

Serial No.: \_\_\_\_\_

**APPLICATION FORM FOR USE OF FACILITIES IN COMMUNITY HALLS (CHs)/COMMUNITY CENTRES (CCs)**

Please “✓” the appropriate box.

本處另有中文版租用社區會堂/社區中心設施申請表

**Section A**

Application for use of:

- |   |   |
|---|---|
| <input type="checkbox"/> Shek Lei Community Hall            | <input type="checkbox"/> Tsing Yi Estate Community Hall         |
| <input type="checkbox"/> Kwai Fong Community Hall           | <input type="checkbox"/> Cheung Fat Estate Community Centre     |
| <input type="checkbox"/> Lai King Community Hall            | <input type="checkbox"/> Cheung Hang Community Hall             |
| <input type="checkbox"/> Tai Wo Hau Estate Community Centre | <input type="checkbox"/> Cheung Ching Estate Community Centre / |
| <input type="checkbox"/> Kwai Shing Community Hall          | Cheung Ching Community Hall*                                    |

\* The Cheung Ching Community Hall is tentatively scheduled to be put into service in January 2024 to replace the existing Cheung Ching Estate Community Centre.

**1. Applicant organisation**

Name: \_\_\_\_\_ (Chinese)  
\_\_\_\_\_ (English)

Address: \_\_\_\_\_  
\_\_\_\_\_  Kwai Chung Area  Tsing Yi Area Name of contact person: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Tel No.: (Office hour) \_\_\_\_\_ (Non-office hour) \_\_\_\_\_

E-mail address: \_\_\_\_\_ (If an e-mail address is provided here, it shall be presumed that the applicant is willing to receive the approval letter for the use of facilities by e-mail.)

Successfully applied for the use of facilities in CHs/CCs in the last 12 months

**2. Joint organiser(s)/Co-organiser(s) (Please fill in if appropriate)**

Name: \_\_\_\_\_ (Chinese)  
\_\_\_\_\_ (English)

Address: \_\_\_\_\_  
\_\_\_\_\_ Name of contact person: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Tel No.: (Office hour) \_\_\_\_\_ (Non-office hour) \_\_\_\_\_

3. Types of application and timeslots [To provide more organisations with the chance to use public resources, each organisation is allowed to apply for not more than four timeslots, of which block booking cannot exceed three timeslots and six hours per week in total. An organisation not making any block booking may apply for booking for single session for a maximum of four timeslots, but applications for the same timeslot at the same venue are limited to two. If more than two applications for the same timeslot<sup>1</sup> at the same venue are submitted, Kwai Tsing District Office (K&TDO) will only process the first two applications.]

**(I) A. Booking for single session on Saturdays, Sundays and Public Holidays**

(1) Date of activity: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Time of activity: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. (not exceeding 6 hours)

<sup>1</sup> “Timeslot” means a timeslot available for hiring by applicant organisations stated in clause 4(c) of the Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Kwai Tsing District.

Time for venue set-up: \_\_\_\_\_ hours \_\_\_\_\_ minutes (not exceeding 2 hours)

Time for venue clean-up after the activity: \_\_\_\_\_ hours \_\_\_\_\_ minutes (not exceeding 2 hours)

(2) Date of activity: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Time of activity: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. (not exceeding 6 hours)

Time for venue set-up: \_\_\_\_\_ hours \_\_\_\_\_ minutes (not exceeding 2 hours)

Time for venue clean-up after the activity: \_\_\_\_\_ hours \_\_\_\_\_ minutes (not exceeding 2 hours)

(3) Date of activity: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Time of activity: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. (not exceeding 6 hours)

Time for site preparation: \_\_\_\_\_ hours \_\_\_\_\_ minutes (not exceeding 2 hours)

Time for venue clean-up after the activity: \_\_\_\_\_ hours \_\_\_\_\_ minutes (not exceeding 2 hours)

(4) Date of activity: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Time of activity: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. (not exceeding 6 hours)

Time for site preparation: \_\_\_\_\_ hours \_\_\_\_\_ minutes (not exceeding 2 hours)

Time for venue clean-up after the activity: \_\_\_\_\_ hours \_\_\_\_\_ minutes (not exceeding 2 hours)

If the applicant organisation wishes to be exempted from the above restrictions in the duration for hiring the venue, it should provide the justifications in detail on a separate sheet for consideration by K&TDO.

### **B. Single session from Mondays to Fridays**

(1) Date of activity: \_\_\_\_\_ Day of the week: \_\_\_\_\_

\*Time: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

(2) Date of activity: \_\_\_\_\_ Day of the week: \_\_\_\_\_

\*Time: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

(3) Date of activity: \_\_\_\_\_ Day of the week: \_\_\_\_\_

\*Time: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

(4) Date of activity: \_\_\_\_\_ Day of the week: \_\_\_\_\_

\*Time: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

\* The duration of each single session shall not exceed 1.5 or 2 hours, and shall be consistent with the block booking timeslots of respective CHs/CCs. For the block booking timeslots, please refer to Part II(A). If you wish to hire the partitioned hall areas of Kwai Fong CH or Kwai Shing CH at the designated timeslots, please indicate your preference in writing whether the area applied for is Partitioned Hall Area A (including the stage) or Partitioned Hall Area B (not including the stage) next to the space for "Time" for each single session applied for.

**(II) Block Booking**

Block Booking

Please “✓” the appropriate timeslot in the table below. Please fill in not more than 3 timeslots (total block booking time for each week: not more than 6 hours).

**A. Booking of the entire hall**

**(Only applicable to Cheung Hang CH, Tsing Yi Estate CH, Kwai Fong CH, Cheung Fat Estate CC and Cheung Ching Estate CC/ Cheung Ching Community Hall)**

	Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m. to 11a.m. (2 hours)					
11 a.m. to 1 p.m. (2 hours)					
2 p.m. to 4 p.m. ( 2 hours)		#			#
4 p.m. to 6 p.m. (2 hours)					
7 p.m. to 10 p.m. (3 hours)		#		#	

**(Only applicable to Kwai Shing CH, Shek Lei CH, Lai King CH, Tai Wo Hau Estate CC)**

	Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m. to 11a.m. (2 hours)					
11 a.m. to 1 p.m. (2 hours)					
2 p.m. to 4 p.m. ( 2 hours)					
4 p.m. to 6 p.m. (2 hours)					
7 p.m. to 8:30 p.m. (1.5 hours)		#		#	
8:30 p.m. to 10 p.m. (1.5 hours)		#		#	

# Please note the special arrangements for these timeslots of **Kwai Fong CH and Kwai Shing CH**. Please read and complete Part B below. To book the entire hall in these designated timeslots in Kwai Fong CH or Kwai Shing CH, the applicant should comply with the conditions in paragraph 1 of Appendix D of the Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Kwai Tsing District and fill in Part B below.

**B. Booking of the partitioned hall areas at Kwai Shing CH and Kwai Fong CH**

Note: For Kwai Fong CH and Kwai Shing CH, the designated booking timeslots for partitioned hall areas have been set as follows:

<b>Kwai Fong CH</b>	
Tuesdays and Fridays	2:00 p.m. to 4:00 p.m.
Tuesdays and Thursdays	7:00 p.m. to 10:00 p.m.
<b>Kwai Shing CH</b>	
Tuesdays and Thursdays	7:00 p.m. to 8:30 p.m. 8:30 p.m. to 10:00 p.m.

Organisations which apply for hiring the hall in these CHs at these timeslots are only allowed to use one of the hall areas divided by electric folding partitions (partitioned hall areas) unless special arrangement is made. For details, please refer to Appendix D of the Guidelines and Conditions on the Use of Facilities Available in Community Halls/Community Centres in Kwai Tsing District”. (Please note that it may take a few minutes to operate the electric folding partitions.)

**Kwai Fong CH**

	Tuesday (2:00 p.m. to 4:00 p.m.)	Tuesday (7:00 p.m. to 10:00 p.m.)	Thursday (7:00 p.m. to 10:00 p.m.)	Friday (2:00 p.m. to 4:00 p.m.)
Partitioned hall area A (including the stage)				
Partitioned hall area B (not including the stage)				
The entire hall				

Estimated number of participants: ( ) persons

**Kwai Shing CH**

	Tuesday (7:00 p.m. to 8:30 p.m.)	Tuesday (8:30 p.m. to 10:00 p.m.)	Thursday (7:00 p.m. to 8:30 p.m.)	Thursday (8:30 p.m. to 10:00 p.m.)
Partitioned hall area A (including the stage)				
Partitioned hall area B (not including the stage)				
The entire hall				

Estimated number of participants: ( ) persons

## 4. Description of activity to be held

Name of activity: \_\_\_\_\_

Activity subsidised by Kwai Tsing District Council

Type of activity:  Mass Variety Function/Ceremony  Meeting/Seminar  Course/Training  
 Rehearsal  Others, please specify \_\_\_\_\_

Objectives: \_\_\_\_\_

Target of activity:

- (i)  Open (for all)  
(ii)  Open (for a specific group of people)  
(a)  Residents of Kwai Tsing District (b)  Children/Youth  
(c)  Elderly (d)  Disabled  
(iii)  For members/staff/tenants  
(vii)  Others, (please specify): \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Charges to participants/audience: Yes#  No

If yes, please state the amount chargeable per head: Participants: \$ /Audience:\$

If more than one activity will be organised, please provide the details of the other activities on a separate sheet.

**# For those applicant organisations holding fee-charging activities and applying to exempt the charges for using the facilities (refer to para. 7 below), they should submit Form C and Form D to K&TDO for vetting.**

## 5. Application for mounting stage banner/displaying poster

Banner  Poster Size: Length \_\_\_\_\_ m x Width \_\_\_\_\_ m

The mounting period: From \_\_\_\_\_ to \_\_\_\_\_

Mounting location:  Stage  Notice Board  Other designated area (please specify: \_\_\_\_\_)

Content of the banner and/or poster: \_\_\_\_\_

(Please provide the relevant information such as a copy of the banner and/or poster, otherwise K&TDO may not be able to process the application. Applicants who cannot provide the information immediately may indicate the date of submission for the necessary action of K&TDO.)

6. Application for use of facilities

Please read Appendix A of the “Guidelines and Conditions on the Use of Facilities Available in Community Halls/Community Centres in Kwai Tsing District” (the Guidelines).

Please “✓” the appropriate box.

\* Delete as appropriate

Venue	Air-Conditioning	Other facilities (Please specify the quantity in the bracket)
<input type="checkbox"/> Hall	<input type="checkbox"/> Required	<input type="checkbox"/> Stackable Chairs ( ) <input type="checkbox"/> Foldable Tables ( ) <input type="checkbox"/> Public Address System ( ) <input type="checkbox"/> Mic Stand ( ) <input type="checkbox"/> Handheld Amplifier ( ) <input type="checkbox"/> Wireless Tie-clip Mic ( ) <input type="checkbox"/> Wireless Handheld Mic ( ) <input type="checkbox"/> Piano ( ) <input type="checkbox"/> Movable White Board ( ) <input type="checkbox"/> Display Board ( ) <input type="checkbox"/> Stanchion ( ) <b>For queuing only</b>
<input type="checkbox"/> *Dressing Rooms (Male/Female) (only organisation applies for the use of hall could use)	<input type="checkbox"/> Required	
<input type="checkbox"/> Activity Room <input type="checkbox"/> *Activity Room (1)/Activity Room(2) (only applicable to Chueng Fat Estate Community Centre)	<input type="checkbox"/> Required	
<input type="checkbox"/> Classroom/Meeting Room	<input type="checkbox"/> Required	
<input type="checkbox"/> Badminton Court	<input type="checkbox"/> Required	
<input type="checkbox"/> Others (Please specify _____)	<input type="checkbox"/> Required	<input type="checkbox"/> Projector ( ) <input type="checkbox"/> Screen ( ) <input type="checkbox"/> Locker with key (Male/ Female*) ( ) * Delete as appropriate <input type="checkbox"/> Stage Lighting Panel ( ) <input type="checkbox"/> Wheelchair Lift Platform ( ) <b>(Only for the use of wheelchair users)</b> <b>The applicant should make booking for the use of wheelchair lift platform at least two weeks before the date of activity, to facilitate K&amp;TDO’s arrangement for the appropriate manpower to operate the facility.</b>

Please note that chairs are available in the hall. The applicant organisation should arrange the seating on its own. It should also have its own experienced technician(s) or operator(s) to operate the public address system and lighting panel, if necessary.

I understand that if I submit Form B after the submission of application, K&TDO will also make the arrangement as far as practicable. Since some stores/equipment may be on loan or being repaired, I understand that submitting the application as early as practicable will enhance the chance to book the stores/equipment successfully.

7. Application for exemption from payment of charges for use of facilities: Yes/No\*

8. Declaration and Consent of the Applicant 申請機構的聲明及同意書

The applicant hereby declares that the applicant /and joint organiser(s)/co-organiser(s)\* belong to the following groups of organisations (\* Delete as appropriate).

Applicant	Joint-organiser(s)/Co-organiser(s)	Please “✓” the appropriate box
<input type="checkbox"/>	<input type="checkbox"/>	1. Subvented welfare agencies (Note)
<input type="checkbox"/>	<input type="checkbox"/>	2. Subvented educational institutions, subvented schools or non-profit making schools (Note)
<input type="checkbox"/>	<input type="checkbox"/>	3. Offices of the Legislative Councillors and District Councillors
<input type="checkbox"/>	<input type="checkbox"/>	4. Charitable organisations (Note)
<input type="checkbox"/>	<input type="checkbox"/>	5. Non-profit making organisations (Note)
<input type="checkbox"/>	<input type="checkbox"/>	6. Local committees/organisations recognised by the Government (including Mutual Aid Committees, Rural Committees, Kaifong Welfare Associations, Owners’ Corporations and Owners’ Committees)
<input type="checkbox"/>	<input type="checkbox"/>	7. Government departments

Note: Please submit valid supporting documents. If there are more than one joint organiser/co-organiser, please use a separate sheet to list the category of the organisations as required above.

If the applicant organisation has, within a year before the date of this application form, hired venues in CHs/CCs with supporting documents which are still valid to date and has been granted exemption of charges, please state here to obviate the need for re-submitting documents:

The applicant hereby declare that the applicant /our organisation has submitted the required documentary proof to \_\_\_\_\_(venue) on \_\_\_\_\_ (date), and the relevant application has been approved. (Application no.: \_\_\_\_\_ )

Note: If the organisation applies for use of facilities in CHs/CCs for the first time, please submit valid documentary proof, such as Certificate of Registration of a Society, registered constitution, etc. If more updated document(s) is/are available, the applicant organisation should submit the document(s) within 3 working days. Otherwise, K&TDO reserves the right to revoke the use of facilities by the organisation.

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, the applicant declares that:

- (a) neither the applicant itself, its employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CH/CC hired by the applicant 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 CH/CC; and
- (b) the applicant itself and its employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CH/CC hired by the applicant shall comply with the laws of the HKSAR in respect of all acts and activities held in such part(s) of the CH/CC.

The applicant understands 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 CH/CC with immediate effect and forfeit any payment made by the applicant in relation to the use of the CH/CC and under such circumstances the applicant shall vacate the CH/CC immediately. The applicant further understands that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies.

The applicant understands that in applying for exemption from payment of charges for use of facilities, the applicant and the joint organiser/co-organiser (if any) should satisfy the conditions set out in Appendix A of the Guidelines and should not take any profit out of the activity.

The applicant hereby declares that all the above information given in this application is true and correct and that the applicant has 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 a CH/CC and its Appendices attached to this form. The applicant fully understands and acknowledges that any breach of any of the requirements or conditions will result in the cancellation of the right to use the CH/CC immediately without compensation of any kind.

Official stamp of applicant  
(only applicable to the applications  
submitted by organisations)

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Date : \_\_\_\_\_

Note:

The personal data provided in this form will be used for the 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 the personal data thus provided, please write to the Access to Information Officer, Kwai Tsing District Office, 10/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, N.T. For enquiries on the application for use of CHs/CCs, or requests for amendments to the details of the activities to be organised, please call 2433 5133 (applicable to Cheung Ching, Cheung Hang, Tsing Yi Estate, Cheung Fat CCs/CHs) or 2494 4519 (applicable to other CCs/CHs in the District).

