

**Guidelines on the Use of Facilities Available in a Tsuen Wan
Community Hall / Community Centre (CH/CC)**

I. Eligibility criteria for the use of the facilities

- (1) The applicant organisation should be a registered body / a subvented welfare organisation / a subvented educational organisation / a charitable organisation / a LegCo Member's office / a District Council Member's office or an approved local committee in Hong Kong.
- (2) Applications for use of the facilities available in a Tsuen Wan Community Hall / Community Centre (CH/CC) made by local organisations in Tsuen Wan should be given priority.

II. Procedure for application /payment of charges

- (1) Application forms are obtainable at the Tsuen Wan District Office or from Home Affairs Department Homepage:
http://www.had.gov.hk/tc/public_services/community_halls_centres/ccch.htm.
- (2) The CH/CC opens daily from 9:00am to 10:00pm, except the holidays during Chinese New Year.
- (3) The applicant organisation should submit, within the 1st to the 5th day of the third month in advance of the function, a completed application form (in duplicate) setting out the co-organizer, if any, with a detailed programme of the function by post (the stamped date will be taken as the date of application) or in person to Tsuen Wan District Office (“this Office”), specifying the purpose of the function. The applicant organisation should submit its application for waiver for hire charges at the same time if it can satisfy the conditions set in Annex I.
- (4) For continuous hire service of the facilities, the applicant organisation should submit a completed application form within the 1st to the 5th day of the third month in advance of the function. Applications made earlier than three months before the function will not be considered.
- (5) Details of one-off application for use of facilities of the CH/CC are as follows:
 - (i) The applicant organisation should submit its application within the 1st to the 5th day of the third month in advance of the function. For example, an applicant organisation should submit its application within the 1st to the 5th day of June for use of the facilities in CH/CC in September.
 - (ii) Every applicant organisation should apply for use of the CH/CC for three days at maximum in each month.
- (6) Details of application for continuous use of facilities of the Tsuen Wan CH/CC are as follows:
 - (i) For any application for use of the facilities at any session for four consecutive weeks or more, it is deemed to be an application for continuous use of facilities.

- (ii) The sessions for use are divided into peak hours and non-peak hours, as follows:
- (A) Peak hours: Sessions during 7:00pm to 10:00pm from Monday to Sunday.
 - (B) Non-peak hours: Sessions during 9:00am to 1:00pm and 2:00pm to 6:00pm from Monday to Sunday.
- (iii) The applicant organisation should only apply for continuous use of facilities at one session every week during peak hours, one session of non-peak hours in the morning and one session of non-peak hours in the afternoon. Every application for continuous use of facilities should not exceed three months. The applicant organisation should submit a fresh application for continuous use of the facilities and the facilities could only be hired if no other application for use at the same session has been received.
- (7) Cleaning work for Lei Muk Shue Community Hall will be conducted on every Tuesday from 2:00pm to 6:00pm. Cleaning work for Shek Wai Kok Community Hall will be conducted on every Wednesday from 2:00pm to 6:00pm. For Princess Alexandra Community Centre, cleaning work of the hall will be conducted on every Thursday from 2:00pm to 6:00pm and cleaning work of the conference room will be conducted on every Thursday from 9:00 am to 1:00 pm. No application for use of the facilities during the said period of time is accepted.
- (8) No reservation by phone for use of the CH/CC or other facilities is accepted.
- (9) If more than one application for use of the CH/CC at the same session have been received, the use of the venue will be decided by drawing lots regardless it is a continuous application or an one-off application. Lots will be drawn, if necessary, on the 22nd day of each month at the Tsuen Wan District Office during office hours. If the 22nd day of the month is a Saturday, Sunday or a public holiday, lots will be drawn on the following working day. The applicant organisations will be informed to attend lot drawing.
- (10) The applicant organisations will be informed in writing of the result as soon as possible. Any addition or change of the co-organizer as set out in the application form is not permitted without approval.
- (11) On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant if payment is required. The applicant should settle the Demand Note as soon as possible with any of the payment methods stated therein.
- (12) The receipted Demand Note will serve as a permit for use of the facilities and should be presented to officer-in-charge of the CH/CC before the scheduled function can commence. No cash should be handled to any officer-in-charge of the CH/CC.
- (13) The applicant organisation shall be refused to use the facilities if the receipted Demand Note or the letter of approval (where payment has been exempted) cannot be produced at the venue.
- (14) Notification of cancellation of the proposed function 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. Any organisation which cancels its application

without prior written notification for three times within six months will be prohibited to use the CH/CC for half a year.

