

Facilities in Henry G. Leong Yaumatei Community Centre and Exemptions from Payment of Charges for Use of Facilities

(1) Facilities in Henry G. Leong Yaumatei Community Centre

Facility	Features
Multi-purpose Hall	The seating capacity is up to 522, including 360 movable seats at the 1/F Hall and 162 fixed seats at the 3/F Balcony. There are 4 additional wheelchair spaces in the Balcony. The 1/F Hall can accommodate up to a maximum of 400 persons, while the 3/F Balcony can accommodate up to 176 persons including no more than 10 standing staff of the hirer. The minimum number of participants for the use of the Multi-purpose Hall is 50. Chairs, tables, exhibition boards, A4/A1 display stands, DVD player, cassette player, lighting system, sound system, piano, projector and stage banner bar are available (Remark: The technical information of the Hall is detailed at Annex A(VI)). Users should deploy their own qualified technicians to operate the lighting and sound consoles as well as arrange seats and conduct venue clearance after use by themselves. Users are liable to compensation for any damage caused to the facilities.
Conference Room*	The room, the floor area of which is about 95 m ² , has a seating capacity of about 120 persons. The conference table has a seating capacity of about 22 persons. Chairs (120 pieces), tables (6 pieces), basic PA system (2 wireless microphones), whiteboard, multi-media projector and screen are available.
Classroom *#	The room, the floor area of which is about 57 m ² , has a seating capacity of about 50 persons. Chairs (50 pieces), tables (4 pieces), basic PA system (2 wireless microphones), whiteboard, multi-media projector and screen are available.
Meeting Room#	The room, the floor area of which is about 19 m ² , has a seating capacity of about 20 persons. The conference table has a seating capacity of about 12 persons. Chairs, tables, whiteboard, projector and screen are available.
Multi-purpose Activity Room	The floor area of the Multi-purpose Activity Room is approximately 120 m ² . This room is furnished as a dance studio with sprung floor, full-length mirrors and practice bars, suitable for dance and rehearsal activities. Basic PA system (2 wireless microphones), MD player, DVD player and LCD monitor are available.
Outdoor Multi-purpose Court# (Basketball/ Volleyball/ Badminton Court)	Lighting is provided in the evening session (from 6:00p.m. to 10:00p.m.). Users are required to set up the volleyball/badminton net by themselves, and to conduct venue clearance and return the net to the management office after use.
Covered Play Area#	Chairs (150 pieces), tables (10 pieces), basic PA system (2 wireless microphones), multi-media projector, screen and exhibition boards are available.

* The Conference Room and Classroom are partitioned with folding screens in between. If the activities warrant, the two rooms may be jointly rented and used by organisations.

The portable PA system may be provided in the venues.

Note : To save public funds and to reduce the consumption of energy, this Department would only exempt the organisations conforming to the below section 2.1 from the charge of air-conditioning under the following circumstances: -

- a. Multi-purpose Hall: The temperature is at 25.5 oC or above; or
- b. Conference Room/ Classroom/ Multi-purpose Activity Room/ Covered Play Area: The temperature is at 25.5 oC or above; or
- c. Covered Play Area: The temperature is at 25.5 oC or above.

Under other circumstances, organisations must pay the air-conditioning charge.

(2) Exemptions from Payment of Charges for Use of Facilities

2.1 Organisations and the co-organizer (if any) belonging to one of the following groups may be completely exempted from charges for using the facilities for non-profit making activities (Note 1): -

- a. government departments;
- b. subvented welfare agencies;
- c. subvented educational institutions, subvented schools and non-profit making schools;
- d. offices of the Legislative Councillors and District Councillors;
- e. charitable organisations (Note 2) like Pok Oi Hospital, Yan Oi Tong, etc.;
- f. non-profit making organisations such as Owners' Corporation, Mutual Aid Committees, Children's Club, Rural Committees, Kaifong Welfare Associations, etc. which are under the sponsorship of a legitimate organisation or government departments ;
- g. local committees recognised by the Government, such as Summer Youth Programme District Co-ordinating Committees, District Fight Crime Committees, etc.;
- h. candidates standing for election to the Legislative Council and the District Councils if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

Note 1: If the activity to be held in this Community Centre is not free of charge, the organisation should attach to the application with the activity's budgeted income and expenditure statement, to prove that the activity concerned is non-profitable.

Note 2: Charitable organisations which apply for exemption from charges for using the facilities should attach to the application with a copy of the certificate issued by the Inland Revenue Department confirming that the organisation, being a charitable institution or trust of a public character, is exempt from tax under Section 88 of the Inland Revenue Ordinance.

2.2 All applications would be processed and approved in accordance with the final decisions made by the Yau Tsim Mong District Facilities Management Committee.

Guidelines on the Booking of Facilities in Henry G. Leong Yaumatei Community Centre

(1) Eligibility Criteria

- 1.1 The following are the eligible organisations in the order of priority. In case more than one application for the same time slot of a particular venue is received, the Yau Tsim Mong District Office (YTMDO) will allocate the time slot according to the order of priority below:
- (a) government departments;
 - (b) public organisations, the Yau Tsim Mong District Council and its committees/working groups, the Yau Tsim Mong District Councilors' offices and local committees of the Yau Tsim Mong District (for examples, Area Committees, Summer Youth Programme District Co-ordinating Committees, District Fight Crime Committees etc.);
 - (c) subvented welfare agencies, registered schools or educational organisations, charitable organisations, registered organisations (organisations with business registration solely are not eligible), Owners' Corporations, Mutual Aid Committees, Kaifong Welfare Associations with registered address in the Yau Tsim Mong District;
 - (d) subvented welfare agencies, registered schools or educational organisations, charitable organisations and religious organisations with registered address outside the Yau Tsim Mong District as well as the Legislative Councilors' offices .
- 1.2 Applications from other organisations/institutions will be considered separately on the merit of the activities.
- 1.3 The proposed activities must be in the public interest and conform to the guidelines on the use of the Henry G. Leong Yaumatei Community Centre. Neither shall they be in breach of the law or the peace, nor shall there be any commercial or profit-making purposes.

