

# **Guidelines on the Use of Facilities in Community Hall of Islands District Discovery Bay / Tung Chung Community Hall**

## **(1) Eligibility for application**

- 1.1 Applicant must be a lawful organization or an organization approved/sponsored by the government, such as:
  - a. Subvented welfare agencies;
  - b. Subvented educational institutions and non-profit making schools;
  - c. Charitable organizations;
  - d. Lawful organization or a non-profit-making organization sponsored by the government departments, such as Mutual Aid Committees, Kai Fong Welfare Associations;
  - e. Local Committees approved by the government (such as Area Committee, Summer Youth Programme District co-ordinating Committees, District Fight Crime Committees, etc.);
  - f. Islands District Council or its sub-committees or working groups;
  - g. Government departments or public organizations;
  - h. Councilors' offices of various tiers.
- 1.2 Applications from other organizations/institutions will be considered separately on the merit of the activities.
- 1.3 Applications from individuals will be restricted to the badminton court only and priority will be given to the organizations as listed above.
- 1.4 The proposed activities must be in line with the public interest and conform to the guidelines on the use of the Discovery Bay / Tung Chung Community Hall. Neither shall they be in breach of the law or disrupting public order, nor shall there be any commercial or profit-making purposes.

## **(2) Application Procedures**

- 2.1 The application form may be obtained at the Community Halls, Islands District Office and Sub-offices during office hours or downloaded from the website of Home Affairs Department (<http://www.had.gov.hk>). For enquiries, please call 2852 4338.
- 2.2 Completed application form shall set out the co-organizer, if any, specifying the purpose and the programme of the proposed activities and shall be submitted along with brief introduction, programme rundown and estimate of income and expenditure of the activity within the timeframe specified below by fax (Fax No. 2815 2291), by mail or in person to the Islands District Office (Address: 20<sup>th</sup> Floor, Harbour Building, 38 Pier Road, Central, Hong Kong). Telephone or verbal advance booking of venue will not be accepted.
- 2.3 If it is the first time the organization submits its application, the organization must also submit the approval letter for exemption of tax issued by the Inland Revenue Department in accordance with Inland Revenue Ordinance (section 88), or the Certificate of Registration of Society issued by the Hong Kong Police Force in accordance with Societies Ordinance (Section 5A(1)).

2.4 All valid application forms must bear the signature of the organization's officer-in-charge together with its official stamp.

2.5 The following sessions are for use of the Hall:-  
 Monday – Friday 10:00 a.m. – 9:00 p.m.  
 Saturday and Sunday 10:00 a.m. – 9:00 p.m.  
 Public Holiday Closed

**(3) Application Procedures for Hiring Facilities in Discovery Bay / Tung Chung Community Hall**

3.1 Advance booking can be made to the Islands District Office three months prior to each quarter according to the mechanism specified below.

**3.2 Prior Booking (three months in advance)**

The booking mechanism governing the maximum number of venues to be booked in each application is as follows:-

1. The following timeslots are available for booking for a maximum of two days, totaling not more than eight hours.

Monday – Friday, 5:00 p.m. – 9:00 p.m.  
 Saturday, Sunday, 10:00 a.m. – 9:00 p.m.

2. The following timeslots are available for booking for a period of a timeslot of two hours per week, consecutively not more than eight weeks (totaling not more than sixteen hours).

Monday – Friday, 10:00 a.m. – 5:00 p.m

3. If there are more than one application for the same timeslot, allocation will be determined by drawing lots. Applicant will be notified of the results by facsimile or by post.

3.3 After lots are drawn, unallocated timeslots will be allocated on a first-come-first-served basis. Applicants who wish to book another timeslot have to resubmit their applications.

3.4 If the applicant can prove that the activity is an annual event, booking of venue can be made one year in advance. The Islands District Office will determine whether to approve the application in accordance with the information provided by the applicant.

