

**Guidelines on the Use of Facilities Available
Leighton Hill Community Hall**

(1) Eligibility criteria for the use of the facilities

- 1.1** The eligibility for the use of facilities available in the community Hall are as follows-
- a. Subvented welfare agencies;
 - b. Subvented educational institutions, subvented schools and non-profit making schools;
 - c. Charitable organizations and non-profit making organizations such as Mutual Aid Committee, Kai Fong Welfare Associations etc;
 - d. Local committees recognized by the Government, such as Area Committees, District Fight Crime Committees, District Youth Programme Committees;
 - e. Wan Chai District Council or its sub-committees or working groups;
 - f. Government Departments or Government related organizations such as Consumer Council, Hong Kong Tourism Board etc;
 - g. Offices of the Legislative Councilors and District Councilors;
- 1.2** The applications submitted by other organizations would be considered on case-by case basis.
- 1.3** The activity has to be **in the public interest**. It must not contravene the laws of Hong Kong nor disturb the public peace, and should not be held for any commercial purposes.

(2) Procedures for application

- 2.1** Application forms are available at the Public Enquiry Service Centre, Wan Chai District Office, G/F, 2 O'Brien Road, Wan Chai, Hong Kong during office hours. The person-in-charge of the organization / association who wishes to apply for the use of the community hall should submit the completed application form in person, by mail or by fax (fax no.: 2147 0465) to the Wan Chai District Office. (For enquiries: 3422 3068)
- 2.2** To facilitate the processing of the application, the applicant is required to return the duly completed application form with signature of main office-bearers, official chop and stating the co-organizer, if any. It is necessary to specify the co-organizer, if any, the purpose, the programme together with the budget of the proposed activities.
- 2.3** The applicant should submit the letter (IR 302) issued by Inland Revenue Department or Certificate of Registration of Society issued by the Hong Kong Police.
- 2.4** The applicant should submit, at least 2 weeks in advance, a completed application form to Wan Chai District Office and specify the co-organizer, if any. Any addition or change of the co-organizer as set out in the application form is not permitted without approval.
- 2.5** The application will be processed according to the priority set in (3) on the **working day of the month**. All application will be processed on **"First Come First Serve"** basis.

2.6 The booking sessions are:

Mon. – Sun.

AM session: 9:00am – 1:00pm

PM session: 1:30pm – 5:30pm

Night session: 6:00pm – 10:00pm

(3) Priority for submission of application

3.1 Priority is given to bodies/organizations (**with registered address**) in **Wan Chai District**, including Wan Chai District Council or its sub-committees or working groups, government departments, statutory institutes, local committees recognized by the government (such as Area Committees, District Fight Crime Committees etc); non-profit-making organizations (such as voluntary organizations, charitable bodies, schools, Kaifong Welfare Associations, councillors' offices, owners' corporations/Mutual Aid Committees, etc). They can submit an application for the use of Leighton Community Hall and its facilities ***4 months*** prior to the date of the proposed activity.

3.2 Bodies/organizations (with registered address) outside Wan Chai District include government departments, statutory institutes, non-profit making organizations and other bodies can submit applications ***2 months*** prior to the date of the proposed activity.

(4) Applications for long-term use.

4.1 Hire of the aforesaid facilities by an organization for a continuous period of 1 month (i.e. 4 consecutive weeks) is categorized as long-term booking. Generally, each applicant / organization could apply at most 2 sessions per week. The applicant can submit applications according to the priority requirement as stated in (3).

4.2 The *maximum* hiring period of the long-term use is 1 *month*. If the applicant wishes to continue the hire after the hiring period, he/she must submit a new application. Approval will only be granted if no other applicants have applied for the same period.