(2) Procedure for Application / Payment of Charges

- 2.1 The Application Form may be obtained from Public Enquiry Service Centre of Yau Tsim Mong District Office, Henry G. Leong Yaumatei Community Centre or Mong Kok Community Hall. It may also be downloaded from the Home Affairs Department's Internet web site (http://www.had.gov.hk/en/public_services/community_halls_centres/).
- 2.2 The Community Centre is available for hiring from 9:00 a.m. to 10:00 p.m., Mondays to Sundays, except on the first three days of the Lunar New Year.
- 2.3 Advance booking can be made to the YTMDO three months before the quarter¹ of the function date. For instance, applications for use of venues in the second quarter (from April to June) can be submitted the soonest in January in that year.
- 2.4 Organisations wishing to make a booking may enquire by telephone (Tel. No. 2399 2189) during office hours (from 8:45 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m., Mondays to Fridays) as to the availability of the venue. Bookings over telephone are not acceptable. Applications are processed upon receipt of the application forms.
- 2.5 Application forms for advance booking are collected by the YTMDO during office hours as stated above, on the first working day of each quarter starting from 8:45 a.m. Applications submitted before the prescribed period or outside office hours will not be entertained. Application forms and all necessary documents can be submitted in the following manner :
- (a) By fax (Fax No. 2397 3425), only those received by fax during office hours will be accepted.
 - (b) In person during office hours to the YTMDO at 6/F, Mongkok Government Offices, 30 Luen Wan Street, Mong Kok.
- 2.6 In the case of inclement weather, the YTMDO will not accept application forms submitted in person or by fax when the Hong Kong Observatory announces that Tropical Cyclone Warning Signal No. 8 or the Rainstorm Black Warning will be issued. Collection of application forms will be resumed during office hours, 2 hours after the warning is cancelled.
- 2.7 All organisations should submit their application forms and all necessary documents at least 7 working days before the function date. Applications made less than 7 working days before the function date will not be entertained. The applicant should set 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 A(I).
- 2.8 All valid application forms must bear the signature of the organisation's officer-in-charge together with its official stamp.

¹ The quarter means January to March, April to June, July to September or October to December.

2.9 Applications received will be considered according to the following manner:

- (a) Applications received within each quarter's first 7 working days for time slots in the next quarter will be considered in accordance with the priority order in para. 1.1 above. If two or more organisations of the same priority group apply for the same time slot, the YTMDO will allocate the time slot by drawing lots on the 15th working day and will advise the organisations concerned accordingly within the next ten working days. Unsuccessful applicants should submit another application form to the YTMDO and the YTMDO will consider the application according to para. 2.9(b);
- (b) Applications received on each quarter's eighth working day and onwards for unallocated time slots will be considered according to the order of submission and on a first-come-first-served basis. If the application is submitted in person, the date and time of receipt will be recorded on the application form. To be fair to all applicants, who may submit their applications either by fax or in person, applications received via various channels will be arranged in the order of submission before further processing by the YTMDO. As such, an applicant organisation cannot be informed of the outcome of its application on the day of submission, or on the spot, even though it is submitted in person. Two choices can be made for each application (the YTMDO will only consider the first two time slots if more than two time slots are specified on the application form). If the two chosen time slots are not available, the YTMDO will inform the organisation within the next working day after receiving the application. The unsuccessful applicant organisation should submit another application form to the YTMDO. Applications will be processed only upon receipt of an application form.

The quantity of applications submitted for use of the Hall and/or the Multi-purpose Activity Room should comply with para. 2.11 below.

2.10 There are three time sessions for use of the Hall:-

- Morning session from 9 a.m. to 1 p.m.;
- Afternoon session from 1 p.m. to 5 p.m.; and
- Evening session from 5 p.m. to 10 p.m.

Any one booking should be made within one session and should not span across different sessions. Organisations may apply to use two successive sessions of the Hall for one-off large-scale activities with more than a hundred participants.

2.11 Bookings of venues should be made as follows:

- **Quarterly block booking** : This means weekly use of the same venue in the same time slot of four hours maximum throughout the quarter.
- **Individual booking** : This means single use of a venue. Each time slot lasts generally up to four hours. Individual bookings of the Hall for longer time slots for one-off large-scale activities with more than a hundred participants may be accepted according to para. 2.10 above.

The ceiling of each organisation's applications submitted for use of the Hall and/or the Multi-purpose Activity Room in the next quarter is set out as any one of the following application combinations:

- (i) Two block bookings with applied time slots falling in different days; or
- (ii) One block booking and three individual bookings; or
- (iii) Six individual bookings.

In combinations (ii) and (iii), no more than two individual bookings should be made in the same month. In case that there are unallocated time slots for the Hall or the Multi-purpose Activity Room, the above booking restrictions will be lifted for individual bookings made two months or less before the month of the function date.

2.12 For the Hall, the time slots from 5 p.m. to 10 p.m. on Thursdays and all time slots on Saturdays, Sundays and public holidays are not open for quarterly block booking. For the Multi-purpose Activity Room, the time slots from 1 p.m. to 10 p.m. on Saturdays and all time slots on Sundays are not open for quarterly block booking.

2.13 Applications for use of the Hall for one or more days for one-off activities may be considered and approved on a case-by-case basis by the Yau Tsim Mong District Facilities Management Committee. The YTMDO will advise the organisation concerned of the outcome in due course.

2.14 The applicant will be informed of the outcome of its application in writing. Any addition or change of the co-organizer as set out in the application form is not permitted without approval.

2.15 On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant if payment is required.

2.16 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 duty staff of the Community Centre before the scheduled activities can commence. No cash should be handed to staff members of the Community Centre.

2.17 Priority will be given to government departments where the use of facilities in the Community Centre is required for

operational reasons.

- 2.18 Regarding rates of charges for Use of Facilities in Henry G. Leong Yaumatei Community Centre, please make telephone enquiries at the YTMDO (Tel. No. 2399 2189), or refer to “Rates of Charges for Use of Facilities in Community Halls / Community Centres” or the Notices posted in Henry G. Leong Yaumatei Community Centre.

