

Guidelines on the Use of Facilities Available in a Community Hall / Community Centre (CH/CC) (as at August 2011)

1. Eligibility criteria for the use of the facilities

The eligibility criteria for the use of facilities available in a CC/CH are as follows (Details please refer to Appendix III)

2. Procedure for application/payment of charges

- (a) The applicant should submit, at least four weeks in advance, a completed application form (in duplicate) to the CC/CH concerned setting out the co-organizer, 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 he and his co-organizer, if any, can satisfy the conditions set out in Annex II.
- (b) Application forms are obtainable at the CH/CC, respective District Offices and the homepage of Home Affairs Department (www.had.gov.hk).
- (c) The applicant will be informed in writing of the outcome 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. Any addition or change of the co-organizer(s) as set out in the application form should be submitted in writing to the concerned District Office for approval two weeks before the event date. The applicant is obliged to recover the Government at any time for any payment required if the addition or change of the co-organizer(s) results in revoking the applicant's eligibility for payment exemption (even granted).
- (d) On approval of the application, a Demand Note for the 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 facilities and should be presented to the Officer-in-charge of the CH/CC before the scheduled activities can commence. No cash should be handed to any officers of the CH/CC.
- (f) The applicant shall be refused the use of the 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 two weeks 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 arrangement: for example, to accommodate typhoon victims, the organizations will be informed as soon as possible. Any payment made will be refunded on production of 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 applicant

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

i. For both indoor and outdoor activities/functions

- The premises are used for the designated entertainment activities/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/attendees
- No scenery or decorations 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 a 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.
- (d) 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.
- (e) 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.
- (f) The applicant shall maintain good order and discipline during the gathering and clean the place after use.
- (g) The applicant shall provide its own sound equipment.
- (h) No additional electric appliances and lighting equipment are to be installed in any part of the CH/CC unless prior permission from the officer-in-charge has been obtained.
- (i) Staff members of the CH/CC shall have the right to enter, at any time, any part of the CH/CC 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.
- (j) 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 CH/CC. The applicant shall assume full responsibility for any damage caused.

(k) 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 CH/CC 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 CH/CC by the applicant or any of its Related Persons.

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

(m) 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.

(n) For the purposes of clauses 3(k) and 3(l), “Negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).

(o) The Government shall have the right not to grant the use of a CH/CC (including the facilities thereof) to any applicant.

Rates of Charges and Exemption from Payment of Charges for Use of Community Halls / Community Centres

Exemption from Payment of Charges for Use of Facilities in Community Halls and Community Centres

- (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.

Rates of Charges for Use of Facilities in Community Halls / Community Centres (with effect from : 1.1.2008)

<i>Facility</i>	<i>Rate (per hour)</i>	<i>Remarks</i>
Multi-purpose Hall - basic charge	\$82	Chairs provided. Applicant to provide public address system and his own Technician to operate the lighting panel if necessary, and to arrange for seating.
Multi-purpose Hall - air-conditioning charge	Please refer to the table on rates of air-conditioning charges of multi-purpose halls	
Multi-purpose Hall - using the lighting panel	\$16	
Dressing Room (Male or Female) - basic charge	\$5.5	
Dressing Room (Male or Female) - air-conditioning charge	\$6.5	
Conference Room - basic charge	\$40	Chairs and blackboard provided.
Conference Room - air-conditioning charge	\$11	
Basketball Court - day time	\$40	Lighting provided in the evening.
Basketball Court - evening	\$55	
Badminton Court - basic charge	\$59	
Badminton Court - air-conditioning charge	Same as air-conditioning charges of multi-purpose halls	
Classroom / Meeting Room / Activity Room - basic charge	\$44	
Classroom / Meeting Room / Activity Room - air-conditioning charge	\$10	
Covered Play Area - basic charge	\$43	
Covered Play Area (Henry G. Leong Yaumatei Community Centre)- air-conditioning charge	\$24	
Exhibition Hall (Tai Po Community Centre)	\$54	
Exhibition Hall (Tai Po Community Centre) - air-conditioning charge	\$19	
Outdoor Play Area (Sai Kung Jockey Club Town Hall)- day time (9:00 a.m. to 6:00 p.m.)	\$44	Equipped with lighting facilities and 2 numbers of weather proof 13A socket outlets. Lighting provided in the evening.
Outdoor Play Area (Sai Kung Jockey Club Town Hall)- evening (6:00 p.m. to 10:00 p.m.)	\$46	