(5) Exemption for charges

5.1 The following organizations or-organizer, if any fulfilling the conditions below can apply for exemption for both rental and air-conditioning fee:

- a. Government departments, Local committees recognized by the government, such as Area Committees;
- b. Subvented welfare organizations;
- c. Subvented education institutions, subvented schools or non-profit making schools;
- d. Charity organization (such as Pak Oi Hospital, Yan Oi Tong and organizations subvented by legalized organizations or government departments, such as Rural Committees, Kai Fong Welfare Association, etc). Those organizations should submit relevant documentary proof (such as documents for exempt from tax under section 88 of the Inland Revenue Ordinance;
- e. Legislative Councillors office or District Councillors' office.

5.2 The applications setting out the co-organization, if any, submitted by the subvented welfare agencies, schools, offices of the Legislative Councilors and District Councilors and other non-profit making organizations for the use of community hall and its facilities for the launch of non-profit making activities are eligible to apply for exemption on both rental and air-conditioning fee. Applicants should state in the application form the information of the co-organizer (if any). If applicant / organization wishes to apply for exemption of fees, he / she needs to declare in the application form that the applicant / organization and its co-organizer(s) are those persons listed above and are non-profit making.

5.3 Rates of charges for Use of Leighton Hill Community Hall and its facilities are as follows:

<i>Facility</i>	<i>Rate (per hour)</i>	<i>Remarks</i>
Multi-purpose Hall – basic charge	\$82	Chairs provided. Applicant to provide his own technician to operate the lighting panel and public address system, if necessary, and to arrange for seating.
Multi-purpose Hall – air-conditioning charge	\$105	
Multi-purpose Hall – using the lighting panel	\$16	
Dressing Room - basic charge	\$5.5	
Dressing Room - air-conditioning charge	\$6.5	

<i>Facility</i>	<i>Rate (per hour)</i>	<i>Remarks</i>
Conference Room - basic charge	\$40	
Conference Room - air-conditioning charge	\$11	
Stage meeting Room - basic charge	\$44	
Stage Meeting Room - air-conditioning charge	\$10	
Badminton Court - basic charge	\$59	
Badminton Court - air-conditioning charge	\$105	

(6) Regulations and conditions to be followed by applicant

- 6.1 The applicant should follow the regulations and conditions as stated in Annex I.
- 6.2 The applicant should present the confirmation letter and the receipted Demand Note to the officer-in-charge before the scheduled activities can commence.
- 6.3 The applicant should submit, at least *two weeks in advance*, the Notification of cancellation of the hire of venue to Wan Chai District Office *and state the reasons*. Necessary action will be taken to refund any payment already made on production of receipted Demand Note. Any organization that has a record of canceling its use of community hall temporarily for *three times and without any reasonable explanation* will be suspended from hire of community hall for *half a year*.
- 6.4 If the venue has to be reserved for departmental use under emergency relief arrangement: for example, to accommodate typhoon victims, the Wan Chai District Office has the right to cancel the application already approved and the organization concerned will be informed as soon as possible. Any payment made will be refunded on production of receipted Demand Note.
- 6.5 If an applicant *fails* to turn up without the notification required by (6.3) above, any amount paid will be forfeited.

- 6.6 Should there be any changes to the details of item as listed in the application form, the applicant should submit, two weeks in advance, a notification to the Wan Chai District Office and give explanation for such changes. The Wan Chai District Office reserves the right of whether to accept the changes or not. It also has the right to withdraw the approval on the booking of the Leighton Hill Community Hall or its facilities.
- 6.7 Any addition or change of the co-organizer as set out in the application form is not permitted without approval.
- 6.8 The applicant *must not let* other organization or another unit of the same organization uses the venue *in private*, or else its right to use the community hall/facilities of the conference room will be revoked by the Wan Chai District Office at once. The applicant has to undertake that it would abide by this rule when it submits the application for hire of venue in future. The application for hire of venue submitted by the applicant may not be accepted if it has failed to comply with the rule more than once.