(3) Regulations and Conditions to be Followed by Applicants

- 3.1 Applicant organisations must follow the guidelines on the use of the venue and the Fire Services Department’s guidelines on the use of facilities in the Community Centre as stipulated in Annex A(III).
- 3.2 The organisation shall be refused use of the facilities if the letter of approval or the receipted Demand Note (where payment is required) cannot be produced at the venue.
- 3.3 Notification of cancellation of the booking should be given to the YTMDO in writing at least 7 working days in advance, together with the reason for cancellation. Upon approval, any payment made will be refunded on production of the receipted Demand Note.
- 3.4 If the venue has to be reserved for departmental use under emergency relief arrangement (for example, to serve as a cold/heat shelter or to accommodate typhoon victims) or for organising functions to be held in the public interest, the YTMDO has the right to cancel the approval granted at short notice but the organisations concerned will be informed as soon as possible. Any payment made will be refunded on production of the receipted Demand Note. The YTMDO will not make any compensation for any loss.
- 3.5 If a hirer fails to turn up without the notification required in para. 3.3 above, any amount paid will be forfeited. Persistent cancellation may jeopardise future applications.
- 3.6 Notification of any change to the entries made in the application form must be given to the YTMDO in writing at least 7 working days in advance, together with explanation. The YTMDO has the right to withdraw the approval granted for the use of facilities in the Community Centre in view of the proposed changes.
- 3.7 Use of the venue by other organisations or other units within the applicant organisations is not allowed without prior approval. In case of any breach, the approval granted for the use of facilities in the Community Centre will be withdrawn immediately and any amount paid will be forfeited.
- 3.8 The applicant organisation must specify in its application whether the participants are required to pay a charge (including all forms of charges). If a charge is imposed, the applicant organisation must submit a duly signed budget for the proposed activities together with its application form. The related announcements, publicity leaflets or documents stating the charge for each participant and payment details have to be submitted to the YTMDO at least 7 working days before the activity is held. If a complaint is received or the YTMDO staff suspect its profit-making purposes judging from the manner the activity is held, the YTMDO will report to the Yau Tsim Mong District Facilities Management Committee. With the consent of the Committee, the YTMDO may check the actual income and expenditure of the activity in question. The organisation concerned must submit, within 30 days after the activity is held, a duly certified statement of income and expenditure together with all the invoices and receipts (such as a tutorage receipt signed by a tutor), to the YTMDO for inspection. The statement of income and expenditure and all the invoices and receipts must bear the official seal and be certified as correct. Should the YTMDO suspect any false information in the budget or documents submitted, the case shall be referred to the departments concerned for further investigation.
- 3.9 If an applicant organisation is found to be ineligible for waiver of hire charges after such waiver has been granted, the organisation is required to pay the exempted charges accordingly.
- 3.10 All organisations/ persons must strictly observe the guidelines on the use of the Community Centre. In case of any violation as described below and failure to provide reasonable explanations, the YTMDO will issue a written warning to the organisation concerned. If two written warnings are served within six months (starting from the date of the first written warning), the organisation will be disqualified for booking the venues in the next quarter. The acts of violation are as follows:
- (a) A hirer fails to turn up or fails to give prior notification for cancellation at least 7 working days in advance;
 - (b) The average attendance at the Multi-purpose Hall of the Community Centre is less than the minimum requirement, or the number exceed the maximum capacity of the venue despite the advice from staff members of the YTMDO;
 - (c) A hirer fails to clean and restore the venue after use; in accordance with para. (18) of the Guidelines on the Use of the Venue, the organisation’s designated person in charge on site should ensure that the venue and its facilities remain clean and intact. Upon leaving the venue, he should ensure that all the tables, chairs and items on loan are put in their original locations or returned to the duty officer of the Community Centre, and that all the rubbish are properly disposed of. In case of any damage to the facilities/items on loan, the YTMDO reserves the right to take action against the liable party;
 - (d) A hirer fails to return the venue on time, resulting in public inconvenience;

- (e) A hirer or its activity's participants purposely damages any equipment, furniture or structures of the venue (the organisation is also liable for the damage caused);
 - (f) A hirer or its activity's participants ignites or burns objects in the premises of the Community Centre.
- 3.11 In case that serious violation during an organisation's use of the facilities of the Community Centre causes serious damages to the facilities or casualty/death, the violation case will be reported to the Yau Tsim Mong District Facilities Management Committee and subject to the Committee's decision the organisation concerned may be permanently banned from using any facilities of the Henry G. Leong Yaumatei Community Centre and the Mong Kok Community Hall.
- 3.12 If a hirer fails to produce a duly certified statement of income and expenditure together with all the invoices and receipts for inspection within the specified period (para. 3.8) upon the YTMDO's request, the YTMDO may suspend the organisation's application for the use of facilities in the Community Centre, until all the required documents have been submitted and duly verified by the YTMDO.

Notes

- (1) The final decision on any application is vested in the YTMDO, which reserves the right not to approve the application for the use of facilities in the Community Centre submitted by any organisations.
- (2) Normally, all applications will be approved on a priority /lot drawing / first-come-first-served basis (please see para. 2.9 for details). The YTMDO will also consider the applications on the merits of the proposed activities and the applicant organisations.
- (3) If necessary, the YTMDO may instantly cancel any processed application or amend the guidelines on the use of the facilities.
- (4) Staff members of the Community Centre shall 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 fails to observe these conditions, the staff members may terminate the right of use at any time and any amount paid will be forfeited.
- (5) 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.

- (6) 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 5 above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).

- (7) 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.
- (8) For the purposes of clauses 5 and 6, "Negligence" shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
- (9) The Government shall have the right not to grant the use of a CH/CC (including the facilities thereof) to any applicant.

- (10) The Community Centre will be closed when Tropical Cyclone Warning Signal No. 8 or above is in force. After the warning is cancelled, organisations having booked the facilities can make telephone enquiries at the YTMDO (Tel. No. 2399 2189) or the Henry G. Leong Yaumatei Community Centre (Tel. No. 2770 0404) during office hours.
- (11) All activities being conducted in the Community Centre should be ceased when the Rainstorm Black Warning is issued by the Hong Kong Observatory, but the participants should stay inside the Community Centre for their own safety.
- (12) To facilitate public enquiries about participation in the activities held in the Community Centre, a register is kept at the office of the Community Centre listing the daily programme together with the name of the person in charge of individual activities and the telephone number for enquiries. If the organiser does not agree to the above arrangement, a request for non-disclosure of such information may be made to the YTMDO.
- (13) The YTMDO reserves the right to amend these guidelines without further notice.