Rates of Charges for Use of Air-Conditioning Facilities for Multi-purpose Halls

<i>District</i>	<i>Name of Community Hall/Centre</i>	<i>Rate of charge for use of air-conditioning facilities for hall \$ / per hour</i>	<i>District</i>	<i>Name of Community Hall/Centre</i>	<i>Rate of charge for use of air-conditioning facilities for hall \$ / per hour</i>
Central & Western	Sai Yin Pun Community Complex CH	125	Islands	Discovery Bay CH	125
Eastern	Hing Wah CH	81		Tung Chung CH	125
	Yue Wan CH	81	North	Sha Tau Kok CH	33
	Causeway Bay CC	125		Ta Kwu Ling CH	33
	Aldrich Bay CH	105		Cheung Wah CH	105
	Quarry Bay CH	125		Luen Wo Hui CH	125
	Siu Sai Wan CH	125	Sai Kung	Tsui Lam CH	81
Southern	Lei Tung CH	105		Kin Choi CH	105
	South Horizons NCC	105		King Lam NCC	105
	Ap Lei Chau CH	105		Sheung Tak CH	105
	Wah Kwai CC	125		Sai Kung Jockey Club Town Hall	155
	Stanley CH	81		Lohas Park CH	105
Wan Chai	Leighton Hill CH	105	Sha Tin	Kwong Yuen CH	81
Kwun Tong	Lam Tin (W) ECC	33		Pok Hong CH	81
	Sau Mau Ping (C) ECC	33		Lek Yuen CH	105
	Kwun Tong CC	105		Hin Keng NCC	105
	Lok Wah ECC	105		Sha Kok CH	105
	Shun Lee ECC	105		Chun Shek CH	105
	Sai Tso Wan NCC	105		Sun Tin Wai CH	105
	Kai Yip CH	105		Wo Che CH	105
	Lam Tin (E) CH	125		Heng On ECC	125
Sham Shui Po	Tai Hang Tung CC	105		Lung Hang ECC	125
	Pak Tin CH	105		Lee On CH	125
	Shek Kip Mei CH	105		Mei Tin CH	125
	Cheung Sha Wan CC	125	Tai Po	Fu Shin CH	81
	Nam Cheong District CC	125		Tai Yuen CH	81
	Lai Kok CH	125		Fu Heng NCC	105
	Lai Chi Kok CH	125		Tai Wo NCC	105
	Mei Foo CH	125		Wan Tau Tong NCC	105
Wong Tai Sin	Wong Tai Sin CC	81		Kwong Fuk CH	105
	Choi Wan ECC	125		Tai Po CC	125
	Chuk Yuen ECC	125	Tsuen Wan	Princess Alexandra CC	105
	Fung Tak ECC	125		Lei Muk Shue CH	125
	Tsz Wan Shan CH	125		Shek Wai Kok CH	125
	Tsz Wan Shan (S) ECC	81	Tuen Mun	Tuen Mun Town Centre CH	33
Yau Tsim Mong	Mong Kok CH	81		Shan King CH	81
	Henry G. Leong Yaumatei CC	125		Tai Hing CH	105
Kwai Tsing	Kwai Fong CH	81		Kin Sang CH	105
	Kwai Shing CH	81		On Ting/Yau Oi CC	125
	Lai King CH	81		Leung King ECC	125
	Tai Wo Hau ECC	105		Butterfly Bay ECC	125
	Cheung Hang CH	105		Tseng Choi Street CH	105
	Tsing Yi Estate CH	105		Wu Shan Road CH	155
	Cheung Fat ECC	125	Yuen Long	Tin Shui ECC	81
	Shek Lei CH	125		Long Ping CH	105
	Cheung Ching ECC	125		Tin Yiu ECC	125
				Tin Ching CH	125

