

**Guidelines on the Use of Community Hall/Centre Facilities Available
In Kennedy Town Community Complex Sai Ying Pun Community Complex /
Western District Community Centre
(as at December 2010)**

1. Eligibility criteria for the use of the facilities

Applicant may forward application for the use of facilities in Kennedy Town Community Complex (hereinafter referred as to “KTCC”), Sai Ying Pun Community Complex (hereinafter referred as to “SYPC”) and Western District Community Centre (hereinafter referred as to “WDCC”) to the Central and Western District Office (hereinafter referred as to “District Office”) either personally or on behalf of an organization. All applications will be vetted and processed by the District Office.

2. Procedures for application/payment of charges

- (a) The applicant should submit, at least 14 working days in advance, a completed application form to the officer-in-charge of KTCC/SYPC/WDC, setting out the co-organizer, if any, specifying the purpose and the programme of the proposed activities. Applications received less than 14 working days prior to the date of hire will only be considered on individual merit subject to operational feasibility. For advance booking, please refer to Annex II for details. The applicant should submit its application for waiver of hire charges at the same time if he and his co-organizer, if any, can satisfy the conditions set out in Annex III.
- (b) Application forms are obtainable at the District Office, KTCC/SYPC/WDC and the homepage of Home Affairs Department (www.had.gov.hk). For enquiries, please contact 2119 5004 (for KTCC), 2540 2812 (for SYPC) or 2852 3497 (for WDC).
- (c) The applicant will be informed in writing of the result of its application as soon as possible. Any addition or change of the co-organizer as set out in the application form is not permitted without approval.
- (d) On approval of the application, a Demand Note for settlement of the charges will be sent to the applicant if payment is required.
- (e) The applicant should settle the Demand Note as soon as possible with any of the payment methods stated therein. The receipted Demand Note will serve as a permit for use of the venue and facilities and should be presented to the officer-in-charge of the venue before the scheduled activities can commence. No cash should be handed to any officers of the KTCC/SYPC/WDC.
- (f) The applicant shall be refused the use of the venue and facilities if the receipted Demand Note or the letter of approval (where payment has been exempted) cannot be produced at the venue.
- (g) Notification of cancellation of the proposed activities given 7 working days in advance may be accepted. Necessary action will be taken to refund any payment already made on production of receipted Demand Note.
- (h) If the venue has to be reserved for departmental use under emergency relief arrangements, for example, to accommodate typhoon victims, the applicants will be informed as soon as possible. Any payment made will be refunded on production of the receipted Demand Note.
- (i) If an applicant fails to turn up without the notification required by (g) above, any amount paid will be forfeited. Persistent cancellation may jeopardise future applications.
- (j) If the 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.

3. Regulations and conditions to be followed by applicants

- (a) To ensure fire safety, the following regulations and conditions should be followed by applicants:
 - i. For both indoor and outdoor activities/functions
 - The premises are used for the designated entertainment activities/functions only
 - 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/attendees
- No scenery or decoration of readily combustible nature should be erected on the stage
- No hydrogen-filled balloon of readily combustible nature should be erected on site
- All exit doors shall remain unlocked
- All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated

ii. 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 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) Under Public Order Ordinance, Chapter 245 Laws of Hong Kong, any individual or group wishing to hold meeting of more than 50 persons in public has to notify the Commissioner of Police in advance. This notification requirement does not apply to any gathering or assembly of persons convened or organized exclusively for social, recreational, cultural, academic, educational, religious or charitable purposes or as a conference or seminar bona fide intended for discussing social, recreational, cultural, academic, educational, religious, charitable, professional, business or commercial topics.
- (c) The gathering or activities must be held in accordance with the programme previously submitted by the applicant. In case the nature of the gathering or activities held is different from the programme, this office may revoke the applicant's right to use the facilities immediately. No refund of payment already made will be arranged. In addition, the applicant will be banned from booking the facilities of community complex/community centre in the Central & Western District for a period of 6 months.
- (d) The applicant shall not let other organizations or other units within its own organization use the facilities booked by the applicant. If such case is found, the applicant's right to use the facilities shall be revoked immediately. No refund of payment already made will be arranged. If the applicant breaks the same rule twice, it will be suspended from booking the facilities of community complex/community centre in the Central & Western District permanently.
- (e) No posters, slogans, banners or portraits are to be posted or hung when using the hall, chanting of slogans and activities that disturb public order are prohibited.
- (f) The applicant shall assume responsibilities for physical arrangement such as seating, 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 and other equipment. The applicant shall be liable to pay for any damage to any equipment, furniture, or fabric of the building.
- (g) The applicant shall maintain good order and discipline during the gathering and clean the place after use.
- (h) The applicant shall provide its own sound equipment.
- (i) No additional electric appliances and lighting equipment are to be installed in any part of the KTCC/SYPCC/WDC unless prior permission from the officer-in-charge has been obtained.
- (j) Staff members of the KTCC/SYPCC/WDC shall have the right to enter, at any time, any part of the KTCC/SYPCC/WDC used by the applicant organization and impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant fails to observe these conditions, the staff members may terminate the right of use at any time and have the place cleared.
- (k) 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 venue. Upon approval, the applicant organization should employ a qualified technician to operate the control panel and notify the officer in

charge of the KTCC/SYPCC/WDCC. The applicant shall assume full responsibility for any damage caused.

- (l) 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 the KTCC/SYPCC/WDCC 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 KTCC/SYPCC/WDCC by the applicant or any of its Related Persons.

- (m) 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 the KTCC/SYPCC/WDCC by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in clause 3(l) above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).

- (n) 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.
- (o) For the purposes of clauses 3(l) and 3(m), “Negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
- (p) The Government shall have the right not to grant the use of KTCC/SYPCC/WDCC (including the facilities thereof) to any applicant organization.
- (q) No eating and drinking is allowed within KTCC/SYPCC/WDCC.
- (r) Applicant who wishes to cancel its booking should inform this office 7 working days in advance. If an applicant cancels its booking without notifying this office 7 working days in advance or without reasonable explanation for failing to do so, the applicant shall be suspended from booking the facilities of community complex/community centre in the Central & Western District for a period of 6 months.

**Procedures for Advance Booking of Using Community Hall/Centre Facilities in
Kenney Town Community Complex / Sai Ying Pun Community Complex /
Western District Community Centre**

Applications for the use of facilities in Kennedy Town Community Complex / Sai Ying Pun Community Complex / Western District Community Centre with 150 or more participants are accepted at 6 months prior to the booking quarter. For events/activities with less than 150 participants, 3 months advanced booking is accepted. For enquiries, please call 2119 5004 (Kennedy Town Community Complex) / 2540 2812 (Sai Ying Pun Community Complex) / 2852 3497 (Western District Community Centre). Application forms are available from the Central and Western District Office, Kennedy Town Community Complex, Sai Ying Pun Community Complex, Western District Community Centre, and the homepage of Home Affairs Department (www.had.gov.hk). Completed application forms should be returned either by fax or by post to the Central and Western District Office. Available time slots will be allocated by lots drawing and applicants will be notified of the result by fax or by post. Unsuccessful applicants should forward fresh applications for other time slots.

Advance booking – Six/Three months prior to booking period

Booking mechanisms:

- i. Applicants are allowed to book at most **twelve hours** of time slots and the time slots should be within **three dates** during the following time zones **within every quarter**:
 - Monday to Friday from **6:00 p.m. to 10:00 p.m.**
 - Saturdays, Sundays, Public Holidays and Summer Holidays (from 15th July to 31st August) from **9:00 a.m. to 10:00 p.m.**

- ii. Applicants are allowed to book at most **two hours** of time slots in a single week and at most **sixteen** hours of time slots in a consecutive **eight weeks** during the following time zone **within every quarter**:
 - Monday to Friday from **9:00 a.m. to 6:00 p.m.** (except Public Holidays and Summer Holidays from 15th July to 31st August).