Yau Tsim Mong District Office
December 2010

Henry G. Leong Yaumatei Community Centre Guidelines on the Use of the Venue

General requirements

- (1) 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 that are going on in the Community Centre or cause nuisance to the residents in the neighbourhood.
- (2) No posters, slogans, banners or portraits are to be posted or hung when using the Community Centre, unless with the prior agreement of the YTMDO. Chanting of slogans and activities that disturb public order are prohibited.
- (3) Smoking, ignition and burning of objects are strictly prohibited in the premises of the Community Centre.
- (4) Eating in the Community Centre without YTMDO's prior permission is not allowed. Organisations intending to serve drinks and/or food in the Covered Play Area, Outdoor Multi-purpose Court, Meeting Room, Conference Room or Classroom must seek the YTMDO's approval in advance. Upon prior approval, non-alcohol drinks and light refreshment could be served within the above venues. However, flame cooking/heating is not allowed under any circumstances. With the exception of drinking water, no eating and drinking is permitted inside the Multi-purpose Activity Room and the Multi-purpose Hall.
- (5) The hirer shall assume responsibilities for physical arrangements (such as seating) on site, 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 flooring, walls, furniture and other equipment. The hirer shall be liable to compensation for any damage to any equipment, furniture or fabric of the building.
- (6) No donation, sales, bidding or auction activities shall be conducted in the Community Centre, with the exception of permit-holders.
- (7) No additional structures (such as altar) shall be erected in the Community Centre, unless with the agreement of the YTMDO.
- (8) The hirer must ensure that the number of participants does not exceed the expected number stated in the application form or the maximum capacity of the venue. Failing that, staff members of the Community Centre have the right to control the number of participants. They may terminate the right of use at any time and have the place cleared for the sake of public safety.
- (9) The organisation using the venue as approved must conduct its activities in accordance with the nature, programme and purpose of the gathering stated in the application form.
- (10) 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.
- (11) The participants in the Multi-purpose Activity Room must wear gymnastics shoes/canvas shoes not with black rubber sole so as not to damage the flooring.
- (12) The hirer shall maintain good order and discipline during the gathering and clean the place after use; otherwise a cleaning fee will be charged against the hirer by the YTMDO.
- (13) The hirer is responsible for taking out insurance cover for the gathering.
- (14) No adhesive tape, nails or talcum powder shall be used to avoid damage to the flooring in the Multi-purpose Hall or the Multi-purpose Activity Room. Please take care when moving miscellaneous items or equipment in the Multi-purpose Hall or the Multi-purpose Activity Room.
- (15) Placing tables or chairs inside the Multi-purpose Activity Room is not allowed as to avoid damage to the flooring.
- (16) Attaching/sticking objects or hanging banners on the curtains on stage are prohibited.
- (17) Hirers intending to use any equipment such as tables, chairs, lighting and/or sound etc. should indicate on the application form or make the request in writing to the YTMDO in advance for the necessary arrangement. The hirer's designated person in charge on site should ensure that the venue and its facilities remain clean and intact. Upon leaving the venue, he should ensure that all the tables, chairs and items on loan are put in their original locations or returned to the duty officer of the Community Centre, and that all the rubbish are properly disposed of. In case of any damage to the facilities/items on loan, the YTMDO reserves the right to take action against the liable party.
- (18) Upon leaving the venue, hirers using the venue should remove all rubbish to the refuse collection points. No rubbish should be placed inside the Community Centre or outside its entrance.
- (19) Organisations are advised to provide work permits for their workers, which should be worn to facilitate identification.

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

20.1 For both indoor and outdoor activities/functions

- a. The premises are used for the designated entertainment activities/functions.
- b. 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.
- c. No decoration of readily combustible materials is used.
- d. Chairs, if provided for audience, should be battened together in groups of not less than four and not more than fourteen per row.
- e. The power supply cable should be so located that it will not constitute a hazard to the audience/attendees.
- f. No scenery or decorations of readily combustible nature should be erected on the stage.
- g. No hydrogen-filled balloon of readily combustible nature should be erected on site.
- h. All exit doors shall remain unlocked.
- i. All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.

20.2 For outdoor functions/activities

- a. 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.
- b. Only electric lighting should be used for illumination purpose.
- c. Mill barriers should be set up to bar off audience/attendees from performing area, P.A. and lighting control booth.
- d. One 9-litre water/CO₂ fire extinguisher should be provided at the following locations:
 - at the command post; and
 - at the main entrance

Technical operation requirements

- (21) No additional electric appliances and equipment are to be installed in any part of the venue unless prior permission from the YTMDO has been obtained. Any brought-in electrical installation shall be mechanically and electrically safe and should meet the relevant safety requirements. Any electric appliances and equipment should be connected to the built-in power sockets in the Community Centre and no other power supply connections are allowed.
- (22) Only qualified personnel commissioned or permitted by the hirer are allowed to operate sound control console, lighting control console, followspots, flying system and projection equipment in the Multi-purpose Hall. Where qualified, such person(s) should: a) be trained and possess the knowledge to operate the equipment, as well as have the relevant working experience; b) be knowledgeable about the regulations and requirement relevant to the operation tasks and ensure their compliance; and c) have the clear understanding of the equipment and the operation environment. The hirer shall undertake all the responsibility for the safe use and continued good condition of the equipment under the operation of its permitted personnel, as well as bear the liability for compensation of any loss of and damage to the equipment. The hirer may make prior appointment with the YTMDO for the operation personnel to conduct site visit to the venue and study the equipment on site.
- (23) For holding non-performance activities such as meeting etc. requiring simple light and sound arrangement at the Multi-purpose Hall, the hirer may use the pre-set lighting settings and the movable PA system. Under the circumstances, the hirer is not allowed to adjust the lights, change the lighting settings stored in the lighting control console and use the sound system in the Hall.
- (24) The lighting equipment on stage is generally not for loan. Any adjustment operation for the lighting equipment liking altering the angles of the lights should be undertaken by a registered electrician. 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.
- (25) If lighting adjustment is required, all the front stage workers must be notified in advance and evacuated. The adjustment should be done in the presence of the duty officer of the Community Centre. In accordance with the instructions of the Electrical and Mechanical Services Department, the lighting stand must be free from hanging objects, lest it will fall due to overloading; reflective paper or colour paper should not be mounted on the lighting equipment.
- (26) With the prior approval granted by the YTMDO, the hirer may use its own light and sound equipment in the Multi-purpose Hall. To protect the house equipment from any potential damages caused by system incompatibility, the brought-in lights must not be hung onto the light bars in the stage or connected to the existing lighting system of the Hall, while the brought-in sound equipment must be set up independently from the sound system in the Hall.

