSCH at office hours (i.e. 8:45 a.m. to 6:00 p.m. from Monday to Friday) by mail, fax or in person.

- (e) First time applicants are required to submit the Certificate of Registration issued by the Hong Kong Police Force in accordance with section 5A (1) of the “Societies Ordinance” (Chapter 151), the Certificate of Incorporation issued by the Companies Registry in accordance with section 16 of “Companies Ordinance” (Chapter 32) or other legal registration documents together with the application form.
- (f) The applicant will be informed in writing of the outcome of its application. Upon the approval of application, the applicant must give written notice for proposed changes to the details set out in the application form with detailed reasons at least two weeks prior to the activity. All alterations will be re-examined prior to approval.
- (g) Notification of cancellation of the proposed activity must be given to Wong Tai Sin District Office at least two weeks in advance of the activity with detailed reasons. Upon approval, refund can be arranged for any payment already made.
- (h) Upon the approval of the application, any addition or change of the co-organiser as set out in the application form is not permitted without approval.
- (i) If the venue has to be reserved for departmental use under emergency relief arrangement (for example, to accommodate typhoon victims), the approved applications will be cancelled. Any payment made will be refunded on production of receipted demand note.

4. Method of Payment

- (a) Charges will be made for the hire of TWSCH according to the duration of hire. For details, please refer to Annex 2.
- (b) Upon approval of the application, the applicant will receive the demand note for the settlement of the hiring fee (except those whose charges have been waived).

- (c) The applicant should settle the payment as soon as possible at the Treasury Office as stated in the demand note. The applicant must keep the receipt and present it to Wong Tai Sin District Office before the organisation of the activity. No cash should be handed to the staff of TWSCH.
- (d) The applicant must present the approval letter and the payment receipt (where payment is required) for the use of TWSCH and its facilities.
- (e) If the applicant fails to turn up without the notification required by guideline 3(g) above, any amount paid will be forfeited.

5. Exempted Charges

- (a) The following organisations will be exempted charges for the hire of facilities in TWSCH at the peak and non-peak hours stated in 2(a) above:
 - (i) Government departments or organisations;
 - (ii) subvented welfare organisations;
 - (iii) subvented educational organisations, aided schools and non-profit making schools;
 - (iv) recognised charitable organisations, for example, Tung Wah Group of Hospitals, Pok Oi Hospital, Yan Chai Hospital, Yan Oi Tong, Lok Sin Tong, Sik Sik Yuen etc.;
 - (v) Non-profit making organisations subvented and supported by Government departments, such as Mutual Aid Committees and Kaifong Welfare Associations;
 - (vi) Local committees and major district organisations recognised by the Government, such as Area Committees, Wong Tai Sin District Youth Programme Committee, Wong Tai Sin District Fight Crime Committee, Wong Tai Sin District Fire Safety Committee, Wong Tai Sin District Arts Council, Wong Tai Sin Children's Choir, Wong Tai Sin District Recreation and Sports

Council, Wong Tai Sin District School Liaison Committee and Wong Tai Sin District Healthy and Safe City;

- (vii) Wong Tai Sin District Council and its committees/working groups;
 - (viii) Offices of the Legislative Councillors and District Councillors;
 - (ix) Owners' Incorporations; and
 - (x) Candidates standing for election to the Legislative Council and the District Councils (limited to the period between the close of nominations and the election day) hold election meetings.
- (b) Non-profit making organisations in Wong Tai Sin and lawful district organisations registered under "Companies Ordinance" or "Societies Ordinance" can be exempted the charges for the hire of the facilities of TWSCH to hold non-profit making activities at the non-peak hours stated in 2(a) above.
- (c) Application for waiving of charges must be submitted together with the application for the hire of the facilities of venues. If an applicant is found not eligible for waiver of hire charges after such waiver has been granted, he will be required to pay back the exempted charges.

6. Advanced Booking

- (a) To facilitate an applicant in making advanced booking of the facilities, an applicant may submit the application to Wong Tai Sin District Office during office hours (i.e. 8:45 a.m. to 6:00 p.m. from Monday to Friday) on the first six days three months in advance of the beginning of a quarter. For example, application form may be submitted as early as from 1 October to 6 October for using the facilities from January to March (the first quarter) next year. For application for the use of facilities from April to June (the second quarter), application form can be submitted from 1 January to 6 January and so on. The applicant can apply for holding one-off activity or activity that lasts for as long as three months.

