

Application for Use of Facilities in Henry G. Leong Yaumatei Community Centre (CC) / Mong Kok Community Hall (CH)

All organisations should submit application forms and all necessary documents at least 7 working days before the function date by fax (fax no.: 2395 7010/2397 3425), by email (email address: chcc_ytm@had.gov.hk) (Only scanned true copies will be accepted by email), by post or in person to the Yau Tsim Mong District Office (YTMDO, 6/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok) for vetting. Please refer to the Booking Rules of Henry G. Leong Yaumatei Community Centre (Annex A(I) to Annex A(IV)) or the Booking Rules of Mong Kok Community Hall (Annex B(I) to Annex B(III)) for details.

Application forms and the Booking Guidelines may be obtained from the Public Enquiry Service Centre of Yau Tsim Mong District Office, Henry G. Leong Yaumatei Community Centre or Mong Kok Community Hall. It may also be downloaded from the Home Affairs Department's web site (http://www.had.gov.hk/en/public_services/community_halls_centres/).

2024 Quarterly Lots Drawing (Applicants are welcome to witness the process)

Dates: (i) 22 January 2024 (Mon) [2nd Quarter] (ii) 23 April 2024 (Tue) [3rd Quarter]
(iii) 22 July 2024 (Mon) [4th Quarter] (iv) 23 October 2024 (Wed) [1st Quarter]
Time: 3:00 p.m.
Venue: Room 608, 6/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok

To: Officer-in-charge of Henry G Leong Yaumatei Community Centre/Mong Kok Community Hall

1. Applicant

Name of organisation : _____
Officer-in-charge : _____
Correspondence address : _____
Tel. no. : _____ Fax no. : _____

Joint Organiser/Co-organiser (Please fill in if appropriate)

Name of organisation : _____
Officer-in-charge : _____
Correspondence address : _____
Tel. no. : _____ Fax no. : _____

2. Function Date (* Please delete as appropriate)

First choice : From _____ * to _____ (From ___*a.m./p.m. to ___*a.m./p.m.)
Second choice : From _____ * to _____ (From ___*a.m./p.m. to ___*a.m./p.m.)

3. Description of Activity (* Please delete as appropriate)

Name of function : _____
Objective(s) : _____ Target of service : _____
Format : _____ Estimated no. of participants : _____
Fee-charging activity : * Yes / No (If yes, please state the amount chargeable per head : \$ _____)
Estimated balance : * Surplus / Break-even / Deficit (\$ _____)
Application for exemption from payment of charges : * Yes / No

(Please refer to Annex A(I) or Annex B(I) for the criteria for exemption from charges for using the facilities of Henry G. Leong Yaumatei Community Centre or Mong Kok Community Hall respectively. (Note : If an activity has a surplus, it will not be exempted from payment of charges. The applicant must submit a self-certified statement of account within one month after conclusion of the activity to prove that no profit has been made from the activity. If the applicant is found not eligible for a waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges.)

4. Function Venue (Please ✓ as appropriate):

- Henry G. Leong Yaumatei Community Centre (Address: 60 Public Square Street, Yau Ma Tei, Kowloon) (Please fill in Part 5(A))
- Mong Kok Community Hall (Address: L2, Mong Kok Complex, 557 Shanghai Street, Mong Kok, Kowloon) (Please fill in Part 5(B))