Technical Information of the Multi-purpose Hall of Henry G. Leong Yaumatei Community Centre

Seats	1/F Hall - with a seating capacity of 360 stackable chairs 3/F Balcony - 162 seats and 4 wheelchair spaces	
Stage surface	Deep brown hardboard	
Flying system	House curtain (wine red colour/fly)	Electrical driven, fixed speed
	Side masking (wine red colour)	2 per side
	Rear curtain (wine red colour/draw)	Manual
	Cyclorama (white)	Fixed
	Manual banner bar	1
Side stage	Unavailable	
Rear stage	Unavailable	
Storage space	Unavailable	
Crossover	Through the side doors of the stage	
Dressing rooms	<ul style="list-style-type: none"> - Located on M/F (one level below the stage) - One male and one female dressing rooms are fixed with mirrors, dressing lights, basins, lockers and wardrobes - Two toilets and a shower room are located outside the dressing rooms (one of the toilets is inside the shower room) - The facilities are suitable for disabled users 	
Vertical platform	From auditorium to stage	1
	From dressing rooms to stage	1
Lighting	Lighting console: Macostar Master 4800A PLUS	1 (rear of auditorium)
	Plug-in sockets for lighting console	Stage, side and rear of auditorium, and rear of balcony
	Dimmers: Ch. X 3 kW dimmer rack Macostar DPP123I	Stage 4
	Fresnel: 650W LDR Tempo f650 plus 1200W LDR Nota f1200 plus	Stage 3 16
	Ellipsodial spotlight 15/35°: 1000W Colortran 650-095	Auditorium 16
	Elliposodial spotlight 30/55°: 1000W Altman SHAKESPEARE S6-3055Z	Stage 6
	Floodlight: 500W LDR Rima A500	Stage 16

	Follow spot: 1200W PSL Lancer G22	Balcony 2	
	Effect projector (cloud effect): OptiKinetic GoBoPro GS2042	Stage 1	
Sound	Control console: Yamaha DM2000V2 Digital Production Console	Stage 1	
	Accessory electronics (pre-aligned, fixed equipment): Lobo PA600 Professional Power Amp Yamaha MB2000 Meter Bridge Yamaha MY8/AD24 AD Card Aviom A16/O/YI Output Card Yamaha Graphic Equalizer Aviom AN-16/I/M 16 Ch. Mic input module Aviom AN-16/O 16 Ch. Mic output module	Audio cabinet 1 1 3 1 1 1 2	
	Active subwoofer: 15"LEM T5SA	Auditorium 2	
	Bi-amp active speaker: LEM T3A 10" LEM T5A 15"	Auditorium 8 4	
	Stage monitor speaker: Mackie C300Z 12"	Stage 2	
	Microphone: AKG WMS4K/800 UHF Wireless Handheld Mic Set AKG WMS4K/CK97 UHF Wireless Clip Mic Set	8 8	
	Microphone tie line: Front stage Side of auditorium	1 1	
	DVD player	Marantz DV6600 Universal DVD Player	1 (rear of auditorium)
	DVD Recorder	Panasonic DVD Recorder, EH59	1 (rear of auditorium)
	Multi-media projector	Sanyo PLC-XP57L (operation with remote control device) VGA input sockets	1 (balcony) Front stage, side of auditorium and rear of balcony
	Electric screen	Da-Lite electric screen	1 (in front of house curtain)
	LCD Monitor	Philips 200TISB 20" LCD Monitor	2 (stage)
	LCD Television	LG 42" LCD TV	1
	Piano	Sunshine Upright Piano	1 (stage)
Communications	Intercom system for the stage, auditorium and dressing rooms available		

Facilities in Mong Kok Community Hall and Exemptions from Payment of Charges for Use of Facilities

(1) Facilities in Mong Kok Community Hall

Facility	Features
Multi-purpose Hall	<p>The Hall can accommodate up to a maximum of 350 persons and the seating capacity is up to 250 persons. The minimum number of persons for the use of the Hall is 20.</p> <p>Chairs, tables, basic AV/PA system (5 microphones), piano, projector, plasma display, whiteboard, 20 exhibition boards, basic stage lighting and stage banner gallows (4.9m / 16 feet) are available. Hirers should deploy their own technicians to operate the AV/PA system and arrange seats as well as conduct venue clearance after use by themselves. Hirers are liable to pay for any damage caused to the facilities.</p> <p>Multi-purpose elevated platforms for use as a one-, two- or three-tier platform (6 flipping platform units in total; each unit measures 61cm height, 122cm width and 114cm depth) are available for group photo-taking or choir performances etc.</p>
Conference Room	<p>The room has a capacity of about 20 persons. The conference table has a seating capacity of about 16 persons.</p> <p>Chairs, conference table, whiteboard, projector and screen are available.</p>

Note: To save public funds and to reduce the consumption of energy, this Department would only exempt the organisations conforming to the above section 2.1 from the charge of air-conditioning in the Multi-purpose Hall if and when the temperature is at 25.5 °C or above. Under other circumstances, the organisations must pay for provision of air-conditioning in the Hall.

(2) Exemptions from Payment of Charges for Use of Facilities

2.1 Organisations and the co-organizer (if any) belonging to one of the following groups may be completely exempted from charges for using the facilities for non-profit making activities (Note 1): -

- a. government departments;
- b. subvented welfare agencies;
- c. subvented educational institutions, subvented schools and non-profit making schools;
- d. offices of the Legislative Councillors and District Councillors;
- e. charitable organisations (Note 2) like Pok Oi Hospital, Yan Oi Tong, etc.;
- f. non-profit making organisations such as Owners' Corporation, Mutual Aid Committees, Children's Club, Rural Committees, Kaifong Welfare Associations, etc. which are under the sponsorship of a legitimate organisation or government departments;
- g. local committees recognised by the Government, such as Summer Youth Programme District Co-ordinating Committees, District Fight Crime Committees, etc.;
- h. candidates standing for election to the Legislative Council and the District Councils if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

Note 1: If the activity to be held in this Community Hall is not free of charge, the organisation should attach to the application with the activity's budgeted income and expenditure statement, to prove that the activity concerned is non-profitable.