Eastern District Office

**Detailed Guidelines on the Use of Facilities in Eastern District Community Halls/Centre
Supplement to Annexes I & II (Applicable to all Community Halls/Centre in Eastern District)**

1. Eligibility of application

- (1) The applicant and the co-organizer, if any, must be formally registered in the Hong Kong Special Administrative Region, such as a company, society, office of member of the Legislative/District Council, local organization, local committee, welfare agency or school, etc. The applicant and the co-organizer, if any, must submit to Eastern District Office (EDO) a copy of the related registration document (such as the society registration certificate issued by the Licensing Office of the Hong Kong Police Force or the letter of approval for taxation exemption issued under Section 88 of the Inland Revenue Ordinance, etc.) and a name list of the major persons in charge of the organization (such as Chairman, Secretary and Treasurer, etc.). If necessary, EDO may request the applicant to submit other related documents (such as minutes of meeting, etc.) for verification.
- (2) The proposed activities must be in the public interest and must not contravene the laws of Hong Kong. No activities shall be held if EDO is of the opinion that they may disrupt public order or hamper the overall interest of society.

2. Application procedure

2.1 Application Form

- (1) Applicant must, before the deadline of the application, submit the completed designated application form by post or in person to EDO for processing (application by fax will not be entertained). The application form must list the name of the community hall/centre chosen and the purpose of the activity. Detailed information will be helpful to EDO in assessing the application.

Locations for submitting the application form

Name and address of community halls/centre

Causeway Bay Community Centre	Causeway Bay Liaison Team, EDO, 1/F, 7 Fook Yum Road, Causeway Bay
Aldrich Bay Community Hall	Shau Kei Wan Liaison Team, EDO, G/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho
Quarry Bay Community Hall	----- same as above -----
Hing Wah Community Hall	Chai Wan Liaison Team, EDO, Level 1, New Jade Garden, 233 Chai Wan Road
Yue Wan Community Hall	----- same as above-----
Siu Sai Wan Community Hall	----- same as above-----

- (2) The applicant must specify in the application form if the activity to be held will charge fees (including all forms of fees) from the participants. If it is a fee charging activity, the fee charged on each participant has to be specified and the particulars (such as poster and publicity leaflet, etc.) of the activity have to be submitted to EDO, as the latest, 30 days before the activity is held.

2.2 Application time limit

- (3) The applicant may submit its application 3 months or the latest, one month before the date of using the facilities. With regard to an activity which is free of charge, EDO may at its discretion consider an application which is submitted less than one month before the date of using the facilities, but in whatever case it must be submitted not less than five working days before the date of using the facilities. Such discretion does not apply to a fee charging activity (including those charged activities which intend to apply for exemption from payment of charges for using the facilities of the community halls/centre).

For instance, if an applicant intends to use the facilities of a community hall/centre of Eastern District on 18 April 2008 to hold an activity free of charge, the said applicant may submit the application in January 2008 the earliest or on 11 April 2008 the latest. The valid application form must bear the signature of the person in charge of the applying organization and the chop of the organization.

- (4) EDO will, on the 5th working day before the first working day of each month, stop accepting applications for using the community halls/centre in the immediately following three months. EDO will, on three working days before the deadline of accepting the application, start collecting the application forms.

For instance, 2 October 2008 is the 1st working day of October. On the 5th working day before 2 October i.e. 24 September, EDO will stop accepting the application for using community hall/centre in January 2009. Therefore, the application for using the community halls/centre in January 2009 should be submitted on 19, 22 and 23 September 2008.

