Application Form A1

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|  |  |
| --- | --- |
| Application No.： |  |

**Home Affairs Department Yuen Long District Office**

**Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall, Yuen Long Town East Community Hall**

**Application for use of venues / loan of facilities**

|  |
| --- |
| Note: Information on this application form will be used for application processing, notification of application results, charges and utilization rates calculation and recording purpose. |

* Hire of venues (Please fill in P.1-2) □ Loan of facilities (Please fill in P.1&3) （Please ✓the appropriate box(es)）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Long Ping CH | Tin Ching CH | Tin Yiu CC | Tin Shui CC | Tin Fai Road CH | Yuen Long Town East CH | Air-Con |
| Multi-purpose Hall |  |  |  |  |  |  |  |
| Conference Room |  |  |  |  |  |  |  |
| Meeting Room |  |  |  |  |  |  |  |
| Activity Meeting Room |  |  |  |  |  |  |  |
| Stage Meeting Room |  |  |  |  |  | (Must apply together with Multi-purpose Hall) |  |
| Male Dressing Room |  |  |  |  |  |  |  |
| Female Dressing Room |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Applicant body / organization** | | | | | | | | | |
|  |  |  |  | | | | | | | |
|  | Name | (Chinese): |  | | | | | | | |
|  |  |  |  | | | | | | | |
|  |  | (English): |  | | | | | | | |
|  |  |  | | | | | | | | |
|  | Office Address : |  | | | | | | | | |
|  |  |  | | | |  |  | | | |
|  | Phone no. : |  | | | | Fax no. : |  | | | |
|  |  |  | | | |  |  | | | |
|  | Contact Person : |  | | Phone no. : |  | | | (Office hours) |  | (Non-office hours) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.** | **Joint organizer / Co-organizer (if applicable)** | | | | |
|  |  |  |  | | |
|  | Name | (Chinese): |  | | |
|  |  |  |  | | |
|  |  | (English): |  | | |
|  |  |  |  | | |
|  | Office Address : |  | | | |
|  |  |  | |  |  |
|  | Phone no. : |  | | Fax no. : |  |
|  |  |  | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3.** | **Type of application** | |  |  |  |
|  | □ | Regular and successive hire(Please go to part 3(a)) | | □ | Irregular and non-successive hire(Please go to part3(b)) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 3(a) | Period for regular | From | |  | (month) to | | | |  | | (month) in | | |  | (year) |
|  |  | and Successive hire | On / From | |  | | (day) and / to | | | |  | | | | (day) | |
|  |  |  |  | |  | |  | | | |  | | | |  | |
|  |  | Available sessions: | □ | 7 am to 8 am | | | | □ | 8 am to 10 am | | | | □ | 10 am to 12 nn | | |
|  |  |  | □ | 12 nn to 2 pm | | | | □ | 2 pm to 4 pm | | | | □ | 4 pm to 6 pm | | |
|  |  |  | □ | 6 pm to 8 pm | | | | □ | 8 pm to 10 pm | | | | □ | 10 pm to 11 pm \* | | |