Note 2: Charitable organisations which apply for exemption from charges for using the facilities should attach to the application with a copy of the certificate issued by the Inland Revenue Department confirming that the organisation, being a charitable institution or trust of a public character, is exempt from tax under Section 88 of the Inland Revenue Ordinance.

2.2 All applications would be processed and approved in accordance with the final decisions made by the Yau Tsim Mong District Facilities Management Committee.

Guidelines on the Booking of Facilities in Mong Kok Community Hall

(1) Eligibility Criteria

- 1.1 The following are the eligible organisations in the order of priority. In case more than one application for the same time slot of a particular venue is received, the Yau Tsim Mong District Office (YTMDO) will allocate the time slot according to the order of priority below:
- (a) government departments;
 - (b) public organisations, the Yau Tsim Mong District Council and its committees/working groups, the Yau Tsim Mong District Councilors' offices and local committees of the Yau Tsim Mong District (for examples, Area Committees, Summer Youth Programme District Co-ordinating Committees, District Fight Crime Committees etc.);
 - (c) subvented welfare agencies, registered schools or educational organisations, charitable organisations, registered organisations (organisations with business registration solely are not eligible), Owners' Corporations, Mutual Aid Committees, Kaifong Welfare Associations with registered address in the Yau Tsim Mong District;
 - (d) subvented welfare agencies, registered schools or educational organisations, charitable organisations and religious organisations with registered address outside the Yau Tsim Mong District as well as Legislative Councilors' offices ;
- 1.2 Applications from other organisations/institutions will be considered separately on the merit of the activities.
- 1.3 The proposed activities must be in the public interest and conform to the guidelines on the use of the Mong Kok Community Hall. Neither shall they be in breach of the law or the peace, nor shall there be any commercial or profit-making purposes.

(2) Procedure for Application / Payment of Charges

- 2.1 The Application Form may be obtained from Public Enquiry Service Centre of Yau Tsim Mong District Office, Henry G. Leong Yaumatei Community Centre or Mong Kok Community Hall. It may also be downloaded from the Home Affairs Department's Internet web site (http://www.had.gov.hk/en/public_services/community_halls_centres/).
- 2.2 The Community Hall is available for hiring from 9:00 a.m. to 10:00 p.m., Mondays to Sundays, except on the first three days of the Lunar New Year.
- 2.3 Advance booking can be made to the YTMDO three months before the quarter¹ of the function date. For instance, applications for use of venues in the second quarter (from April to June) can be submitted the soonest in January in that year.
- 2.4 Organisations wishing to make a booking may enquire by telephone (Tel. No. 2399 2189) during office hours (from 8:45 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m., Mondays to Fridays) as to the availability of the venue. Bookings over telephone are not acceptable. Applications are processed upon receipt of the application forms.
- 2.5 Application forms for advance booking are collected by the YTMDO during office hours as stated above, on the first working day of each quarter starting from 8:45 a.m. Applications submitted before the prescribed period or outside office hours will not be entertained. Application forms and all necessary documents can be submitted in the following manner :
- (a) By fax (Fax No. 2397 3425), only those received by fax during office hours will be accepted.
 - (b) In person during office hours to the YTMDO at 6/F, Mongkok Government Offices, 30 Luen Wan Street, Mong Kok.
- 2.6 In the case of inclement weather, the YTMDO will not accept application forms submitted in person or by fax when the Hong Kong Observatory announces that Tropical Cyclone Warning Signal No. 8 or the Rainstorm Black Warning will be issued. Collection of application forms will be resumed during office hours, 2 hours after the warning is cancelled.
- 2.7 All organisations should submit their application forms and all necessary documents at least 7 working days before the function date. Applications made less than 7 working days before the function date will not be entertained, except under very special circumstances. The applicant should set 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 B(I).
- 2.8 All valid application forms must bear the signature of the organisation's officer-in-charge together with its official stamp.

¹ The quarter means January to March, April to June, July to September or October to December.

- 2.9 Applications received will be considered according to the following manner:
- (a) Applications received within each quarter's first 7 working days for time slots in the next quarter will be considered in accordance with the priority order in para. 1.1 above. If two or more organisations of the same priority group apply for the same time slot, the YTMDO will allocate the time slot by drawing lots on the 15th working day and will advise the organisations concerned accordingly within the next ten working days. Unsuccessful applicants should submit another application form to the YTMDO and the YTMDO will consider the application according to para. 2.9(b);
 - (b) Applications received on each quarter's eighth working day and onwards for unallocated time slots will be considered according to the order of submission and on a first-come-first-served basis. If the application is submitted in person, the date and time of receipt will be recorded on the application form. To be fair to all applicants, who may submit their applications either by fax or in person, applications received via various channels will be arranged in the order of submission before further processing by the YTMDO. As such, an applicant organisation cannot be informed of the outcome of its application on the day of submission, or on the spot, even though it is submitted in person. Two choices can be made for each application (the YTMDO will only consider the first two time slots if more than two time slots are specified on the application form). If the two chosen time slots are not available, the YTMDO will inform the organisation within the next working day after receiving the application. The unsuccessful applicant organisation should submit another application form to the YTMDO. Applications will be processed only upon receipt of an application form.

The quantity of applications submitted for use of the Hall should comply with para. 2.11 below.

2.10 There are three time sessions for use of the Hall:-

- Morning session from 9 a.m. to 1 p.m.;
- Afternoon session from 1 p.m. to 5 p.m.; and
- Evening session from 5 p.m. to 10 p.m.

Any one booking should be made within one session and should not span across different sessions. Organisations may apply to use two successive sessions of the Hall for one-off large-scale activities with more than a hundred participants.

2.11 Bookings of venues should be made as follows:

- **Quarterly block booking** : This means weekly use of the same venue in the same time slot of four hours maximum throughout the quarter.
- **Individual booking** : This means single use of a venue. Each time slot lasts generally up to four hours. Individual bookings of the Hall for longer time slots for one-off large-scale activities with more than a hundred participants may be accepted according to para. 2.10 above.