**Section B**

**(For Official Use Only)**

To: \_\_\_\_\_ (Approving Officer)

The above application is /is not\* recommended. The following charges are recommended /are waived\* on the grounds that the applicant (and the joint organiser(s)/ co-organiser(s)) \* belong(s) to \_\_\_\_\_ organisation (HAD Standing Circular No. 3/2012 refers) \*.

Facility	Basic charge	Air-conditioning charge
Multi-purpose hall	\$__ x __ hrs = \$__	\$__ x __ hrs = \$__
Dressing room	\$__ x __ hrs = \$__	\$__ x __ hrs = \$__
Conference room	\$__ x __ hrs = \$__	\$__ x __ hrs = \$__
Sub-total:	\$__	\$__
	Total: \$__	

Standard notification letter is attached.

Remarks (if any) \_\_\_\_\_

Date \_\_\_\_\_  
 \_\_\_\_\_  
 (*LO in charge*)

**Section C**

To: LO in charge \_\_\_\_\_ (via Finance & Supplies Section, K&TDO if fees are charged)

The application

has not been approved

and exemption of charges as set out in Section B above have been approved

has been approved at charges as set out in Section B above. A copy of the standard notification letter is attached.

Date \_\_\_\_\_  
 \_\_\_\_\_  
 (*Approving Officer*)

**Section D**

To: LO in charge \_\_\_\_\_  
 Demand Note No. \_\_\_\_\_ issued on \_\_\_\_\_

Date \_\_\_\_\_  
 \_\_\_\_\_  
 (Post title  
*Finance & Supplies Section, K&TDO*)

**Section E**

The proposed activity has been cancelled. The original receipted Demand Note has been returned to Finance & Supplies Section, K&TDO for the processing of refund under covering memo ref \_\_\_\_\_, dated \_\_\_\_\_.

Date \_\_\_\_\_  
 \_\_\_\_\_  
 (*LO in charge*)

\* Delete as appropriate

Serial No.: \_\_\_\_\_

**Kwai Tsing District Office**

**Booking Form for Community Halls (CHs)/Community Centres (CCs) Stores/Equipment  
for On-site Use**

*(For applicant who wishes to book the stores/equipment after submission of Form A)*

Please “✓” the appropriate box

Applicant organisation

Name: (Chinese) \_\_\_\_\_

(English) \_\_\_\_\_

Address: \_\_\_\_\_

Kwai Chung Area

Tsing Yi Area

\_\_\_\_\_ Name of contact person: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Tel No.: (Office hour) \_\_\_\_\_ (After office hour) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Our organisation would like to book \_\_\_\_\_ CH/CC\*

Hall  Dressing Room (Male/Female\*)  Activity Room

Classroom  Meeting Room  Badminton Court  Others (Please specify \_\_\_\_\_)

on \_\_\_\_\_ (Date) from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Stores/Equipment (please specify the quantity)	
<input type="checkbox"/> Stackable Chairs ( )	<input type="checkbox"/> Projector ( )
<input type="checkbox"/> Folding Tables ( )	<input type="checkbox"/> Screen ( )
<input type="checkbox"/> Public Address System ( )	<input type="checkbox"/> Locker with key (Male/ Female*) ( )
<input type="checkbox"/> Mic Stand ( )	<input type="checkbox"/> Stage Lighting Panel ( )
<input type="checkbox"/> Handheld Amplifier ( )	<input type="checkbox"/> Wheelchair Lift Platform ( )
<input type="checkbox"/> Wireless Tie-clip Mic ( )	<b>(Only for the use of wheelchair users)</b>
<input type="checkbox"/> Wireless Handheld Mic ( )	<b>The applicant organisation should make booking for the use of wheelchair lift platform at least 2 weeks before the date of the activity, to facilitate K&amp;TDO’s arrangement for the appropriate manpower to operate the facility.</b>
<input type="checkbox"/> Piano ( )	<i>Please note that chairs are available in the hall. The applicant should arrange the seating on its own. It should also have its own experienced technician(s) or operator(s) to operate the public address system and lighting panel, if necessary.</i>
<input type="checkbox"/> Movable White Board ( )	
<input type="checkbox"/> Display Board ( )	
<input type="checkbox"/> Stanchion ( ) <b>For queuing only</b>	

I understand that if I submit Form B after the submission of application, Kwai Tsing District Office will also make the arrangement as far as practicable. Since some stores/equipment may be on loan or being repaired, I understand that submitting the application as early as practicable will enhance the chance to book the stores/equipment successfully.

