

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	

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 timeslot¹ 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)

Time for venue set-up: _____ hours _____ minutes (not exceeding 2

¹ “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.

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 Shing CH or Kwai Fong 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 Kwai Shing CH, Shek Lei CH, Lai King CH, Tai Wo Hau Estate CC, Cheung Ching Estate CC)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 a.m. to 10 a.m. (1.5 hours)					
10 a.m. to 11:30a.m (1.5 hours)					
11:30 a.m. to 1 p.m. (1.5 hours)					
1:30 p.m. to 3:30 p.m. (2 hours)					
3:30 p.m. to 5:30 p.m. (2 hours)					
6 p.m. to 8 p.m. (2 hours)					
8 p.m. to 10 p.m. (2 hours)		#		#	

To apply for the special timeslot of **Tai Wo Hau Estate CC** from 7 a.m. to 8:30 a.m. (1.5 hours), please “✓” the box, and specify the day of the week: _____ (e.g. Tuesday, Wednesday).

(Only applicable to Cheung Hang CH, Tsing Yi Estate CH, Kwai Fong CH, Cheung Fat 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 10 p.m. (3 hours)		#		#	

#Please note the special arrangements for these timeslots of **Kwai Sing CH and Kwai Fong CH**. Please read and complete Part B below. To book the entire hall in these designated timeslots in Kwai Shing CH or Kwai Fong 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 Shing CH and Kwai Fong CH, the designated booking timeslots for partitioned hall areas have been set as follows:

Kwai Shing CH	
Tuesdays and Thursdays	8:00 p.m. to 10:00 p.m.
Kwai Fong CH	
Tuesdays and Fridays	2:00 p.m. to 4:00 p.m.
Tuesdays and Thursdays	7:00 p.m. to 10:00 p.m.

With effect from 1 April 2014, 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 Shing CH

	Tuesday (8 p.m. to 10 p.m.)	Thursday (8 p.m. to 10 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 Fong CH

	Tuesday (2 p.m. to 4 p.m.)	Tuesday (7 p.m. to 10 p.m.)	Thursday (7 p.m. to 10 p.m.)	Friday (2 p.m. to 4 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"/> *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"/> Piano () <input type="checkbox"/> Movable White Board () <input type="checkbox"/> Display Board () <input type="checkbox"/> Stanchion () For queuing only
<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 () (Only for the use of wheelchair users) The applicant should make booking for the use of wheelchair lift platform at least two weeks before the date of activity, to facilitate K&TDO's arrangement for the appropriate manpower to operate the facility.

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*

I hereby declare that I/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:

I hereby declare that I have /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.

I understand that in applying for exemption for the payment of charges for the 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.

8. I hereby declare that all the above information given by me is true and correct and that I have read and agree to observe the conditions for use of the above facilities as set out in the Guidelines and its Appendices attached to this form.

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 ()	(Only for the use of wheelchair users)
<input type="checkbox"/> Wireless Handheld Mic ()	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&TDO's arrangement for the appropriate manpower to operate the facility.
<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 () For queuing only	

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).

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)	Balance [(B)-(A)]	\$

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

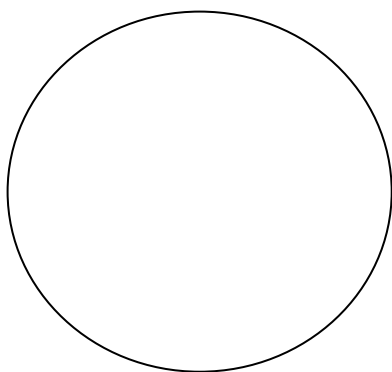
Items	Expenditure (\$)
1.	
2.	
3.	
4.	
5.	
Total :	

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/申請編號: _____

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), 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).