- (b) All the advanced bookings will be handled case by case in accordance with guidelines 1(d) to 1(f) above. Applications submitted at other periods of time will be processed according to the order of the submission of applications. Approval will be granted on a first come first serve basis. However, Wong Tai Sin District Office reserves the right of making final decision so as to handle individual cases on a discretionary basis.
- (c) To optimise the use of resources, the applicant must abide by the following requirements, including:
- i. The applicant can only use the facilities of TWSCCH with the approval of Wong Tai Sin District Office;
 - ii. The applicant is not allowed to transfer the right for the use of the venue to other organisations privately;
 - iii. If the applicant fails to turn up and use the facilities as scheduled, notification must be made two weeks in advance of the activity according to guideline 3(g) above; and
 - iv. If the applicant intends to alter the details of the activity, application must be made for such alteration according to guideline 3(f) above.
- (d) If any applicant/organisation/ body contravenes the requirements stated in (c) above without reasonable explanation, the following conditions will be imposed:
- i. The approval given for the hire of the venue may be immediately revoked;
 - ii. Those who contravene the requirements for the first time will be given lower priority when making application for the hire of facilities in the next quarter (i.e. for a consecutive period of three months);
 - iii. For those who contravene the requirement for the second time,

their application for the use of TWSCH will be temporarily suspended for a period of three months; and

- iv. For other contraventions, they will be handled separately on a case by case basis.
- (e) TWSCH will be reserved on Saturdays, Sundays and Public Holidays for holding one-off activities.
- (f) Applicants must submit written advanced applications. For venues or time slots available for advanced booking, enquiries can be made at Wong Tai Sin District Office.

7. Other Regulations and Conditions

- (a) To ensure fire safety, the following regulations and conditions should be followed by applicants:

General Requirement (for both indoor and outdoor activities/functions)

- The premises are used for the designated entertainment activities or functions.
- No change is made to the structural design or layout of the premises that will increase the designated capacity or render escape in the event of emergency difficult.
- No decoration of readily combustible materials is used.
- Chairs, if provided for audience, should be battened together in groups of not less than four and not more than fourteen per row.
- The power supply cable should be so located that it will not constitute a hazard to the audience or attendees.
- No scenery or decorations of readily combustible nature should be erected on the stage.

- No filling of hydrogen for balloons, or display of hydrogen- filled balloon on site.
- All exit doors shall remain unlocked.
- All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.

For outdoor functions/activities

- The stage, if any, should be substantially constructed to such a safety standard as required by the Buildings Department/Architectural Services Department and sited at least 6m from other buildings.
 - Only electric lighting should be used for illumination purpose.
 - Mill barriers should be set up to bar off audience/attendees from entering performing area, P.A. and lighting control booth.
 - One 9-litre water/CO2 fire extinguisher should be provided at the following locations:
 - ✧ at the command post; and
 - ✧ at the main entrance
- (b) The activity must be held in accordance with the schedules previously submitted by the applicant. The applicant must avoid creating too much noise that may affect other users of TWSCH.
- (c) No posters, slogans, banners or portraits are to be posted or hung when TWSCH is used unless with the prior consent of Wong Tai Sin District Office. Activities disturbing public order are strictly prohibited.
- (d) The applicant shall assume responsibilities for the set-up in the venue (such as seating arrangement), and shall not put any nails or any other

materials that are difficult to remove (such as lacquer, paints or other similar material) on the walls, furniture or other equipments. The applicant shall be liable to pay for any damage to any equipment, furniture or building structure.

- (e) The applicant shall maintain the good order of the participants when the activity is held and clean the place after use.
- (f) The applicant may bring its own audio-visual equipment. Request for using the audio-visual equipment of TWSCH may be made on the application form.
- (g) No additional electrical appliances or lighting equipment are to be installed in any part of TWSCH unless prior permission from Wong Tai Sin District Office has been obtained.
- (h) Staff members of Wong Tai Sin District Office shall have the right to inspect, at any time, any part of TWSCH used by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant fails to observe the additional conditions, the staff members may terminate the right of use at any time. No refund will be arranged for any payment made.
- (i) The lighting equipment on stage is generally not for loan. If it is required for the staging of drama or any other kind of performances, application for its use must be submitted along with the application for the use of the venue. Upon approval, the applicant should employ a qualified technician to operate the control panel and notify Wong Tai Sin District Office about the arrangement. The applicant shall assume full responsibility for any damage caused.
- (j) The applicant, and its members, partners, employees, contractors, agents and licensees (each a “Related Person” and together “Related Persons” of the applicant) whether as invitees or otherwise, whilst using or present at TWSCH are there entirely at their own risk. Neither the Government nor any of its employees, agents or contractors shall be under any liability whatsoever for or in respect of:

- (i) any loss of or damage to any of the applicant's property or that of any of its Related Persons howsoever caused (whether by any act, omission, default or negligence of the Government and any of its employees, agents or otherwise); or
- (ii) any injury to or death of the applicant or any of its Related Persons (save and except any such injury or death caused by the negligence of the Government or any of its employees or agents),

which in any case arise directly or indirectly in connection with, out of or in relation to the use of the TWSCCH by the applicant or any of its Related Persons.