The ceiling of each organisation's applications submitted for use of the Hall in the next quarter is set out as any one of the following application combinations:

- (i) Two block bookings with applied time slots falling in different days; or
- (ii) One block booking and three individual bookings; or
- (iii) Six individual bookings.

In combinations (ii) and (iii), no more than two individual bookings should be made in the same month. In case that there are unallocated time slots of the Hall, the above booking restrictions will be lifted for individual bookings made two months or less before the month of the function date.

2.12 For the Hall, the time slots from 5 p.m. to 10 p.m. on Tuesdays and Thursdays as well as all time slots on Saturdays, Sundays and public holidays are not open for quarterly block booking. For the Conference Room, the time slots from 5 p.m. to 10 p.m. on Mondays and Fridays are not open for quarterly block booking.

2.13 Applications for use of the Hall for one or more days for one-off activities may be considered and approved on a case-by-case basis by the Yau Tsim Mong District Facilities Management Committee. The YTMDO will advise the organisation concerned of the outcome in due course.

2.14 The applicant will be informed of the outcome of its application in writing. Any addition or change of the co-organizer as set out in the application form is not permitted without approval.

2.15 On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant if payment is required.

2.16 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 duty staff of the Community Hall before the scheduled activities can commence. No cash should be handed to any staff members of the Community Hall.

- 2.17 Priority will be given to government departments where the use of facilities in the Community Hall is required for operational reasons.
- 2.18 Regarding rates of charges for Use of Facilities in Mong Kok Community Hall, please make telephone enquiries at the YTMDO (Tel. No. 2399 2189), or refer to “Rates of Charges for Use of Facilities in Community Halls / Community Centres” or the Notices posted in Mong Kok Community Hall.

(3) Regulations and Conditions to be Followed by Applicants

- 3.1 Applicant organisations must follow the guidelines on the use of the venue and the Fire Services Department’s guidelines on the use of facilities in the Community Hall as stipulated in Annex B(III).
- 3.2 The organisation shall be refused use of the facilities if the letter of approval or the receipted Demand Note (where payment is required) cannot be produced at the venue.
- 3.3 Notification of cancellation of the booking should be given to the YTMDO in writing at least 7 working days in advance, together with the reason for cancellation. Upon approval, any payment made will be refunded on production of the receipted Demand Note.
- 3.4 If the venue has to be reserved for departmental use under emergency relief arrangement (for example, to serve as a cold/heat shelter or to accommodate typhoon victims) or for organising functions to be held in the public interest, the YTMDO has the right to cancel the approval granted at short notice but the organisations concerned will be informed as soon as possible. Any payment made will be refunded on production of the receipted Demand Note. The YTMDO will not make any compensation for any loss.
- 3.5 If an applicant fails to turn up without the notification required in para. 3.3 above, any amount paid will be forfeited. Persistent cancellation may jeopardise future applications.
- 3.6 Notification of any change to the entries made in the application form must be given to the YTMDO in writing at least 7 working days in advance, together with explanation. The YTMDO has the right to withdraw the approval granted for the use of facilities in the Community Hall in view of the proposed changes.
- 3.7 Use of the venue by other organisations or other units within the applicant organisations is not allowed without prior approval. In case of any breach, the approval granted for the use of facilities in the Community Hall will be withdrawn immediately and any amount paid will be forfeited.
- 3.8 The applicant organisation must specify in its application whether the participants are required to pay a charge (including all forms of charges). If a charge is imposed, the applicant organisation must submit a duly signed budget for the proposed activities together with its application form. The related announcements, publicity leaflets or documents stating the charge for each participant and payment details have to be submitted to the YTMDO at least 7 working days before the activity is held. If a complaint is received or the YTMDO staff has reason to suspect its profit-making purposes judging from the manner the activity is held, the YTMDO will report to the Yau Tsim Mong District Facilities Management Committee. With the consent of the Committee, the YTMDO may check the actual income and expenditure of the activity in question. The organisation concerned must submit, within 30 days after the activity is held, a duly certified statement of income and expenditure together with all the invoices and receipts (such as a tutorage receipt signed by a tutor), to the YTMDO for inspection. The statement of income and expenditure and all the invoices and receipts must bear the official seal and be certified as correct. Should the YTMDO suspect any false information in the budget or documents submitted, the case shall be referred to the departments concerned for further investigation.
- 3.9 If an applicant organisation is found to be ineligible for waiver of hire charges after such waiver has been granted, the organisation is required to pay the exempted charges accordingly.
- 3.10 All organisations/ persons must strictly observe the guidelines on the use of the Community Hall. In case of any violation as described below and failure to provide reasonable excuses, the YTMDO will issue a written warning to the organisation concerned. If two written warnings are served within six months (starting from the date of the first written warning), the organisation will be disqualified for booking the venues in the next quarter. The acts of violation are as follows:
- (a) A hirer fails to turn up or fails to give prior notification for cancellation at least 7 working days in advance;
 - (b) The average attendance at the Multi-purpose Hall of the Community Hall is less than 20 persons, or the number exceeds the maximum capacity of the venue despite the advice from staff members of the YTMDO;
 - (c) A hirer fails to clean and restore the venue after use; in accordance with para. (19) of the Guidelines on the Use of the Venue, the organisation’s designated person in charge on site should ensure that the venue and its facilities remain clean and intact. Upon leaving the venue, he should ensure that all the 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 the rubbish are properly disposed of. In case of any damage to the facilities/items on loan, the YTMDO reserves the right to take action against the liable party;
 - (d) A hirer fails to return the venue on time, resulting in public inconvenience;

- (e) A hirer or its activity's participants purposely damages any equipment, furniture or structures of the venue (the organisation is also liable for the damage caused);
- (f) A hirer or its activity's participants ignite or burn objects in the premises of the Community Hall.

3.11 In case that serious violation during an organisation's use of the facilities of the Community Hall causes serious damages to the facilities or casualty/death, the violation case will be reported to the Yau Tsim Mong District Facilities Management Committee and subject to the Committee's decision the organisation concerned may be permanently banned from using any facilities of the Henry G. Leong Yaumatei Community Centre and the Mong Kok Community Hall.

3.12 If a hirer fails to produce a duly certified statement of income and expenditure together with all the invoices and receipts for inspection within the specified period (para. 3.8) upon the YTMDO's request, the YTMDO may suspend the organisation's application for the use of facilities in the Community Hall, until all the required documents have been submitted and duly verified by the YTMDO.