Remarks

1. Wan Chai District Office has the right to make a final decision on any application.
2. All applications will be processed on “First Come First Serve” basis. Wan Chai District reserves the right not to grant the use of the facilities/equipment of the Leighton Hill Community Hall to any applicant.
3. Wan Chai District Office can alter at any time the approval for the use of the facilities/equipment of the Leighton Hill Community Hall granted.
4. Staff members of the Hall shall have the right to enter, at any time, any part of the Leighton Hill Community Hall 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. In this case, any amount paid will be forfeited.
5. The applicant and/or anyone of its members, whether as an invitee or otherwise, whilst using the community hall, is there entirely at their own risk, and they shall not have or make any claim for injury or damage against the Government of the Hong Kong Special Administrative Region, its servants or agents however such injury and/or damage must be 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 agent.
6. In case of tropical cyclone signal no.8 or above or black rainstorm warning is hoisted, Leighton Hill Community Hall will be closed. Hirers can call at 3422 3068 for enquiry.
7. Wan Chai District Office reserves the right to make any changes to the rules and regulations and all other arrangement without prior notice.
8. Should discrepancies arise from the above, the Chinese version shall prevail.

Wan Chai District Office
27 January, 2011

Leighton Hill Community Hall Rules and Regulations

1. The gathering or activities must be held in accordance with the programme previously submitted by the applicant. The activities organized and the noise emitted shall not obstruct other activities being held in the community hall.
2. Unless prior *written consent* from the Wan Chai District Office is obtained, no posters, slogans, banners or portraits are to be posted or hung when using the venue. Chanting of slogans and activities that disturb public order are also prohibited.
3. Eating, smoking and burning of any articles are strictly prohibited in Leighton Hill Community Hall.
4. 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.
5. Unless with a relevant permit, no fund raising, sale, auction of any kind is allowed in the hall.
6. Unless consent is obtained from the Wan Chai District Office, no addition, such as an altar, is allowed in the hall.
7. The applicant shall ensure that the number of participants *does not exceed* the estimated number as stated in the application form, or the maximum intake capacity of the venue (350 persons). Otherwise, the staff members shall have the right to limit the number of participants, or to terminate the applicant's continual use of the venue and require the applicant to have the venue cleaned immediately.
8. The programme must be held in accordance with the programme previously submitted by the applicant and approved by Wan Chai District Office
9. The applicant shall maintain good order and discipline during the gathering and clean the place after use. Otherwise, Wan Chai District Office will charge the applicant for cleansing expenses.
10. If the applicant has to charge the participants any fee for the activity held at the venue, an income and expenditure account signed correct and copies of all the receipts must be submitted to the hall for internal reference *within one month* after the activity.
11. The applicant has to be insured for the activity to be held.
12. No eating is allowed in the Multi-purposes Hall and the Conference Room
13. It is not allowed to put an adhesive substance or put any nails that are difficult to remove on the floors.
14. It is not allowed to put or hung banners on the curtain on the stage.

15. 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 shall employ a technician on its own and assume full responsibility for any damage caused.
16. No additional electric appliances and lighting equipment are to be installed in any part of the community hall unless prior permission from the staff members of the hall has been obtained.
17. It is not allowed to remove any electric appliances once it is power on.
18. The adjustment of the lighting system can only be done in the presence of the officer-in-charge. Attachment to the lighting bar is strictly prohibited.
19. The applicant should inform Wan Chai District Office of the facilities that would be used. The applicant shall assume responsibilities for physical arrangement and clear the venue after use.
20. The applicant shall assume responsibilities to clear the huge rubbish.
21. It is recommended the organizers should wear or carry a clear identification badge or card.
22. The users of the dressing rooms should have a key pack in case they want to use the lockers.
23. 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 the CH / CC by the applicant or any of its Related Persons.
24. 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 23 above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).

25. 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.
26. For the purposes of clauses of 24, "Negligence" shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
27. The Government shall have the right not to grant the use of a CH / CC (including the facilities there of) to any applicant.

Wan Chai District Office
27 January, 2011