- (k) The applicant shall indemnify and keep the Government fully and effectively indemnified against:
 - (i) any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the Government (the "Claims"); and
 - (ii) any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the Government may pay or incur as a result of or in relation to any Claims,

which in any case arise directly or indirectly in connection with, out of or in relation to the use of TWSCCH by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in guideline 7(j) above (save and except injury or death caused by the negligence of the Government or any of its employees or agents).

- (l) The applicant shall indemnify and keep the Government fully and effectively indemnified against any loss of or damage to any property of the Government or of any of its employees, agents or contractors or any injury to or death of any employee, agent or contractor of the Government arising out of the negligence of the applicant or any of its Related Persons.

- (m) For the purposes of guidelines 7(j) and 7(k), “negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
- (n) No smoking is allowed in the area of the TWSCH.
- (o) If the applicant requires the provision of air-conditioning services, application for such service has to be made at the time of submitting the application for using the venue and payment must be made. If the applicant is an exempted organisation, the service will be provided free of charge. Discretionary arrangement will be made by Wong Tai Sin District Office for the default temperature of the air-conditioning system.
- (p) If necessary, Wong Tai Sin District Office can retrieve the venue already hired and revoke the permission.
- (q) Wong Tai Sin District Office shall have the right not to grant the use of TWSCH (including the facilities thereof) to any applicant.
- (r) Wong Tai Sin District Office reserves the right to amend the Guidelines at any time without the need to issue separate notice, and also reserves the final decision relating to the hire of the TWSCH.

Wong Tai Sin District Office
February 2012

List of Public Enquiry Service Centre, Sub-offices and
All Community Centres/Community Hall of Wong Tai Sin District Office

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>	<u>Fax Number</u>
1. Public Enquiry Service Centre of Wong Tai Sin District Office	Unit 201, 2/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin	2322 9701	
2. Lower Wong Tai Sin Sub-office, Wong Tai Sin District Office	Room 106, Wong Tai Sin Community Centre, 104 Ching Tak Street, Wong Tai Sin	2350 0590	
3. Fung Tak Sub-office, Wong Tai Sin District Office	Room G04, G/F, Fung Tak Estate Community Centre, 111 Fung Tak Road, Diamond Hill	2328 5195	
4. Tsz Wan Shan Sub-office, Wong Tai Sin District Office	LG1, Lok Foon House, Tsz Lok Estate, Tsz Wan Shan	2324 1871	
5. Choi Wan Community Centre	38, Choi Fung Path, Choi Wan Estate, Ngau Chi Wan, Wong Tai Sin	3143 1160	3549 6051
6. Chuk Yuen Community Centre	11, Chuk Yuen Road, Wong Tai Sin	2752 9027	2353 5871
7. Fung Tak Community Centre	111, Fung Tak Road, Diamond Hill	2328 5618	2324 4590
8. Tsz Wan Shan Community Hall	LG2/F, Lok Foon House, Tsz Lok Estate, Tsz Wan Shan	2752 9027	2353 5871
9. Tsz Wan Shan (South) Community Centre	45, Wan Wah Street, Tsz Wan Shan	2323 0442	2324 4575
10. Wong Tai Sin Community Centre	104, Ching Tak Street, Wong Tai Sin	2323 4347	2324 4575
11. Tung Tau Community Centre	26, Lok Sin Road, Wong Tai Sin	3143 1143	2352 1841

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**List of Charges for the Hiring of Community Centre/Community Hall Facilities
in Wong Tai Sin**

Facilities	Charges (per hour)		Remarks
	(Effective from 1 April 2012)	Existing	
Multi-purpose Hall -basic charges	\$90	\$82	Chairs are provided. If necessary, the applicants must bring their own amplifiers, and employ technicians to control the lighting control panel and arrange for the seating themselves
Multi-purpose Hall -air-conditioning charges	Choi Wan Community Centre : \$140 Chuk Yuen Community Centre : \$140 Fung Tak Community Centre : \$140 Tsz Wan Shan Community Hall : \$140 Tung Tau Community Centre : \$140 Tsz Wan Shan (South) Community Centre: \$89 Wong Tai Sin Community Centre: \$89	\$125 \$125 \$125 \$125 \$125 \$81 \$81	
Multi-purpose Hall -using light control panel	\$18	\$16	Chairs are provided
Dressing Room (Male or Female) -basic charges	\$6.5	\$5.5	
Dressing Room (Male or Female) -air-conditioning charges	\$7	\$6.5	
Conference Room -basic charges	\$44	\$40	
Conference Room -air-conditioning charges	\$10	\$11	
Badminton court -basic charges	\$68	\$59	
Badminton court -air-conditioning charges	Choi Wan Community Centre : \$140 Chuk Yuen Community Centre : \$140 Fung Tak Community Centre : \$140 Tung Tau Community Centre : \$140	\$125 \$125 \$125 \$125	