Booking Period	Date and Time of Application	Deadline for Application	Date of Drawing Lots	Date of announcement of results
First Quarter (January–March)	9:00 a.m., on the first working day in October of the preceding year	5:00 p.m., on the fifth working day in October of the preceding year	The first working day of the third week in October of the preceding year	The third working day after drawing of lots
Second Quarter (April–June)	9:00 a.m., on the first working day in January of the same year	5:00 p.m., on the fifth working day in January of the same year	The first working day of the third week in January of the same year	The third working day after drawing of lots
Third Quarter (July–September)	9:00 a.m., on the first working day in April of the same year	5:00 p.m., on the fifth working day in April of the same year	The first working day of the third week in April of the same year	The third working day after drawing of lots
Fourth Quarter (October–December)	9:00 a.m., on the first working day in July of the same year	5:00 p.m., on the fifth working day in July of the same year	The first working day of the third week in July of the same year	The third working day after drawing of lots

**(4) Exemptions from Payment of Charges for Use of Facilities**

- 4.1 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.
- 4.2 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.
- 4.3 The charges for using the Community Hall and other facilities are as follows:-

<u>Facility</u>	<u>Rate (per hour)</u>	<u>Remarks</u>
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	\$125	
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	
Badminton Court - basic charge	\$59	
Badminton Court - air-conditioning charge	\$125	
Meeting Room - basic charge	\$44	
Meeting Room - air-conditioning charge	\$10	

**(5) Regulations and conditions applicable to the applicant**

- 5.1 The applicant must abide by the regulations governing the use of venue as stipulated in Annex I.
- 5.2 The applicant must produce the letter of approval and the receipt for payment as requested by the Demand Note (where payment is required), before proceeding to use the community hall and its the facilities.
- 5.3 Notification of cancellation of the booking must be given to the Islands District Office in written form at least **2 weeks in advance of date of use**, providing the reason(s) for **cancellation**. Upon approval, payment(s) made will be refunded on presentation of the receipt. **Three cancellations without reasonable explanation within a period of six months will render the organization ineligible for hiring the facilities in the community hall for half a year.**
- 5.4 If the venue has to be reserved for departmental use under emergency relief arrangements (for example, to accommodate typhoon victims), the Islands District Office has the right to cancel the approval granted and the organizations concerned will be informed as soon as possible. Any payment made will be refunded on production of the receipt.
- 5.5 If a hirer fails to turn up without the giving notification as required in para. 5.3 above, fees paid will not be refunded.
- 5.6 Notification of any change to the entries made in the application form must be given to the Islands District Office in writing at least 2 weeks in advance, together with explanation. The Islands District Office has the right to withdraw the approval granted for the use of facilities in the community hall in view of the proposed changes.
- 5.7 The applicant **must not on its own let** the venue to other organizations or other units within the organization. In case of any breaches, the approval granted for the use of facilities in the community hall will be withdrawn immediately and fees paid will be forfeited. Repeated breaches will render the organization not eligible for future applications.

Remarks

- (1) The final decision on any application is vested in the Islands District Office, which reserves the right not to approve the application for the use of facilities in the Community Hall submitted by any organizations.
- (2) All applications will be determined by drawing of lots. The Islands District Office will also consider the applications on the merits of the proposed activities and nature of the applicant organizations.
- (3) If necessary, the Islands District Office may instantly cancel any approved hiring or amend the guidelines on the use of the facilities.
- (4) Staff members of the Community Hall shall have the right to enter, at any time, any part of the venue 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 any fees paid will be forfeited.
- (5) The applicant, its members and/or participants in its activity, whether as an invitee or otherwise, whilst using the Community Hall, shall be responsible for their own safety. They shall not have the right to and shall not make any claim for injury or damage against the Government of the Hong Kong Special Administrative Region, its servants or agents howsoever such injury and/or damage are occasioned, whether or not such injury or damage is in any way due to any negligent act, breach of duty, default and/or omission on the part of the Government of the Hong Kong Special Administrative Region, its servants or agents.
- (6) The Islands District Office reserves the right to amend these guidelines without further notice.