- (5) EDO will regularly post at each community hall/centre notice showing information about the submission dates of the application form, the dates of ballot and the time sessions when the community halls/centre are not yet hired.

2.3 Time frame of hiring session

- (6) All applicants must abide by the following provisions unless prior permission from the District Facilities Management Committee (DFMC) under the Eastern District Council (EDC) has been obtained :
- (i) application should be made according to the following time sessions :
 - (a) 0900 - 1300
 - (b) 1400 - 1800
 - (c) 1800 – 2200

- (ii) usage less than four hours shall be counted as one full session
- (iii) with the exception of government departments, all applicants submitting application under paragraphs 2.2 (3) – (5) above may apply for seven time sessions at most in each month, amongst which the time session on Saturday and Sunday shall not be more than two.

3. Procedure of ballot

- (7) The ballot will generally be held on the 1st working day of each month, but subject to the announcement of EDO. If there is more than one applicant applying for the same time session to use the facilities of the community halls/centre, EDO will decide the hiring arrangement of the said session by means of ballot. The applicant to which the lot comes will be allowed to use the facilities of the community hall/centre. The applicant which fails in the ballot has to choose other time session on a “first come first served” basis according to the arrangement of “sessions not yet hired” as stated in paragraph 4 of this guidelines. If more than one applicant applies for the same time session to use the community hall/centre and if such applicant withdraws the application before the ballot is conducted, then it shall inform EDO in writing as soon as possible. If there is only one eligible applicant which applies for a particular session, then the said applicant does not need to take part in a ballot.
- (8) On the condition that the foregoing paragraphs 2.2(1)-(3) are satisfied, the Owners’ Incorporation/Mutual Aid Committee/Owners’ Committee of Eastern District may have priority in using the facilities of the community hall/centre of Eastern District once (hiring two sessions on the same day at most) each year for the purpose of holding the Owners meeting/Flat representatives meeting/Floor representatives meeting. But if other activity (such as gathering party) is going to be held, together with the Owners meeting/Flat representatives meeting/Floor representatives meeting, such priority will not be given. Such priority is also not applicable to the “sessions not yet hired”.
- (9) For the sake of fairness, each applicant may only authorize one representative to attend the ballot. The same person may represent only one applicant, otherwise his/her capacity as a representative shall be deemed null and void and the applicant concerned shall be treated as absent in the ballot. The authorized person must produce to EDO staff the designated authorization letter duly signed by the chairman/responsible person of the organization making the application. The organization making the application must ensure that the representative it authorized has not accepted authorization from other applicants at the same time. The designated authorization letters are available in each community hall/centre free of charge.
- (10) The applicant which was absent in the ballot will be deemed to have given up its relevant application and EDO will not give further notice.

4. Arrangement for sessions not yet hired

- (11) For the sessions not yet hired after the ballot was completed, EDO will accept open applications on the 5th working day counting from the date of ballot. Eligible applicant must submit in person the duly completed designated application form to the subject EDO liaison team in charge of the community hall/centre under application. (Please see 2.1(1) for the addresses)
- (12) The sessions not yet hired will be allotted on a first come first served basis. Apart from the session allotted according to the foregoing paragraph 3.1, each eligible applicant may apply for an extra seven sessions at most in a month, amongst which the sessions on Saturday and Sunday shall not be more than two. Everything shall be subjected to the records of EDO and no objection shall be raised.

For instance, taking 2 July 2008 as the ballot day, the 5th working day thereafter is 10 July 2008 on which EDO starts to accept eligible applications for sessions not yet hired.

- (13) Each applicant may only delegate or authorize one representative to apply for the sessions not yet hired and submit the application form. If the eligible applicant delegates or authorizes more than one person, then the eligibility of such representatives shall be deemed null and void. The authorized person shall produce to EDO staff the designated authorization letter which has been signed by the Chairman/responsible person of the applying organization. The applicant must ensure that its delegated or authorized representative has not accepted delegation or authorization from other applicants at the same time.