5. Venues and Facilities Applied for

	Venue (Please ✓)	Air-conditioning (Please ✓)	Other facilities (Please ✓)
5(A) Henry G. Leong Yaumatei Community Centre (please refer to Annex A(I) to Annex A(VI) for details)			
Multi-purpose Hall (Please attach the programme schedule)			Please fill in Part 6
Dressing Rooms (Male/Female) (with air-conditioning)			
Conference Room			<input type="checkbox"/> #Basic PA system with microphones (provided in Conference Room/ Classroom/ Covered Play Area only) <input type="checkbox"/> #Portable PA system with microphones (except Meeting Room/ Multi-purpose Activity Room) <input type="checkbox"/> ____ nos. of chairs (except Multi-purpose Activity Room) <input type="checkbox"/> ____ nos. of folding tables (except Multi-purpose Activity Room) <input type="checkbox"/> ____ nos. of exhibition boards (applicable to Covered Play Area only) <input type="checkbox"/> LCD projector & screen (except Multi-purpose Activity Room) <input type="checkbox"/> Whiteboard (except Multi-purpose Activity Room and Covered Play Area) <input type="checkbox"/> DVD/ player
Classroom			
Meeting Room			
Multi-purpose Activity Room			
Outdoor Multi-purpose Court (basketball/volleyball/badminton)			
Covered Play Area (Air-conditioning in the Covered Play Area may be provided for activities with 10 or more participants)			
5(B) Mong Kok Community Hall (please refer to Annex B(I) to Annex B(III) for details)			
Hall (Please attach the programme schedule)			<input type="checkbox"/> Stage lights (applicable to Multi-purpose Hall only) <input type="checkbox"/> #Basic PA system with microphones (applicable to Multi-purpose Hall only) <input type="checkbox"/> *1/2 sets of floor mic stands <input type="checkbox"/> ____ nos. of chairs <input type="checkbox"/> ____ nos. of folding tables (applicable to Multi-purpose Hall only) <input type="checkbox"/> ____ nos. of exhibition boards (applicable to Multi-purpose Hall only) <input type="checkbox"/> LCD projector <input type="checkbox"/> *DVD/CD/VHS player (applicable to Multi-purpose Hall only) <input type="checkbox"/> Plasma display (applicable to Multi-purpose Hall only) <input type="checkbox"/> Screen <input type="checkbox"/> Whiteboard <input type="checkbox"/> Piano (applicable to Multi-purpose Hall only) <input type="checkbox"/> Stage banner gallows (4.9m/16feet) (applicable to Multi-purpose Hall only) <input type="checkbox"/> ____ units of multi-purpose elevated platforms (applicable to Multi-purpose Hall only) <input type="checkbox"/> *1/2/3 nos. of notice stands
Dressing Rooms (Male/Female) (with air-conditioning)			
Conference Room (with air-conditioning)			

Notice : No parking is provided in Henry G. Leong Yaumatei Community Centre and Mong Kok Community Hall.

Hirers should deploy their own technicians to operate the PA system.

* Please delete as appropriate.

6. Venue/Equipment Requirement - Applicable to booking of Multi-purpose Hall of Henry G. Leong Yaumatei Community Centre

(* - Delete as appropriate; - √ if required; _____ - insert no.)

(A) General requirements

Items	Requirements	Remarks
1. Venue	<input type="checkbox"/> 1/F Hall <input type="checkbox"/> 3/F Balcony <input type="checkbox"/> Dressing Rooms	- Participant capacity of 1/F Hall: 400 persons. - Participant capacity of 3/F Balcony: 176 (including no more than 10 standing staff) - Seating capacity of 1/F Hall: 360 movable seats. - Seating capacity of 3/F Balcony: 162 fixed seats and 4 wheelchair spaces.
2. Furniture	<input type="checkbox"/> Stackable chair: _____(max. 360) <input type="checkbox"/> Folding table: _____(max: 20) <input type="checkbox"/> Exhibition board: _____(max. 10) <input type="checkbox"/> A1 display stand: _____(max. 2) <input type="checkbox"/> A4 display stand: _____(max. 2)	- Hirers shall set up the venue by themselves and be responsible to clear up the venue as well as put back the furniture items to their original locations.

(B) Lighting

Items	Requirements	Remarks
1. Standard lighting	<input type="checkbox"/>	- 5 standard lighting settings available. - The standard settings should not be altered.
2. Production lighting	<input type="checkbox"/>	- Hirers are required to commission qualified personnel to operate the lighting equipment (Please refer to paras. (23) to (26) in Annex A(III)).
3. Followspot	<input type="checkbox"/> * 1/2	
4. Equipment by hirer	<input type="checkbox"/> Console <input type="checkbox"/> Dimmer <input type="checkbox"/> Lights <input type="checkbox"/> Others (please specify): _____	- Please refer to paras. (22) & (27) in Annex A(III). - Power plugs should comply with 13 Amp British standard.

