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 Stores/Equipment**

|  |
| --- |
| Note: Information provided in this application form will be used for application assessment, result notification, utilisation rate calculation, collection of charges (if any) and record purposes. |

* Hire of Venues (Please fill in P.1-2) □ Loan of Stores/Equipment (Please fill in P.1&3) （Please ✓the appropriate box(es)）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Long PingCH | 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 / organisation** |
|  |  |  |  |
|  | Name: |  |  |
|  |  |  |
|  | Office Address : |  |
|  |  |  |  |  |
|  | Contact Person : |  | Phone no. : |  | Fax no. : |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.** | **Type of application**  |  |  |  |
|  | □ | Regular and successive hire (Please fill in part 3(a)) | □ | Irregular and non-successive hire (Please fill in part 3(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 \* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 have sessions available until 11 pm** - Applicable to bookings between August 2022 and March 2023)**(\* Long Ping Community Hall and Tin Shui Community Centre have sessions available until 11 pm** - Applicable to bookings between April 2023 and March 2024) |
| **4.** | **Description of the Proposed Activity** |
|  | Type : | □ | Mass Variety Function / Ceremony | □ | Meeting/Seminar | □ | Course/Training | □ | Others (please specify): |
|  | Name : |  |  |
|  | Objective : |  |
|  | Target : |  | Expected no. of participants : |  |
|  | Charges to participants / audience | Yes | □ | No | □ |  | Participants: | $ | Audience: | $ |
|  |  | If yes, please state the amount chargeable per head. |

|  |  |
| --- | --- |
| **5.** | **Facilities Applied for** |
| (For stores available and their quantities in each community hall/community centre, please refer to Annex VII to “*Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (Revised in January 2023) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)*”. (Please put a tick“✓”in the stores/equipment applied for and specify the quantity.) |
| **Equipment**  |
| □ | Table pcs | □ | Stackable chair pcs | □ | Exhibition panel pcs | □ | Mic stand (floor) pcs |
| □ | Audio equipment | □ | Stage lighting equipment | □ | Piano | □ | Mic stand (table) pcs |
| □ | Wired mic pcs | □ | Wireless mic pcs | □ | Projector and screen | □ | Table tennis table with net set |
| □ | Mattress pcs | □ | White board | □ | Motorised stage flying bar | □ | Badminton pole with net set |
| □ | LCD display monitor | □ | Score stand pcs | □ | Headset mic pcs | □ | Clip-on mic pcs |
| **6.** |  **Application for Exemption from Charges (Those who wish to obtain exemption must complete this part.)** |
|  | We hereby declare that we / and our joint organiser(s) / co-organiser(s) belong to the following group(s) of organisations.*(\*Please put a*  “✓” in *the appropriate box(es). If there is more than one joint organiser/co-organiser, please use a separate sheet to list out the group(s) of organisations they belong to in the format specified below.)* |
|  | Applicant | Joint organiser/Co-organiser | (Please put a tick “✓” the appropriate box(es)) |
|  | □ | □ | 1. Subvented welfare agencies |
|  | □ | □ | 1. 2. Subvented educational institutions, subsidised schools and non-profit-making schools
 |
|  | □ | □ | 3. Offices of New Territories North West/ New Territories North Legislative Councillors and Yuen Long District Councillors |
|  | □ | □ | 4. Charitable organisations | (Note: Please submit valid supporting documents and relevant charters) |
|  | □ | □ | 5. Non-profit-making bodies |
|  | □ | □ | 6. Local committees recognised by the Government |
|  | □ | □ | 7. Government departments |
| **7.** |  **Declaration and Consent of the Applicant** |
| We understand that in applying for exemption from payment of charges, we and our joint organiser/co-organiser (if any) should meet the eligibility criteria set out in Annex II to the *“Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (Revised in January 2023) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)*” and should not make any profit out of the activity.For the purpose of complying with the Law of the People’s Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (National Security Law) and other laws in force, we hereby declare that: 1. neither we ourselves, our employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CHs/CCs hired by us shall engage in any act or activity, which is likely to constitute or is likely to cause the occurrence of an offence endangering national security under the National Security Law or other relevant laws of the Hong Kong Special Administrative Region (HKSAR), or which would otherwise be contrary to the interest of national security, in such part(s) of the CHs/CCs; and
2. we ourselves and our employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CHs/CCs hired by us shall comply with the laws of the HKSAR in respect of all acts and activities held in such part(s) of the CHs/CCs.