5. Application for exemption from payment of charges for using the facilities of community halls/centre

- (14) If the applicant and the co-organizer, if any, being non-profit making organizations specified in paragraph (2)(iv) of Annex II, wishes to apply for exemption from payment of charges for using the facilities of the community halls/centre, he/she must submit to EDO the following documents. Otherwise its application will not be considered:
- (i) a copy of the registration document of the said organization (such as a certificate of society registration issued by the Licensing Office of the Hong Kong Police Force or a letter of approval for taxation exemption issued under Section 88 of the Inland Revenue Ordinance);
 - (ii) the constitution of the said organization, which must state that its objective is non-profit making; and
 - (iii) a budget for the proposed activity (which must be signed by the responsible person of the said organization and bear the chop of the said organization) to prove that the said organization will not profit from the activity.

- (15) An applicant which has been granted exemption from payment of charges must, within 30 days after the activity, submit to EDO an income and expenditure account which has been signed and verified by the responsible person (such as President/Chairman/Manager) of the relevant organization, and original copies of all related bills or their copies which have been certified true by the responsible person of the relevant organization, for EDO's vetting. The bills should include receipts of instructor fee acknowledged and signed by the instructors or, if receipts of instructor fee could not be provided, an acknowledge statement for instructor fee shall be submitted instead.
- (16) If the applicant fails to submit the income and expenditure account as required by the foregoing provision, the approval already granted for exemption from payment of charges will be cancelled and the said applicant has to settle in full the related charges and all its other applications which have been approved will be cancelled at once. Besides, the eligibility of the said applicant to apply for using the facilities of the community halls/centre will also be frozen for three months from the next date of ballot. For instance, the applicant shall submit the income and expenditure account and all related bills before 10 May but fails to do so on the due date, then its application for June to August which have been approved will be cancelled at once. Meanwhile, the said applicant may not use the facilities of the community hall/centre from September to November.
- (17) If it is later found out that the applicant and co-organizer, if any, which has been exempted from payment of charges for using the facilities of the community halls/centre does not meet the requirements for exemption, the approval for exemption concerned will be cancelled, and the said applicant shall pay the charges concerned as soon as possible.
- (18) Apart from the penalty provided in paragraph 7.2(41), if EDO suspects that the income and expenditure account and related bills submitted by the applicant are untrue or false, EDO will refer them to a relevant department for further investigation.
- (19) If for unforeseen reason, the applicant which has been exempted from payment of charges for using the facilities of the community halls/centre has a surplus after the activity has been held, the said applicant shall donate the surplus amount in full to charitable organizations which have been exempted from payment of tax under Section 88 of the Inland Revenue Ordinance (provided that the recipient organization(s) does not belong to the said applicant) and hand the donation receipts together with the duly signed and chopped income and expenditure account to EDO. Otherwise, the relevant approval for exempted payment of charges will be cancelled and the said applicant shall settle the relevant charges in full.

6. Code of Practice for using the Community Halls/Centre

6.1 Approval documents to hire

- (20) The applicant which has been granted approval to use the facilities of the community halls/centre must, on the day of using the venue, bring along the approval documents issued by EDO and hand them to EDO staff stationed in the venue for verification. If it is found that the organization using the facilities or the activity to be held is inconsistent with the approval document, EDO has the right to prohibit the person(s) at scene to use the facilities of the community halls/centre.
- (21) Unless exemption from payment of charges has been granted, the applicant must follow the demand note to settle payment and hand the receipt to EDO. EDO will then issue the approval documents to the applicant for using the community hall/centre after confirmation of payment has been made. If the applicant has not handed in the payment receipt seven days before the date of hiring, EDO will cancel the application for hiring without further notice.