(\*Applicable to hire at Long Ping Community Hall and Tin Yiu Community Centre)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3 | 3(b) | Date for irregular and non-successive hire : | | | | | | | |  | | | | | ( |  | | (day)) | | | | | | | | |
|  |  | Time for irregular and non-successive hire : | | | | | | | | From | | |  | | | | am / pm | | | | to | |  | | am / pm |
|  |  | **(\* Long Ping Community Hall and Tin Yiu Community Centre open till 11 pm between Mondays and Sundays** ) | | | | | | | | | | | | | | | | | | | | | | | | |
| **4.** | **Details of activity** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Type : | | □ | Variety Show / Ceremony | | | □ | Meeting/Seminar | | | | | | □ | Courses/Training | | | | | □ | | Others(please specify): | | | | |
|  | Name : | | (Chinese) : | |  | | | | | | | | | | | | | | | | | | | | | |
|  |  | | (English) : | |  | | | | | | | | | | | | | | | | | | | | | |
|  | Purpose : | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | Target : | |  | | | | | | | | Expected no. of participants : | | | | | | | |  | | | | | | | |
|  | Charges of participants / audience | | | | | Yes | □ | No | □ | |  | Participants: | | | | $ | | | Audience: | | | | | $ | | |
|  |  | | | | | | | | | | Please state the amount payable by each participant / audience as appropriate | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5.** | | **Facilities on loan** | | | | | | | | | | | | | |
| Please refer to Annex VII of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long District (Effective from November 2017) for facilities available for loan in each of the CC/CH in the district. Please ✓ in the box(es) of item intended to loan and indicate required numbers. | | | | | | | | | | | | | | | |
| **Facilities available for loan** | | | | | | | | | | | | | | | |
| □ | | Table pcs | | □ | | Chair pcs | | □ | | Exhibition board pcs | | | □ | | Mic stand (floor) pcs |
| □ | | Sound System | | □ | | Lighting | | □ | | Wireless Mic pcs | | | □ | | Mic stand (table) pcs |
| □ | | Wired Mic pcs | | □ | | Piano | | □ | | Projector and screen | | | □ | | Table tennis table with net set |
| □ | | Mattress pcs | | □ | | White board | | □ | | Motorized Stage Flying Bar | | | □ | | Badminton stand with net set |
| □ | | LCD Display | | □ | | Score stand pcs | | □ | | Wireless Mic (headset) pcs | | | □ | | Clip Mic pcs |
|  | | | | | |  | |  | | | | |  | | |
| **6.** | **Application for exemption of charges (compulsory part for relevant applications)** | | | | | | | | | | | | | | |
|  | This applicant organization hereby declares that it, together with the joint organizer / co-organizer, belong to the following categories. (please ✓ the appropriate box(es). If there is more than one co-organizer, please indicate their category on a separate sheet.) | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
|  | Applicant | | Joint organizer/Co-organizer | | | | (Please tick (✓) the appropriate box(es)) | | | | | | | | |
|  | □ | | □ | | | | 1. Subvented Welfare Agencies | | | | | | | | |
|  | □ | | □ | | | | 1. 2. Subvented educational institutions, subsidized schools and non profit-making schools | | | | | | | | |
|  | □ | | □ | | | | 3. Offices of Legislative Councillors and District Councillors | | | | | | | | |
|  | □ | | □ | | | | 4. Charitable organizations | | | | (Note: Please submit relevant charters) | | | | |
|  | □ | | □ | | | | 5. Non Profit-making bodies | | | |
|  | □ | | □ | | | | 6. Recognized local committees | | | | | | | | |
|  | □ | | □ | | | | 7. Government Departments | | | | | | | | |
|  |  | |  | | | |  | | | | | | | | |
|  | This organization understands that it and its joint organizer / co-organizer (if any) must meet the eligibility criteria as listed out in Annex II of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long (Effective from 11.2017), and no profit should be generated from the activities.  This organization and its joint organizer / co-organizer (if any) hereby declare that the above information given by this organization is true and correct and that this organization has read and understood the content of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long (Effective from 11.2017) and hereby agreed to comply with them completely. | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
| Official Chop of Applicant Organization | | | | |  | | | | Signature | | | : | |  | |
|  | | |  | |  | |
| Name of the officer-in-charge | | | : | |  | |
|  | | |  | |  | |
| Post | | | : | |  | |
|  | | |  | |  | |
| Date | | | : | |  | |
|  | | | | |  | | | |  | | |  | |  | |
| Note: Information in this application form would be used for application processing and might be disclosed to relevant parties. Please notify the Information Access Officer of this office should you wish to change or inspect the personal data in the form. [ Address: Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long ] | | | | | | | | | | | | | | | |

#### Application for Loan of Stores / Equipment

1. Description of Activity to be Held

Name of Activity (Chinese / English):

Venue:

1. Stores / Equipment to be Loaned

|  |  |  |  |
| --- | --- | --- | --- |
| Community Hall / Centre | Stores / Equipment (quantity available for loan) | Quantity to be Loaned | Remarks |
| Long Ping Community Hall | Folding Table (10pcs) |  |  |
| Chair (100pcs) |  |  |
| Exhibition Board (7pcs) |  |  |
| Hand-held Loudhailer (1pc) |  |  |
| Tin Ching Community Hall | No stores or equipment available for loan | -- | -- |
| Tin Yiu Community Centre | Folding Table (20pcs) |  |  |
| Chair (200pcs) |  |  |
| Exhibition Board (10pcs) |  |  |
| Hand-held Loudhailer (2pcs) |  |  |
| Tin Shui Community Centre | Folding Table (10pcs) |  |  |
| Chair (100pcs) |  |  |
| Exhibition Board (10pcs) |  |  |
| Hand-held Loudhailer (1pc) |  |  |
| Tin Fai Road Community Hall | No stores or equipment available for loan | -- | -- |
| Yuen Long Town East Community Hall | No stores or equipment available for loan | -- | -- |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Collection : |  | Time of Collection : |  |
| Date of Return : |  | Time of Return : |  |