I hereby declare that I 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 a CH/CC and its Appendices attached to this form.

Official stamp of the applicant organisation

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Post: \_\_\_\_\_

Date: \_\_\_\_\_

\*Delete as appropriate



Note :

**The personal data provided in this form will be used for the 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 the personal data thus provided, please write to the Access to Information Officer, Kwai Tsing District Office, 10/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, N.T. For enquiries on the application for use of CHs/CCs, or requests for amendments to the details of the activities to be organised, please call 2433 5133 (applicable to Cheung Ching, Cheung Hang, Tsing Yi Estate, Cheung Fat CCs/CHs) or 2494 4519 (applicable to other CCs/CHs in the District).**



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

**Form D**

To: Kwai Tsing District Office

**Exemption from Charges**  
**for Use of Facilities in Community Halls (CHs)/Community Centres (CCs)**  
**Statement of Account**

**Section A: Basic Information**

Name of CH/CC: \_\_\_\_\_

Facilities to be used: \_\_\_\_\_ Name of activity: \_\_\_\_\_

Applicant organisation: \_\_\_\_\_

Date of activity: \_\_\_\_\_ Period of activity: \_\_\_\_\_

Number of participants: \_\_\_\_\_

**Section B: Balance** (as at \_\_\_\_\_ )

(A)	Total Income (Details at Section C)	\$
(B)	Total Expenditure (Details at Section D)	\$
(C)	<b>Balance [(B)-(A)]</b>	<b>\$</b>

**Section C: Details of Income**

Items	Number/Quantity	Unit Rate (\$)	Total Amount (\$)
<i>e.g. 1 : Participant/audience fee</i>			
<i>e.g. 2 : Sponsorship by Company X</i>			
1.			
2.			
3.			
4.			
5.			
Total :			

**Section D: Details of Expenditure**

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

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

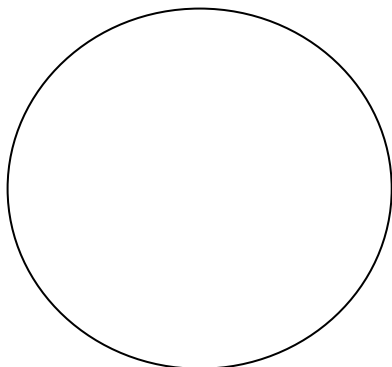
**Section E: Declaration by Authorised Person of Applicant Organisation**

1. I hereby declare that all the information given in the above sections are true and accurate. All incomes (including sponsorships and donations) have been fully listed in Section C.

2. The applicant organisation and joint organiser/co-organiser (if any)

have not made any profit from the activity.

have made profit(s) from the activity and agree to pay the charges for use of facilities to the Government.



Official Chop of  
Applicant Organisation

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Post : \_\_\_\_\_

Name of organisation : \_\_\_\_\_

Date : \_\_\_\_\_

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from the charges for use of facilities in CHs/CCs.
2. If a fee-charging activity has been exempted from the charges, the applicant organisation must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant organisation need not attach any receipt(s)/supporting document(s) to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on the statements of account of fee-charging activities which have been exempted from the charges, the applicant organisation must retain the receipt(s) and supporting document(s) for the activity for two years. Production of such receipt(s) and supporting document(s) for examination is required if the self-certified statement of account in respect of the activity is selected for random check.

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

- 4. The personal data provided in this form will be used for the 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 the personal data thus provided, please write to the Access to Information Officer, Kwai Tsing District Office, 10/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, N.T.** For enquiries on the application for use of CHs/CCs, or requests for amendments to the details of the activities to be organised, please call 2433 5133 (applicable to Cheung Hang, Tsing Yi Estate and Cheung Fat CCs/CHs), 2497 7091 (applicable to Cheung Ching ECC/ Cheung Ching CH), 2494 4518 (applicable to Kwai Shing, Shek Lei and Tai Wo Hau CCs/CHs) or 2494 4519 (applicable to Kwai Fong and Lai King CHs).