6.2 The organization making the application must hold related licence(s) (if applicable)

- (22) Under Sections 4 and 7 of the Place of Public Entertainment Ordinance, Cap.172 of the Laws of Hong Kong, a licence from the Food and Environment Hygiene Department is required should an intended function fall within the meaning of “public entertainment” as defined in Section 2 of the Ordinance. In addition, such a licence must be produced to EDO at least two working days before the facilities of the community hall/centre are used. The applicant which fails to produce the related licence or provide adequate proof will not be allowed to use the facilities of the community hall/centre as scheduled.
- (23) Under the Public Order Ordinance, Cap. 245 of the Laws of Hong Kong, any individual or group wishing to hold public meetings has to notify the Commissioner of Police and obtain his written reply in advance if the meeting is going to take place with the presence of more than 50 persons. 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. If the applicant wishes to hold such a public meeting with the presence of more than 50 persons in the community halls of Eastern District, it must provide to EDO, at least three working days before using the community halls, the No Objection Letter issued by the Police for verification, together with a copy of it for file record. The applicant which fails to produce the related document nor provide adequate proof will not be allowed to use the facilities of the community hall/centre as scheduled.

6.3 Provisions for the number of persons using the halls or conference rooms of the Community Halls/ Centre

- (24) Unless prior permission has been obtained from the DFMC under the EDC, the actual number of persons from the applicant using the Community Hall/hall of the Community Centre each time must satisfy the following provisions :
- (i) at least 20 persons from Monday to Saturday(non-public holiday)
 - (ii) at least 80 persons on Sundays and public holidays
- (25) Unless prior permission has been obtained from the DFMC under the EDC, the actual number of persons from the applicant using the conference room of the Community Hall/ Community Centre each time must satisfy the following provisions:
- (i) at least 5 persons from Monday to Saturday (non-public holiday)
 - (ii) at least 10 persons on Sundays and public holidays
- (26) If the number of persons stated in the application form is less than the one provided in the foregoing paragraph 6.3(24) and (25), EDO shall not consider the said application.
- (27) The number of persons actually using the Community Hall/hall or conference room of the Community Centre shall not be less than half of the number stated in the application form. The organization in contravention of such provision will be warned in writing unless a reasonable explanation is given.
- (28) If the number of persons actually present exceeds or is likely to exceed the maximum capacity which the venue can hold, EDO has the right to prohibit the use of the venue at once for safety consideration of the participants.

The maximum capacity of respective community halls/centre is:

Causeway Bay Community Centre	400 persons
Aldrich Bay Community Hall	300 persons
Quarry Bay Community Hall	380 persons
Hing Wah Community Hall	250 persons
Yue Wan Community Hall	250 persons
Siu Sai Wan Community Hall	450 persons

6.4 Provisions for use of air-conditioning facilities inside the hall

- (29) To make the best use of resources, the applicant having been exempted from paying charges to use the facilities of the community hall/centre must ensure the number of persons present is 20 or more before they use the air-conditioning facilities in the hall. Otherwise, EDO will only provide electric fans and ventilation facilities to keep good ventilation.

- (30) In case the temperature inside the hall reaches 28°C or above (according to the temperature recorded in the hall) or if the Observatory issues a very hot weather warning, EDO staff on duty will turn on the air-conditioning facilities even though the number of persons actually present is less than 20. Nevertheless, if the final number of persons present is less than that provided in paragraph 6.3(24) and the applicant has not obtained prior permission from DFMC under EDC or provided reasonable explanation, the said applicant will be warned in writing.

6.5 Other provisions

- (31) With the exception of government departments, no applicant shall conduct in the venue transaction of money in any form, including the collection of membership fee, tutor fee or handout fee.
- (32) If an applicant cancels the use of the venue and fails to inform EDO two weeks before the activity is held in accordance with item 2(g) of Annex I, it will be warned in writing unless there is an unforeseen and reasonable justification.
- (33) If an applicant cancels or is absent from the hired session of the community halls/centre of Eastern District for three times for no reason within three months and unless it can provide reasonable justification, its eligibility of application will be frozen for three months from the next date of ballot and those applications which have been approved will be cancelled at once without further notice.