If more than one applicant applies for the same time slot, the slot will be allocated by lots drawing.

Six Months Advance Booking

Booking Period	Deadline	Lots drawn on	Applicants notified on
First Quarter (January to March)	5 p.m. on the fifth working day in July of the previous year	The first working day of the third week in July of the previous year	The third working day after lots drawing
Second Quarter (April to June)	5 p.m. on the fifth working day in October of the previous year	The first working day of the third week in October of the previous year	The third working day after lots drawing
Third Quarter (July to September)	5 p.m. on the fifth working day in January of the current year	The first working day of the third week in January of the current year	The third working day after lots drawing
Fourth Quarter (October to December)	5 p.m. on the fifth working day in April of the current year	The first working day of the third week in April of the current year	The third working day after lots drawing

Three Months Advance Booking

Booking Period	Deadline	Lots drawn on	Applicants notified on
First Quarter (January to March)	5 p.m. on the fifth working day in October of the previous year	The first working day of the third week in October of the previous year	The third working day after lots drawing
Second Quarter (April to June)	5 p.m. on the fifth working day in January of the current year	The first working day of the third week in January of the current year	The third working day after lots drawing
Third Quarter (July to September)	5 p.m. on the fifth working day in April of the current year	The first working day of the third week in April of the current year	The third working day after lots drawing
Fourth Quarter (October to December)	5 p.m. on the fifth working day in July of the current year	The first working day of the third week in July of the current year	The third working day after lots drawing

For time slots still available after the draw for advance booking, they will be open to all applicants on a “first-come-first-served” basis.

As 6 months advance booking is only allowed for events/activities with 150 or more participants, the venue management will monitor such events to record the number of participants attending the events/activities. In case less than 150 participants is recorded, the applicant will be requested to account for the lower than expected attendance record. If this happens for three times, the Central and Western District Office will inform the applicant in writing about the suspension of his/her application for booking facilities of community complex/community centre in the Central & Western District for a period of 3 months.

Exemption from Payment of Charges and Rates of Charges for Use of Facilities in Kennedy Town Community Complex/ Sai Ying Pun Community Complex / Western District Community Centre

(A) Exemption from Payment of Charges for Use of Facilities in Kennedy Town Community Complex / Sai Ying Pun Community Complex / Western District Community Centre

- (1) The facilities may be made available to other Government departments and this Department free of charge.
- (2) Organisations belonging to one of the following groups may be completely exempted from charges for using the facilities for non-profit making activities:-
 - (i) subvented welfare agencies;
 - (ii) subvented educational institutions, subvented schools and non-profit making schools;
 - (iii) Offices of the Legislative Councillors and District Councillors;
 - (iv) Charitable organisations like Pok Oi Hospital, Yan Oi Tong, and non-profit making organisations such as Mutual Aid Committees, Children's Club, Rural Committees, Kaifong Welfare Associations, etc. which are under the sponsorship of a legitimate organisation or government departments;
 - (v) local committees recognised by the Government, such as Summer Youth Programme District Co-ordinating Committees, District Fight Crime Committees, etc.
- (3) Candidates standing for election to the Legislative Council and the District Councils may be given total exemption if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

(B) Rates of Charges for Use of Facilities in Kennedy Town Community Complex / Sai Ying Pun Community Complex / Western District Community Centre

- (1) For details of the rates of charges, please visit the homepage of Home Affairs Department (www.had.gov.hk), or contact us at 2119 5004 (Kennedy Town Community Complex), 2540 2812 (Sai Ying Pun Community Complex) or 2852 3497 (Western District Community Centre).
- (2) A full-hour rate will be charged for an incomplete hour booking.