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| Application no.: | YE |

**Application Form D**

**HOME AFFAIRS DEPARTMENT　YUEN LONG DISTRICT OFFICE**

**YUEN LONG TOWN EAST COMMUNITY HALL**

**Application Form for Hiring Partitioned Areas in the Multi-purpose Hall**

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| Note:  1. Information provided in this form will be used for application assessment, result notification, utilisation rate calculation, collection of charges (if any) and record purposes.  2. Before submitting the form, please read the “*Guidelines and Conditions on Hiring Partitioned Areas in the Multi-purpose Hall in Yuen Long Town East Community Hall*”. |
| |  |  | | --- | --- | | **Yuen Long Town East Community Hall – Multi-purpose Hall** (Please put a “🗸” the appropriate box) | | | A. Front portion (stage included) \*(Minimum no. of users: 5) | B. Rear portion \*(Minimum no. of users: 5) | |  |  |   □ Male Dressing Room □ Female Dressing Room □ Stage Meeting Room |

\*Dressing Room (Male/Female) and Stage Meeting Room available for hirer of Area A only.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **1.** | **Applicant Organisation** | | | | | | | | | | | |
|  |  |  | |  | | | | | | | | |
|  | Name | (Chinese): | |  | | | | | | | | |
|  |  |  | |  | | | | | | | | |
|  |  | (English): | |  | | | | | | | | |
|  |  |  | | | | | | | | | | |
|  | Office address: |  | | | | | | | | | | |
|  |  |  | | | | |  | |  | | | |
|  | Tel. no.: |  | | | | | Fax no.: | |  | | | |
|  |  |  | | | | |  | |  | | | |
|  | Name of contact person: | |  | | Tel. no.: |  | | (Office hours) | |  | (Non-office hours) |  |

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| **2.** | **Joint Organiser/Co-organiser (if any)** | | | | |
|  |  |  |  | | |
|  | Name | (Chinese): |  | | |
|  |  |  |  | | |
|  |  | (English): |  | | |
|  |  |  |  | | |
|  | Office address: |  | | | |
|  |  |  | |  |  |
|  | Tel. no.: |  | | Fax no.: |  |
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| **3.** | **Booking Details** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Period for block booking: \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ 20 (Every Wednesday) | | | | | | | |
|  |
| Timeslot: | □ | 7 a.m. to 8 a.m. | □ | 8 a.m. to 10 a.m. | □ | 10 a.m. to 12 noon |
| □ | 12 noon to 2 p.m. | □ | 2 p.m. to 4 p.m. | □ | 4 p.m. to 6 p.m. |
| □ | 6 p.m. to 8 p.m. | □ | 8 p.m. to 10 p.m. |

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| **4.** | **Description of the Proposed Function** | | | | | | | | | |
|  | Type of function: | □ | Mass Variety Function/  Ceremony | | □ | Meeting/  Seminar | □ | Course/  Training | □ | Others (please specify): |
|  | Name of function | (Chinese): | |  | | | | | | |
|  | (English): | |  | | | | | | |

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|  | Objective(s) of function: |  | | |
|  | Service target : |  | Estimated no. of participants: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Fee charging |  | Yes | □ | No | □ | $ |  |
|  |  |  |  |  |  |  | If yes, please state the amount chargeable per head. | |

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| **5.** | **Facilities Applied for** | | | | | | | | | | | | | | |
| (For materials 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 (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 “✓” the materials/equipment applied for and specify the quantity.)  \* Priority use for hirer of Area A | | | | | | | | | | | | | | | |
| Equipment\* | | | | | | | | | | | | | | | |
| □ | folding table(s) | | | | □ | stackable chair(s) | | | □ | exhibition panel(s) | | | | □ | mic stand(s) (floor) |
| □ | Audio equipment | | | | □ | Stage lighting equipment | | | □ | Piano | | | | □ | mic stand(s) (table) |
| □ | wired microphone(s) | | | | □ | wireless microphone(s) | | | □ | Projector and screen | | | | □ | table tennis table(s) with net(s) |
| □ | mattress(es) | | | | □ | White board | | | □ | Motorised stage flying bar | | | | □ | badminton pole(s) with net(s) |
| □ | LCD display monitor | | | | □ | score stand(s) | | | □ | headset microphone(s) | | | | □ | clip-on microphone(s) |
|  | | | | |  | | | |  | | | | |  | |
| **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 ✓ 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 organisation | Joint organiser/  co-organiser | | | | (Please put a “✓” the appropriate box(es)) | | | | | | | | |
|  | | □ | □ | | | | 1. Subvented welfare agencies | | | | | | | | |
|  | | □ | □ | | | | 2. Subvented educational institutions, subsidised schools and non-profit-making schools | | | | | | | | |
|  | | □ | □ | | | | 3. Offices of New Territories West Legislative Councillors or Yuen Long District Councillors | | | | | | | | |
|  | | □ | □ | | | | 4. Charitable institutions | | | | (Note: Please submit valid supporting documents and relevant charters) | | | | |
|  | | □ | □ | | | | 5. Non-profit-making bodies | | | |
|  | | □ | □ | | | | 6. Local committees recognised by the Government | | | | | | | | |
|  | | □ | □ | | | | 7. Government departments | | | | | | | | |
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|  | | We understand that in applying for exemption from payment of charges, the applicant organisation and the joint organiser/co-organiser (if any) should satisfy the conditions set out in Annex II to the “*Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (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.  We hereby declare that all the above information given by us and the joint organiser(s)/co-organiser(s) (if any) is true and correct and that we have read and agreed to observe the 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 (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 *“Guidelines and Conditions on Hiring Partitioned Areas in the Multi-purpose Hall in Yuen Long Town East Community Hall”*. | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | |
| Official chop of  applicant organisation | | | |  | | | | Signature | | | | : |  | | |
| Name of person-in-charge of applicant body/organisation | | | | : |  | | |
| Position | | | | : |  | | |
| Date | | | | : |  | | |
|  | | | |  | | | |  | | | |  |  | | |
| Note: The personal data provided in this form will be used for processing of applications for hiring 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, 5/F Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long. | | | | | | | | | | | | | | | | |