For instance, if an applicant has on 10 May accumulated three cancellations of the use of venue and fails to provide reasonable justification, its application for June to August which have been approved will then be cancelled at once. At the same time, it may not use the facilities of the community halls/centre from September to November.

- (34) If an applicant wants to use the community hall/centre for rehearsal of public performance, it will not be exempted from paying the charges of using the facilities of the community hall/centre unless the public performance concerned is free of charge. If the applicant provides untrue or false representation, EDO will take the following actions :
- (i) cancel at once the approval given to the said applicant for exemption from payment of charges. If the applicant has already used the said time session, it has to pay in full the relevant charges. If the said time session has not yet been used, it will be cancelled at once without further notice.
 - (ii) cancel at once all other time sessions which have been hired by the applicant.
 - (iii) cancel at once the eligibility of application by the said applicant for one year, during which EDO will not accept any application for using the facilities of the community halls/centre submitted by the said applicant.

- (35) Except under special circumstances, applications for using the facilities of the community hall/centre purely for the purpose of photographing or filming will not be considered, unless the photographing or filming work is conducted for the purpose of recording related activity.
- (36) The applicant will not be allowed to conduct vaccine injection of any kind in the hired venue.
- (37) The applicant will not be allowed to cook or smoke in the hired venue. Under general circumstance, no eating and drinking is allowed in the hired venue.

7. Penalty

7.1 Written warning

- (38) Unless otherwise stated in the provisions of the guidelines, the applicant will be warned in writing if it contravenes any provision of this annex.
- (39) If the applicant is absent in the hired session without any reason, it will be warned in writing.
- (40) Within 12 months from the date of the first warning letter, if the applicant accumulates up to a total of three contraventions, its eligibility of application for using the facilities of the community halls/centre will be frozen for three months from the next date of ballot.

7.2 Provide untrue or false information so as to get exemption from charges for using the facilities of the community halls/centre

- (41) If the applicant provides untrue or false information so as to get exemption from charges for using the facilities of the community halls/centre, EDO will take the following actions:
 - (i) cancel at once the approval of exemption from payment of charges of the said applicant. If the applicant has already used the said time session, it has to pay at once in full the related charges. If the said time session has not yet been used, it will be cancelled at once without further notice.
 - (ii) cancel at once all other time sessions which have been hired by the applicant.
 - (iii) cancel at once the eligibility of application by the said applicant for one year, during which this office will not accept any application for using the facilities of the community halls/centre submitted by the said applicant.
- (42) If the name of the organization which made application for using the community halls/centre is not the same as the name of the organization which actually used the community halls/centre and no reasonable justification is given, EDO will at once disqualify the latter from using the facilities of the community halls/centre.

8. Matters of attention

- (43) Working day does not include Saturday, Sunday and public holiday.
- (44) EDO may provide only basic sound equipment to the applicant which does not have its own sound equipment.
- (45) The applicant should arrange sufficient insurance cover and shall bear all responsibilities which may arise from the activity organized by it.
- (46) If an applicant has a record of improper use of government venues, its application will be referred direct to DFMC under the EDC for consideration.
- (47) In case there is media coverage of the activity held in the community hall/centre, the applicant which hires the venue shall notify EDO during office hours in advance as soon as possible (please refer to the following contact methods) and set up a media zone by itself on the venue so as not to cause inconvenience and danger to the persons using the venue. The applicant shall bear all responsibilities which may arise from such circumstances.

	<u>Mon to Fri</u>	<u>Sat & Sun</u>
Causeway Bay Community Centre	3104 2305	2570 4125
Aldrich Bay Community Hall	2886 6543	3195 4159
Quarry Bay Community Hall	2886 6543	2590 0245
Yue Wan Community Hall	2896 6968	3106 3158
Hing Wah Community Hall	2896 6968	2557 2495
Siu Sai Wan Community Hall	2896 6968	2505 2069

- (48) The DFMC under the EDC reserves the right to amend the above guidelines any time.

Eastern District Office

Revised in August 2011