This organization fully understands that the above loan, if approved, will be subject to the following conditions:

* 1. This organization shall not use the loaned stores / equipment for profit-making activities;
  2. This organization shall be responsible for the collection and return of the stores / equipment and shall pay any expenses incurred such as labour and transportation, etc;
  3. This organization shall indemnify the Government against any loss of or damage to the loaned stores / equipment while in my possession;
  4. This organization shall be liable for any injury to persons or damage to private or Government properties arising, whether directly or indirectly, from the delivery and use of the loaned stores / equipment;
  5. This organization shall return the loaned stores / equipment at any time if required by the Yuen Long District Office.

Signature of the Officer-in-charge :

Name :

Position :

Date :

*Official stamp of applicant organization*

**Consent Form for Use of audio equipment / spot light facilities**

I, \* Mr. / Ms. am the person in-charge of

(Name of the organization / body).

(Name of activity) will be held from \*a.m./p.m.to \*a.m. / p.m. on (date) in the multi-purpose hall of

\*Community Hall / Community Centre. During the course of the activity, audio equipment / spot light facilities will be used. I hereby agree to send a representative to operate the relevant control panels, and be responsible for any accidents that happen during the course of relevant operations. I also agree to compensate on the loss / damage of the audio equipment / spot light facilities if it be induced by human error.

Name of Applicant :

Signature of Applicant :

Position of Applicant :

Chop of the Applicant Organization / Body

Date :

\*Please delete as appropriate.

Note: The information filled in would be used for checking and recording purpose.

To: Yuen Long District Office

**Exemption of Charges for Use of Facilities in Community Hall / Community Centre Statement of Account**

## Section A: Basic Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Community Hall / Community Centre: | | | |  | | |
| Facility Rented: |  | | | Name of Activity: |  | |
| Applicant Organization: | | |  |  | | |
| Date of Activity: |  | | | Period of Activity: | |  |
| Number of participant: | |  | |  | | |

**Section B: Balance** (up to **)**

|  |  |  |
| --- | --- | --- |
| (I) | Total Income (Details at Section C) | $ |
| (II) | Total Expenditure (Details at Section D) | $ |
| **(III)** | **Balance [ (II) - (I) ]** | **$** |

## Section C: Details of Income

|  |  |  |  |
| --- | --- | --- | --- |
| Items | Number/Quantity | Unit Rate ($) | Total Amount ($) |
| *e.g. 1*︰*Participants’ fee* |  |  |  |
| *e.g. 2*︰*Sponsorship by Company X* |  |  |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| Total: | | |  |

**Section D: Details of Expenditure**

|  |  |
| --- | --- |
| Items | Expenditure ($) |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| Total: |  |

**Section E**: **Declaration by Authorized Person of Applicant Body / Organization**

1. I hereby declare that all the information given in the above sections are true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.
2. Applicant body / organization and joint organizer / co- organizer(s) (if any)

have not made any profit from the activity.

have made profit from the activity and agree to pay the hiring charges to the Government.

Signature ：

Name ：

Post ：

Official Chop of

Name of body / organization ：

Applicant body/organization Date ：

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community hall / community centre.
2. If a fee-charging activity has been exempted from charges, the applicant body / organization must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant body / organization need not attach any receipts / supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant body / organization must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
4. The personal data provided in this form will be used for processing of applications for use of facilities in community halls / community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer, Yuen Long District Office. [Address: Room 505, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long ]

**Notification for**

**Cancellation of Venue Hire / Change of Joint organizers / Co-organizers / Change of Activity Nature**

To**：** General Registry (Community)(FaxNo.**：**2474 7261)

(Please tick (✓) the appropriate box(es))