We understand that the District Office may at any time, whenever such need arises with respect to the duty to safeguard national security, withdraw approval for the application, terminate the use of the CHs/CCs with immediate effect and forfeit any payment made by us in relation to the use of the CHs/CCs and under such circumstances we shall vacate the CHs/CCs immediately. We further understand that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies. We and our joint organiser / co-organiser (if any) hereby declare that all the above information given in this application is true and correct and that we have read and agreed to observe the requirements and conditions for use of the above facilities as set out in Annex I to the *“Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (Revised in January 2023) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)”*. We fully understand and acknowledge that any breach of any of the requirements or conditions will result in the cancellation of the right to use the CHs/CCs immediately without compensation of any kind. |
| Official Chop of Applicant Organisation |  | Signature | : |  |
| Name of the person-in-charge | : |  |
| Post | : |  |
| Date | : |  |

Note: The personal data provided in this form will be used for processing of applications for use of facilities in CHs/CCs. 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, 5/F Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories.

#### Application for Loan of Stores / Equipment

1. Description of the Proposed Activity

Name of Activity:

Venue of Activity:

1. Stores / Equipment to be Loaned

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

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

We fully understand that the above loan, if approved, will be subject to the following conditions:

* 1. We shall not use the loaned stores / equipment for profit-making activities;
	2. We 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. We shall indemnify the Government against any loss of or damage to the loaned stores / equipment while in our possession;
	4. We 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. We shall return the loaned stores / equipment at any time if required by the Yuen Long District Office.

Signature of the person-in-charge :

Name :

Post :

Date :

*Official stamp of applicant organisation*

**Agreement on the Use of Audio-Visual Equipment / Stage Spotlights**

I, Mr / Miss / Mrs\* , the person in-charge of

(Name of the applicant organisation), have hired the multi-purpose hall of Community Hall/Centre\*

 from a.m./p.m.\* to a.m. / p.m.\* on (Date of Activity) for organising \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Activity). During the period specified above, there is a need to use stage spotlights. I hereby agree that we will arrange persons to operate the control panel of the stage spotlights. We will be responsible for any accident occurred during operation. I agree to compensate for any loss incurred if damage to the lighting system is caused due to man-made mistakes.

Name of Applicant :

Signature of Applicant :

Post of Applicant :

Chop of Applicant Organisation / Body

Date :

\*Please delete as appropriate

Note: Information provided in this form will strictly be used for verification and record keeping purposes.

To: Yuen Long District Office

**Exemption of Charges for Use of Facilities in Community Halls / Community Centres Statement of Account**

## Section A: Basic Information

|  |  |
| --- | --- |
| Name of Community Hall/ Community Centre: |  |
| Facility Rented: |  | Name of Activity: |  |
| Applicant Organisation: |  |  |
| 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 Authorised Person of Applicant Body / Organisation**

1. I hereby declare that all the information given in the above sections is true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.
2. Applicant body / organisation and joint organiser / co- organiser(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 / organisation ：

Applicant body/organisation 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 halls/ community centres.
2. If a fee-charging activity has been exempted from charges, the applicant body / organisation must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant body / organisation 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 / organisation 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: 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories]