- (15) If the venue has to be reserved for departmental use under emergency relief arrangement, for example, cold / heat shelters or functions being held by the Government, such as elections and emergency meetings, the organizations concerned will be informed as soon as possible. Any payment made will be refunded on production of receipted Demand Note.
- (16) If an applicant organisation fails to turn up without the notification required by item (14) above, any amount paid will be forfeited. Persistent cancellation may jeopardise future applications.
- (17) The applicant organisation should inform and explain the amendments of the contents of its application, if any, to this Office in writing. This Office reserves the right to decide whether the amendments are accepted, and to withdraw the approval of the organisation for using the facilities of the CH/CC.
- (18) If the applicant organisation contravenes the rules and conditions of the application for use of the Community Hall, this Office has a right to withdraw the approval of the organisation for using the facilities of the Community Hall and to take account of the facts when considering the future application made by the same organisation.
- (19) In times of typhoons and rainstorms, the arrangements of using the facilities are as follows: the operation of the CH/CC will stop when typhoon signal No.8 or above is issued; the organisation can continue to stay at the CH/CC when rainstorm black signal is issued, except when the hall has to be reserved for emergency relief purpose (users may stay in other places of the CH/CC). If the typhoon signal No.8 or rainstorm black signal is issued at least one hour before the hired session being started, the operation of the CH/CC will stop. After the signal having been cancelled, the arrangements in relation to the CH/CC are as follows:
1. If signal cancelled at 6:00am or after, the morning session will be closed
 2. If signal cancelled at 12:00noon or after, the afternoon session will be closed
 3. If signal cancelled at 5:00pm or after, the night session will be closed

After the CH/CC being re-opened, the organisation can choose whether they will continue to use the facilities. Nevertheless, they should inform the officer-in-charge of the CH/CC in advance for necessary arrangements.

III. Regulations and conditions to be followed by applicant

- (1) 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

- (2) The applicant organisation should not let other organisations use the venue, and the gathering or activities must be held in accordance with the programme previously submitted upon the application.
- (3) The applicant organisation should arrive at the CH/CC within the first 10 minutes of the hired session of using the venue and / or equipment. This Office will have other arrangements if the applicant organisation is late for more than 30 minutes.
- (4) 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. The activity and noise generated therein should not affect other activities held in the CH/CC at the same time.

- (5) No inflammable object / dangerous goods are allowed in the venue. Smoking and burning of joss paper or joss stick is prohibited in the venue as well so as to prevent danger.
- (6) The applicant organisation should assume responsibilities for physical arrangement such as sound equipment and seating, and shall not erect any structure, including a dais and altar, etc, put any nails or other materials that are difficult to remove such as lacquer, paints, or other similar material on the walls, furniture and other equipment. The applicant organisation shall be liable to pay for any damage to any equipment, furniture, or fabric of the venue.
- (7) Soliciting donation, operating a business, conducting an auction within the venue are prohibited. If the public has to buy tickets for the activity, admission tickets should not be sold within the venue or at any nearby locations.
- (8) The applicant organisation should maintain good order and discipline during the gathering and clean the place after use.
- (9) 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 organisation should employ a qualified technician to operate the control panel and notify the officer-in-charge of the venue. The applicant organisation should assume full responsibility for any damage caused.
- (10) No additional electric appliances and lighting equipment are to be installed in any part of the venue unless prior permission from this Office has been obtained.
- (11) The applicant organisation should ensure that the number of participants does not exceed the anticipated number of participants as stated in the application form or the maximum capacity of the venue. Otherwise, staff members of this Office have a right to step in to control the number of participants or terminate the right to use the venue and to request the applicant organisation to have the venue cleared at once for the sake of public safety.
- (12) Staff member of this Office have the right to enter, at any time, any part of the venue used by the applicant organisation and impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant organisation fails to observe these conditions, staff members of this Office may terminate the right of use at any time and have the place cleared.
- (13) 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.

(14) 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 III(13) above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).

(15) 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.

(16) For the purposes of clauses III(13) and III(14), “Negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).

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

Note: This Office reserves the right to amend the content of this guideline.

Tsuen Wan District Office
December 2010

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