Notes

- (1) The final decision on any application is vested in the YTMDO, which reserves the right not to approve the application for the use of facilities in the Community Hall submitted by any organisations.
- (2) Normally, all applications will be approved on a priority / lot drawing / first come-first-served basis. The YTMDO will also consider the applications on the merits of the proposed activities and the applicant organisations.
- (3) If necessary, the YTMDO may instantly cancel any processed application 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 organisation 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 amount paid will be forfeited.
- (5) 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.

- (6) 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 5 above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).

- (7) 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.
- (8) For the purposes of clauses 5 and 6, "Negligence" shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).

- (9) The Government shall have the right not to grant the use of a CH/CC (including the facilities thereof) to any applicant.
- (10) The Community Hall will be closed when Tropical Cyclone Warning Signal No. 8 or above is in force. After the warning is cancelled, organisations having booked the facilities can make telephone enquiries at the YTMDO (Tel. No. 2399 2189) or the Mong Kok Community Hall (Tel. No. 2787 4086) during office hours.
- (11) All activities being conducted in the Community Hall should be ceased when the Rainstorm Black Warning is issued by the Hong Kong Observatory, but the participants should stay inside the Community Hall for their own safety.
- (12) To facilitate public enquiries about participation in the activities held in the Community Hall, a register is kept at the office of the Community Hall listing the daily programme together with the name of the person in charge of individual activities and the telephone number for enquiries. If the organiser does not agree to the above arrangement, a request for non-disclosure of such information may be made to the YTMDO.
- (13) The YTMDO reserves the right to amend these guidelines without further notice.

Yau Tsim Mong District Office
December 2010

Mong Kok Community Hall **Guidelines on the Use of the Venue**

- (1) 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 that are going on in the Community Hall or cause nuisance to the residents in the neighbourhood.
- (2) No posters, slogans, banners or portraits are to be posted or hung when using the Community Hall, unless with the prior agreement of the YTMDO. Chanting of slogans and activities that disturb public order are prohibited.
- (3) Smoking, ignition and burning of objects are strictly prohibited in the premises of the Community Hall. No eating and drinking is permitted inside the Multi-purpose Hall, with the exception of drinking water. With the YTMDO's prior approval, organisations could serve non-alcohol drinks and/or light refreshment in the lobby area in front of the Management Office or inside the Conference Room. However, flame cooking/heating is not allowed under any circumstances.
- (4) The applicant shall assume responsibilities for physical arrangements (such as seating) on site, 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) No donation, sales, bidding or auction activities shall be conducted in the Community Hall, with the exception of permit-holders.
- (6) No additional structures (such as altar) shall be erected in the Community Hall, unless with the agreement of the YTMDO.
- (7) The applicant must ensure that the number of participants does not exceed the expected number stated in the application form or the maximum capacity of the venue. Failing that, staff members of the Community Hall have the right to control the number of participants. They may terminate the right of use at any time and have the place cleared for the sake of public safety.
- (8) The organisation using the venue as approved must conduct its activities in accordance with the nature, programme and purpose of the gathering stated in the application form.
- (9) 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.
- (10) The applicant shall maintain good order and discipline during the gathering and clean the place after use, otherwise a cleaning fee will be charged by the Community Hall.
- (11) The applicant organisation is responsible for taking out insurance cover for the gathering.
- (12) No adhesive tape or nails shall be used to avoid damage to the flooring. Please take care when moving miscellaneous items or equipment in the Multi-purpose Hall.
- (13) Attaching/sticking objects or hanging banners on the curtains on stage are prohibited.
- (14) If the lighting and sound equipment on stage 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. The lighting equipment on stage is generally not for loan. Upon approval, the applicant organisation must ensure that its technician is experienced in operating the system, and shall assume full responsibility for any damage caused.
- (15) 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. The total electricity loading of the additional electric appliances and lighting equipment must not exceed 6600 kW.
- (16) 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.
- (17) If lighting adjustment is required, all the front stage workers must be notified in advance and evacuated. The adjustment should be done in the presence of the duty officer of the Community Hall. In accordance with the instructions of the Electrical and Mechanical Services Department, the lighting stand must be free from hanging objects, lest it will fall due to overloading; reflective paper or colour paper should not be mounted on the lighting equipment.
- (18) Organisations intending to use the tables, chairs, dressing rooms, lighting, sound or other equipment should inform the staff members of the YTMDO in advance for the necessary arrangement. The organisation's designated person in charge on site should ensure that the venue and its facilities remain clean and intact. Upon leaving the venue, he should ensure that all the 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 the rubbish are properly disposed of. In case of any damage to the facilities/items on loan, the YTMDO reserves the right to take action against the liable party.
- (19) Upon leaving the venue, organisations using the venue should remove all rubbish to the refuse collection points, while the less bulky rubbish. No rubbish should be placed inside the Community Hall or outside its entrance.
- (20) Organisations are advised to provide work permits for their workers, which should be worn to facilitate identification.
- (21) If the use of lockers in the changing rooms is required, organisations are advised to bring their own locks and submit an application to the staff members of the Community Hall in advance. The Community Hall is not responsible for any loss or damage to the property kept in the lockers.
- (22) To ensure fire safety, the following regulations and conditions should be followed by applicant:

22.1 For both indoor and outdoor activities/functions

- a. The premises are used for the designated entertainment activities/functions.
- b. 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.
- c. No decoration of readily combustible materials is used.
- d. Chairs, if provided for audience, should be battened together in groups of not less than four and not more than fourteen per row.
- e. The power supply cable should be so located that it will not constitute a hazard to the audience/attendees.
- f. No scenery or decorations of readily combustible nature should be erected on the stage.
- g. No hydrogen-filled balloon of readily combustible nature should be erected on site.
- h. All exit doors shall remain unlocked.
- i. All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.

22.2 For outdoor functions/activities

- a. 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.
- b. Only electric lighting should be used for illumination purpose.
- c. Mill barriers should be set up to bar off audience/attendees from performing area, P.A. and lighting control booth.
- d. One 9-litre water/CO2 fire extinguisher should be provided at the following locations:
 - at the command post; and
 - at the main entrance

Yau Tsim Mong District Office

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