**Notification for**

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

To**：** General Registry (Community), Yuen Long District Office (Fax No.**:** 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 organisers / co-organisers(Please fill in Parts A & B) |  | Application for change of activity nature(Please fill in Parts A & C) |

|  |
| --- |
| Part A: Application Details |
| Name of applicant organisation | (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 Meeting Room | ❑ | Meeting Room |
|  | ❑ | Stage Meeting Room |  |  |  |  |  |  |
| Application Ref.: |  |

|  |
| --- |
| Part B: Change of joint organisers / co-organisers |
| Name of additional / deleted\*joint organiser / co-organiser (please delete as appropriate) | (Chinese/English): |  |
| Phone No. : |  | Fax No. : |  |
|  |  |  |  |
| Category of joint organisers / co-organisers | ❑ | Government departments | ❑ | Subvented welfare agencies |
| ❑ | Subvented educational institutions / subsidised schools / non-profit-making schools |
|  | ❑ | Charitable organisations | ❑ | Local communities recognised by the Government |
|  | ❑ | Offices of New Territories North West/ New Territories North Legislative Councillors or Yuen Long District Councillors |
|  | ❑ | Non-profit-making organisations (please submit relevant charters / proof) |
|  | ❑ | Others (Please specify) (Organiser will be subject to venue / facilities charges if the joint organiser / co-organiser 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 organisation |  | 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(CH/CC)( 1 / 2 / 3 / 4 / 5 / 6 )

**Application Form A2**

**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 Stores/Equipment**

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

Note: Information provided in this application form will be used for application assessment, result notification, utilisation rate calculation, collection of charges (if any) and record purposes.

Hire of venues (Please put a tick “✓” in 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 organiser/ Co-organiser (if applicable)

|  |  |
| --- | --- |
| **Details of Joint organiser/ Co-organiser** | 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) Objective |  |
| 3(d) Date  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(\_\_\_\_\_\_\_\_\_\_\_\_(day)) |
| 3(e) Time | From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am / pm to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am / pm |
| 3(f) Programme Details |  |
| 3(g) Target |  |
| 3(h) Expected no. ofparticipants |  |
| 3(i) Anticipated benefits |  |
| 3(j) Charges to participants/audience | Yes □Participants: $ Audience: $ (If yes, please state the amount chargeable per head.)No □ |

1. **Application Records**
* This is our first time application for reservation of venues for large scale events.
* We have applied for reservation of venues for large scale events, with the last three records as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Application Ref.** | **Application Result** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### Facilities Applied for:

(For stores available and their quantities in each community hall/community centre, please refer to Annex VII to *“Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long* *(Revised in January 2023) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)*”. (Please put a “✓” in the stores/equipment applied for and specify the quantity.)

|  |
| --- |
| **Equipment** |
| □ | Table pcs | □ | Stackable chair pcs | □ | Exhibition panel pcs | □ | Mic stand (floor) pcs |
| □ | Audio equipment | □ | Lighting equipment | □ | Piano | □ | Mic stand (table) pcs |
| □ | Wired Mic pcs | □ | Wireless Mic pcs | □ | Projector and screen | □ | Table tennis table with net set |
| □ | Mattress pcs | □ | White board | □ | Motorised stage flying bar | □ | Badminton pole with net set |
| □ | LCD display monitor | □ | Score stand pcs | □ | Headset Mic pcs | □ | Clip-on mic pcs |

#### Application for exemption from charges (Those who wish to obtain exemption must complete this part.)

We hereby declare that we and our joint organiser/co-organiser belong to subvented educational institutions, subsidised schools and non-profit-making schools.

We understand that in applying for exemption from payment of charges, we and our joint organiser/co-organiser (if any) should meet the Criteria for Exemption from Payment of Charges set out in Annex II to the “Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (Revised in January 2023) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)” and should not make any profit out of the activity.

For the purpose of complying with the Law of the People’s Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (National Security Law) and other laws in force, we declare that:

(a) neither we ourselves, our employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CHs/CCs hired by us shall engage in any act or activity, which is likely to constitute or is likely to cause the occurrence of an offence endangering national security under the National Security Law or other relevant laws of the Hong Kong Special Administrative Region (HKSAR), or which would otherwise be contrary to the interest of national security, in such part(s) of the CHs/CCs; and

(b) we ourselves and our employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CHs/CCs hired by us shall comply with the laws of the HKSAR in respect of all acts and activities held in such part(s) of the CHs/CCs.

We understand that the District Office may at any time, whenever such need arises with respect to the duty to safeguard national security, withdraw approval for the application, terminate the use of the CHs/CCs with immediate effect and forfeit any payment made by us in relation to the use of the CHs/CCs and under such circumstances we shall vacate the CHs/CCs immediately. We further understand that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies.