Islands District Office

December 2010

**Discovery Bay / Tung Chung Community Hall**  
**Guidelines on the Use of the Venue**

1. Under Public Order Ordinance, Chapter 245 Laws of Hong Kong, any individual or group wishing to hold public meetings has to notify the Commissioner of Police in advance if the meeting is going to take place with the presence of more than 50 people. 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 are excluded from the interpretation of public meetings.
2. The gathering or activities must be held in accordance with the programme previously submitted by the applicant. Activities conducted and any noise produced thereby must not interfere with other activities taking place in the Community Hall or cause nuisance to the residents in the neighbourhood.
3. No posters, slogans, banners or portraits are to be posted or hung when using the Community Hall, unless with the prior agreement of the Islands District Office. Chanting of slogans and activities that disturb public order are prohibited.
4. Eating, smoking and burning of any articles are strictly prohibited in the Community Hall (such as the Hall, Conference Room and Lobby).
5. The applicant is responsible for physical arrangements (such as seating) in the Community Hall, and shall not put any nails or any other materials that are difficult to remove (such as paints) on the walls, furniture and other equipment. The applicant shall be liable to pay for any damage caused to any equipment, furniture or structure of the building.
6. No donation, sales, bidding or auction activities shall be conducted in the Community Hall, with the exception of permit-holders.
7. Unless agreed upon by the Islands District Office, no additional structures (such as altar) shall be erected in the Community Hall.
8. The applicant must ensure that the number of participants does not exceed the expected number of participants stated in the application form or the maximum capacity of the venue (i.e. 450 people). For the sake of public safety, staff members of the Community Hall have the right to apply control over the number of participants, or terminate the applicant's use of the venue immediately and the applicant shall have to clean the venue.
9. The organization approved to use the venue and its facilities must conduct its activities in accordance with the nature, programme and purpose as stated in the application form.
10. The applicant shall maintain good order and discipline during the activities and clean the place after use, otherwise a cleaning fee will be charged by the Community Hall.
11. For any fee-charging activities held at the venue, the applicant must submit, within one month of the date of the activity, a balance sheet duly signed and certified to the Islands District Office for reference.
12. The applicant organization is responsible for taking out insurance coverage for the activity.
13. No adhesive tape or nails shall be used to avoid damage to the flooring. Care must be taken when moving objects or equipment in Community Hall.
14. Attaching/sticking objects or hanging banners on the curtains on stage are prohibited.

15. If the lighting and sound equipment on the stage has to be used for drama or other performances, application for its use must be submitted along with the application for the venue. Upon approval, the applicant organization shall hire qualified technician to operate the system, and shall assume full responsibility for any damage caused.
16. No additional electric appliances and lighting equipment are to be installed in any part of the venue unless prior permission from the staff members of the Community Hall has been obtained.
17. The lighting system, once connected to the power supply, should not be relocated under any circumstances, to avoid mechanical damage to the system and any threat to personal safety.
18. If lighting adjustment is required, people at the front stage must be notified in advance and evacuated. The adjustment should be done in the presence of the duty officer of the Community Hall. As instructed by the Electrical and Mechanical Services Department, no objects are to be hanged to the lighting stand to prevent overloading; reflective or colour paper should not be attached to the lighting equipment.
19. Organizations intending to use the tables, chairs, dressing rooms, lighting, sound or other equipment should inform the staff members of the Islands District Office in advance for the necessary arrangement. The organization's designated person in charge on site should ensure that the venue and its facilities remain clean and intact. Upon leaving the venue, he or she should ensure that all tables, chairs and items on loan are put in their original locations or returned to the duty officer of the Community Hall, and that all rubbish is properly disposed of. In case of any damage of facilities/items on loan, the Islands District Office reserves the right to take action against the liable party.
20. Organizations or participants must safe-guard their own properties. The Islands District Office will not be responsible for any loss or damage to their properties.
21. The Multi-purpose Hall is not suitable for ball game activities. If other indoor sports activities are held in the Multi-purpose Hall, the applicant organisation must ensure that the flooring is not damaged. Participants in sports activities must wear sports shoes. If dance activities are held in the hall, participants in dance activities must wear gymnastics shoes/canvas shoes or shoes that will not damage the flooring. Participants of other activities also should not wear shoes that may damage the flooring.
22. Upon leaving the venue, organizations using the venue should remove all the bulky rubbish (such as flower baskets, paper cartons) to the refuse collection points, while the less bulky rubbish, after proper disposal, may be placed in the rubbish bins located in the loading/unloading area on the Ground Floor of Discovery Bay/Tung Chung Community Hall. No rubbish should be placed inside the Community Hall or outside its entrance.
23. Organizations' are advised to provide work permits for their workers, which should be worn to facilitate identification.
24. If the use of lockers in the changing room is required, organizations are advised to submit an application to the staff members of the Community Hall in advance. The District Officer is not responsible for any loss or damage to the property kept in the lockers.
25. To ensure fire safety, the following regulations and conditions should be followed by applicant:

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
26. 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.
27. 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(j) above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).
28. 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.
29. For the purposes of clauses 26 and 27, “Negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
30. 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 Discovery Bay / Tung Chung Community Hall**

**Exemption from Payment of Charges**

- (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 Discovery Bay / Tung Chung Community Hall**

<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.
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