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Formal Notification | | | | | |
|  | Application for cancellation of venue hire/facilities loaned (Please fill in Part A) |  | Application for change of joint organizers / co-organizers  (Please fill in Part A & B) |  | Application for change of activity nature  (Please fill in Part A & C) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part A: Application Details | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of applicant organization | | | (Chinese/English)： | | | | | | | | |  | | | | | | | | | | | | | | | |
| Phone No. : |  | | | | | | | | | | | Fax No. : | | | | |  | | | | | | | | | | |
| Name of activity: |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of activity: |  | | | | | | | Time: | | | | | From | |  | | | | | am / pm | | | | to | |  | am / pm |
|  |  | |  | | | | |  | | | | |  | |  | | | | |  | | | |  | |  |  |
| Venue hired: | ❑ | Long Ping CH | | ❑ | Tin Yiu CC | | | | | ❑ | Tin Shui CC | | | | | | | ❑ | Tin Ching CH | | | | ❑ | | Tin Fai Road CH | | |
|  | ❑ | Yuen Long Town East CH | | | | | | | |  |  | | | | | | |  |  | | | |  | |  | | |
|  | ❑ | Multi-purpose Hall | | | | ❑ | Conference Room | | | | | | | ❑ | | Activity Room | | | | | ❑ | Activity / Meeting Room | | | | | |
|  | ❑ | Stage Meeting Room | | | |  |  | | | | | | |  | |  | | | | |  |  | | | | | |
| Application No. |  | | | | | | | |  | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part B: Change of joint organizers / co-organizers | | | | | | | | | | |
| Name of Additional / deleted\*joint organizer / co-organizer (please delete as appropriate) | | | | (Chinese/English): | | | |  | | |
| Phone No. : |  | | | | | | | | Fax No. : |  |
|  |  | | | | | | | |  |  |
| Category of joint organizers / co-organizers | | ❑ | Government Departments | | ❑ | | Subvented Welfare Agencies | | | |
| ❑ | Subvented educational institutions / subsidized schools / non profit-making schools | | | | | | | |
|  | | ❑ | Charitable Organizations | | ❑ | Government recognized local communities | | | | |
|  | | ❑ | Non Profit-making organizations (please submit relevant charters / proofs) | | | | | | | |
|  | | ❑ | Others (Please specify) (organizer will be subject to venue / facilities charges if the joint organizer / co-organizer is not under any of the above categories) | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part C: Change of activity nature | | | | | | | | | | | | |
| Approved activity nature | | | ： |  | | | | | | | | |
| Activity nature after change | | | ： |  | | | | | | | | |
| New name of activity if changes approved | | | ： |  | | | | | | | | |
| Expected no. of participants: |  | Fee-charging | | | No | □ | Yes | □ | Participants: $ |  | / Audience:$ |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Official Chop of applicant organization |  |  |  |  |
| Signature | : |  |
|  |  |  |
| Name of Person-in-charge | : |  |
|  |  |  |
| Post | : |  |
|  |  |  |
| Date | : |  |

**For YLDO’s Use only**

Form received at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am / pm on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Record updated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by CA(C)1 / CA(C)2 / PA(CC/CH)( 1 / 2 / 3 / 4 / 5 )

Application Form A2 Application No.

**Home Affairs Department Yuen Long District Office**

**Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall, Yuen Long Town East Community Hall**

**Application for use of venues / loan of facilities**

### (Applicable for reservation of venue for large scale activities by sub-vented educational institutions, subsidised schools and non-profit making schools in Yuen Long)

Note: Information on this application form will be used for application processing, notification of application results, charges and utilization rates calculation and recording purpose.

Please ✓ the appropriate box(es)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Long Ping CH | Tin Ching CH | Tin Yiu CC | Tin Shui CC | Tin Fai Road CH | Yuen Long Town East CH | Air-Con |
| Multi-purpose Hall |  |  |  |  |  |  |  |
| Conference Room |  |  |  |  |  |  |  |
| Meeting Room |  |  |  |  |  |  |  |
| Activity Meeting Room |  |  |  |  |  |  |  |
| Stage Meeting Room |  |  |  |  |  | (Must apply together with Multi-purpose Hall) |  |
| Male Dressing Room |  |  |  |  |  |  |  |
| Female Dressing Room |  |  |  |  |  |  |  |

Applicant (educational institution / school)

Name (Chinese):

(English):

Address:

Phone no.: Fax no.:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Contact Person: |  | Phone no.: |  | (Office hours) |  | (Non-Office hours) |

#### Joint organizer/ Co-organizer (if applicable)

|  |  |
| --- | --- |
| **Details of Joint organizer/ Co-organizer** | Brief description of the nature & mode of cooperation |
| 1.  Chinese Name: English Name: Address:  Fax no.: Phone no.: |  |
| 2.  Chinese Name: English Name: Address:  Fax no.: Phone no.: |  |

**3 Details of activity**

|  |  |
| --- | --- |
| 3(a) Name: |  |
| 3(b) Type |  |
| 3(c) Purpose |  |
| 3(d) Date |  |
| 3(e) Time |  |
| 3(f) Programme Details |  |
| 3(g) Target |  |
| 3(h) Expected no. of  participants |  |
| 3(i) Anticipated benefits |  |
| 3(j) Charges of participants/audience | Yes □  Participants: $ Audience: $  (Please state the amount payable by each participant as appropriate)  No □ |

1. **Application Records**

* This is our first time application for reservation of venues for large scale events.
* This institution/ school has applied for reservation of venues for large scale events, with the last three records as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Application no.** | **Application Result** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### Facilities on loan:

Please refer to Annex VII of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long District (Effective from November 2017) for facilities available for loan in each of the CC/CH in the

district. Please in the box(es) of item intended to loan and indicate required numbers.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facilities available for loan** | | | | | | | |
| □ | Table pcs | □ | Chair pcs | □ | Exhibition board pcs | □ | Mic stand (floor) pcs |
| □ | Sound System | □ | Lighting | □ | Wireless Mic pcs | □ | Mic stand (table) pcs |
| □ | Wired Mic pcs | □ | Piano | □ | Projector and screen | □ | Table tennis table with net set |
| □ | Mattress pcs | □ | White board | □ | Motorized Stage Flying Bar | □ | Badminton stand with net set |
| □ | LCD Display | □ | Score stand pcs | □ | Wireless Mic (headset) pcs | □ | Clip Mic pcs |

#### Application for exemption of charges (compulsory part for relevant applications)

This applicant organization hereby declares that the joint organizer/co-organizer belongs to subvented educational institutions, subsidised schools and non profit-making schools.

This organization understands that it and its joint organizer/co-organizer (if any) must meet the eligibility criteria as listed out in Annex II of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long (Effective from 11.2017), and no profit should be generated from the activities.

This organization and its the joint organizer/co-organizer (if any) hereby declare that the above information given by this organization is true and correct and that this organization has read and understood the content of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long (Effective from 11.2017) and hereby agreed to comply with them completely.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | | | |
| Official Chop of Applicant Organization | |  | Signature | : |  |
|  |  |  |
| Name of the officer-in-charge | : |  |
|  |  |  |
| Post | : |  |
|  |  |  |
| Date | : |  |
|  | |  |  |  |  |
| Note: Information in this application form would be used for application processing and might be disclosed to relevant parties. Please notify the Information Access Officer of this office should you wish to change or inspect the personal data in the form. [ Address: Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long ] | | | | | |

**Consent Form for Use of audio equipment / spot light facilities**

I, \* Mr. / Ms. am the person in-charge of

(Name of the organization / body).

(Name of activity) will be held from \*a.m./p.m.to \*a.m. / p.m. on (date) in the multi-purpose hall of

\*Community Hall / Community Centre. During the course of the activity, audio equipment / spot light facilities will be used. I hereby agree to send a representative to operate the relevant control panels, and be responsible for any accidents that happen during the course of relevant operations. I also agree to compensate on the loss / damage of the audio equipment / spot light facilities if it be induced by human error.

Name of Applicant :

Signature of Applicant :

Position of Applicant :

Chop of the Applicant Organization / Body

Date :

\*Please delete as appropriate.

Note: The information filled in would be used for checking and recording purpose.

To: Yuen Long District Office

**Exemption of Charges for Use of Facilities in Community Hall / Community Centre Statement of Account**

## Section A: Basic Information

## Section A: Basic Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Community Hall / Community Centre: | | | |  | | |
| Facility Rented: |  | | | Name of Activity: |  | |
| Applicant Organization: | | |  |  | | |
| Date of Activity: |  | | | Period of Activity: | |  |
| Number of participant: | |  | |  | | |

**Section B: Balance** (up to **)**

|  |  |  |
| --- | --- | --- |
| (I) | Total Income (Details at Section C) | $ |
| (II) | Total Expenditure (Details at Section D) | $ |
| **(III)** | **Balance [ (II) - (I) ]** | **$** |

## Section C: Details of Income

|  |  |  |  |
| --- | --- | --- | --- |
| Items | Number/Quantity | Unit Rate ($) | Total Amount ($) |
| *e.g. 1*︰*Participants’ fee* |  |  |  |
| *e.g. 2*︰*Sponsorship by Company X* |  |  |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| Total: | | |  |

**Section D: Details of Expenditure**

|  |  |
| --- | --- |
| Items | Expenditure ($) |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| Total: |  |

**Section E**: **Declaration by Authorized Person of Applicant Body / Organization**

1. I hereby declare that all the information given in the above sections are true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.
2. Applicant body / organization and joint organizer / co- organizer(s) (if any)

have not made any profit from the activity.

have made profit from the activity and agree to pay the hiring charges to the Government.

Signature ：

Name ：

Post ：

Official Chop of

Name of body / organization ：

Applicant body/organization Date ：

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community hall / community centre.
2. If a fee-charging activity has been exempted from charges, the applicant body / organization must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant body / organization need not attach any receipts / supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant body / organization must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
4. The personal data provided in this form will be used for processing of applications for use of facilities in community halls / community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer, Yuen Long District Office. [Address: Room 505, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long ]

**Notification for**

**Cancellation of Venue Hire / Change of Joint organizers / Co-organizers / Change of Activity Nature**

To**：** General Registry (Community)(FaxNo.**：**2474 7261)

(Please tick (✓) the appropriate box(es))

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Formal Notification | | | | | |
|  | Application for cancellation of venue hire/facilities loaned (Please fill in Part A) |  | Application for change of joint organizers / co-organizers  (Please fill in Part A & B) |  | Application for change of activity nature  (Please fill in Part A & C) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part A: Application Details | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of applicant organization | | | (Chinese/English)： | | | | | | | | |  | | | | | | | | | | | | | | | |
| Phone No. : |  | | | | | | | | | | | Fax No. : | | | | |  | | | | | | | | | | |
| Name of activity: |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of activity: |  | | | | | | | Time: | | | | | From | |  | | | | | am / pm | | | | to | |  | am / pm |
|  |  | |  | | | | |  | | | | |  | |  | | | | |  | | | |  | |  |  |
| Venue hired: | ❑ | Long Ping CH | | ❑ | Tin Yiu CC | | | | | ❑ | Tin Shui CC | | | | | | | ❑ | Tin Ching CH | | | | ❑ | | Tin Fai Road CH | | |
|  | ❑ | Yuen Long Town East CH | | | | | | | |  |  | | | | | | |  |  | | | |  | |  | | |
|  | ❑ | Multi-purpose Hall | | | | ❑ | Conference Room | | | | | | | ❑ | | Activity Room | | | | | ❑ | Activity / Meeting Room | | | | | |
|  | ❑ | Stage Meeting Room | | | |  |  | | | | | | |  | |  | | | | |  |  | | | | | |
| Application No. |  | | | | | | | |  | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part B: Change of joint organizers / co-organizers | | | | | | | | | | |
| Name of Additional / deleted\*joint organizer / co-organizer (please delete as appropriate) | | | | (Chinese/English): | | | |  | | |
| Phone No. : |  | | | | | | | | Fax No. : |  |
|  |  | | | | | | | |  |  |
| Category of joint organizers / co-organizers | | ❑ | Government Departments | | ❑ | | Subvented Welfare Agencies | | | |
| ❑ | Subvented educational institutions / subsidized schools / non profit-making schools | | | | | | | |
|  | | ❑ | Charitable Organizations | | ❑ | Government recognized local communities | | | | |
|  | | ❑ | Non Profit-making organizations (please submit relevant charters / proofs) | | | | | | | |
|  | | ❑ | Others (Please specify) (organizer will be subject to venue / facilities charges if the joint organizer / co-organizer is not under any of the above categories) | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part C: Change of activity nature | | | | | | | | | | | | |
| Approved activity nature | | | ： |  | | | | | | | | |
| Activity nature after change | | | ： |  | | | | | | | | |
| New name of activity if changes approved | | | ： |  | | | | | | | | |
| Expected no. of participants: |  | Fee-charging | | | No | □ | Yes | □ | Participants: $ |  | / Audience:$ |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Official Chop of applicant organization |  |  |  |  |
| Signature | : |  |
|  |  |  |
| Name of Person-in-charge | : |  |
|  |  |  |
| Post | : |  |
|  |  |  |
| Date | : |  |

**For YLDO’s Use only**

Form received at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am / pm on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Record updated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by CA(C)1 / CA(C)2 / PA(CC/CH)( 1 / 2 / 3 / 4 / 5 )