We and our joint organiser / co-organiser (if any) hereby declare that all the above information given in this application is true and correct and that we have read and agreed to observe the requirements and conditions for use of the above facilities as set out in the *“Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (Revised in January 2023) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)”* and its Annex I. We fully understand and acknowledge that any breach of any of the requirements or conditions will result in the cancellation of the right to use the CHs/CCs immediately without compensation of any kind.

|  |  |
| --- | --- |
|   |  |
| Official Chop of Applicant Organisation |  | Signature | : |  |
|  |  |  |
| Name of the officer-in-charge | : |  |
|  |  |  |
| Post | : |  |
|  |  |  |
| Date | : |  |
|  |  |  |  |  |
| Note: The personal data provided in this form will be used for processing of applications for use of facilities in CHs/CCs. 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: 5/F Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories] |

**Agreement on the Use of Audio-Visual Equipment / Stage Spotlights**

I, Mr / Miss / Mrs\* , the person in-charge of (Name of the applicant organisation), have hired the multi-purpose hall of Community Hall/Centre\* from a.m./p.m.\* to a.m. / p.m.\* on (Date of Activity) for organising \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Activity). During the period specified above, there is a need to use stage spotlights. I hereby agree that we will arrange persons to operate the control panel of the stage spotlights. We will be responsible for any accident occurred during operation. I agree to compensate for any loss incurred if damage to the lighting system is caused due to man-made mistakes.

Name of Applicant :

Signature of Applicant :

Post of Applicant :

Chop of the Applicant Organisation / Body

Date :

\*Please delete as appropriate.

Note: Information provided in this form will strictly be used for verification and record keeping purposes.

To: Yuen Long District Office

Application No.：\_\_\_\_\_\_\_\_\_\_\_

**Exemption of Charges for Use of Facilities in Community Halls / Community Centres Statement of Account**

## Section A: Basic Information

|  |  |
| --- | --- |
| Name of Community Hall / Community Centre: |  |
| Facility Rented: |  | Name of Activity: |  |
| Applicant Organisation: |  |  |
| 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 Authorised Person of Applicant Body / Organisation**

1. I hereby declare that all the information given in the above sections is true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.
2. Applicant body / organisation and joint organiser / co-organiser(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 / organisation ：

Applicant body/organisation 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 halls / community centres.
2. If a fee-charging activity has been exempted from charges, the applicant body / organisation must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant body / organisation 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 / organisation 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, New Territories]

**Notification for**

Application No.：\_\_\_\_\_\_\_\_\_\_\_

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

To**：** General Registry (Community), Yuen Long District Office (Fax No.**:**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 organisers / co-organisers(Please fill in Parts A & B) |  | Application for change of activity nature(Please fill in Parts A & C) |

|  |
| --- |
| Part A: Application Details |
| Name of applicant organisation | (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 Meeting Room | ❑ | Meeting Room |
|  | ❑ | Stage Meeting Room |  |  |  |  |  |  |

|  |
| --- |
| Part B: Change of joint organisers / co-organisers |
| Name of additional / deleted\*joint organiser / co-organiser (please delete as appropriate) | (Chinese/English): |  |
| Phone No. : |  | Fax No. : |  |
|  |  |  |  |
| Category of joint organisers / co-organisers | ❑ | Government departments | ❑ | Subvented welfare agencies |
| ❑ | Subvented educational institutions / subsidised schools / non-profit-making schools |
|  | ❑ | Charitable organisations | ❑ | Local communities recognised by the Government |
|  | ❑ | Offices of New Territories North West/ New Territories North Legislative Councillors or Yuen Long District Councillors |
|  | ❑ | Non-profit-making organisations (please submit relevant charters / proof) |
|  | ❑ | Others (Please specify) (Organiser will be subject to venue / facilities charges if the joint organiser / co-organiser 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 organisation |  |  |  |  |
| 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(CH/CC)( 1 / 2 / 3 / 4 / 5 / 6 )