(C) Sound (Please note that if hirers bring in their own sound control console, the following sound facilities will not be available for use)

Items	Requirements	Remarks
1. PA system	<input type="checkbox"/> House system <input type="checkbox"/> Wireless handheld mic set: _____ (max. 7) <input type="checkbox"/> Wireless clip mic set: _____ (max. 7) <input type="checkbox"/> Table mic stand: _____ (max. 4) <input type="checkbox"/> Floor mic stand: _____ (max. 5) <input type="checkbox"/> Portable system <input type="checkbox"/> Microphone: _____ (max. 2) <input type="checkbox"/> Wireless handheld mic set: _____ (max. 2) <input type="checkbox"/> Wireless *clip / head mic set (1 set available) <input type="checkbox"/> Brought-in (please fill in Item 2)	- Hirers are required to commission qualified personnel to operate the sound control console (Please refer to paras. (23) & (24) in Annex A(III)).
2. Equipment by hirer	<input type="checkbox"/> Console <input type="checkbox"/> Audio equipment (please specify) _____	- Please refer to paras. (22) & (27) in Annex A(III).

(D) Other equipment

Items	Requirements	Remarks
1. LED Display Wall	<input type="checkbox"/> 1 set only (computer and HDMI cable prepared by hirer)	
2. LCD projector and electric screen	<input type="checkbox"/> 1 set only <input type="checkbox"/> VGA port for computer (computer prepared by hirer)	
3. DVD player	<input type="checkbox"/> 1 no.	- Hirers shall not connect the house DVD and DVD sound recorder to their brought-in audio/video equipment
4. Stage banner gallows	<input type="checkbox"/> 1 set	- 6.1 m / 20 ft ² in length
5. 17" LCD monitor	<input type="checkbox"/> *1/2 no.	
6. Upright piano	<input type="checkbox"/> 1 no.	- No brought-in piano allowed.
7. Equipment provided by hirer	Please specify _____ _____ _____	- No additional electric appliances and equipment are to be installed unless prior permission from YTMDO has been obtained (para. (22) in Annex A(III)).

7. Declaration and Consent of the Applicant

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

	Joint organiser/	
Applicant	Co-organiser (Please ✓ the appropriate box)	
<input type="checkbox"/>	<input type="checkbox"/>	Government departments
<input type="checkbox"/>	<input type="checkbox"/>	Subvented welfare agencies
<input type="checkbox"/>	<input type="checkbox"/>	Subvented educational institutions, subvented schools and non-profit making schools
<input type="checkbox"/>	<input type="checkbox"/>	Offices of Legislative Councillors/District Councillors
<input type="checkbox"/>	<input type="checkbox"/>	Charitable institutions or trusts of a public character which are exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap.112), such as Pok Oi Hospital, Yan Oi Tong, etc (Note: Please submit valid supporting documents.)
<input type="checkbox"/>	<input type="checkbox"/>	Non-profit making organisations which are – · registered under the Societies Ordinance (Cap.151); or · incorporated under the Companies Ordinance (Cap.32) and their Constitution or Memorandum of Association specifically provides that members do not take any share of the profits or any share of the assets upon dissolution (Note: Please submit valid supporting documents or company constitutions.)
<input type="checkbox"/>	<input type="checkbox"/>	Local committees/organisations recognised by the Government, such as District Youth Programme Committees, District Fight Crime Committees, mutual aid committees, rural committees, kaifong welfare associations, owners' corporations, owners' committees, etc.

If there are more than one joint organisers/co-organisers, please use a separate sheet to list out the groups of organisations they belong to as required above.

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:

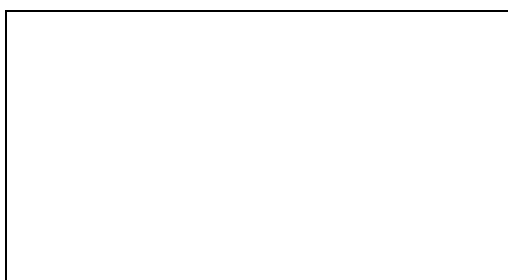
- (a) neither the applicant itself, its employees, agents, joint organisers/co-organisers, contractors nor any other persons admitted to the part(s) of the CH/CC hired by the applicant shall engage in any act or activity, which is likely to constitute or is likely to cause the occurrence of an offence 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, joint organisers/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 Annex A(I)/Annex B(I) 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 Annexes mentioned above. 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

A rectangular box intended for the official stamp of the applicant.

Signature :

Name :

Position :

Date :

Notes :

1. 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.
2. The personal data provided in this form will be used for processing applications for use of facilities in CH/CC. They may be disclosed to relevant parties for the same purpose.
3. For correction of or access to personal data thus provided, please write to the Access to Information Officer of YTMDO (address : 6/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon).