

APPLICATION FOR USE OF FACILITIES IN LEIGHTON HILL COMMUNITY HALL / WAN CHAI ACTIVITIES CENTRE

FAX: 2147 0465

Section A

To: Officer in charge: _____

1. Applicant

Name: _____

Address: _____

Fax. No.: _____ Tel. No.: _____

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

Name: _____

Address: _____

Fax. No.: _____ Tel. No.: _____

3. Whether an application is for a single session / block booking for a series of sessions *.

Date(s) of function: _____

Time: From _____ am/pm to _____ am/pm

4. Description of activity to be held:

Name of function: _____

Objectives: _____

Target of service: _____

Estimated No. of participants: _____

Charges to participants / audience: Yes No

If yes, please state the amount chargeable per head: Participants : \$ _____ / Audience : \$ _____
and submit the budget.

5. Please indicate below the venue(s) being applied and the time of use. The charges will be calculated on an hourly basis. (For use of furniture and equipment, please indicate on the facility application form.)

Leighton Hill Community Hall		Booking Time			Charges (For Official Use)
		From	To	Total no. of hours	
Hall	Basic Fee - \$90 Air-conditioning Fee - \$116	am/pm	am/pm	Hours	HK\$
Lighting Panel	Fee - \$18	am/pm	am/pm	Hours	HK\$
Dressing Room(F)	Basic Fee - \$6.5 Air-conditioning Fee - \$7	am/pm	am/pm	Hours	HK\$
Dressing Room(M)	Basic Fee - \$6.5 Air-conditioning Fee - \$7	am/pm	am/pm	Hours	HK\$
Conference Room	Basic Fee - \$44 Air-conditioning Fee - \$10	am/pm	am/pm	Hours	HK\$
(Please specify the purpose of booking the room if not for holding a meeting.)					
Stage Meeting Room	Basic Fee - \$48 Air-conditioning Fee - \$11	am/pm	am/pm	Hours	HK\$
Badminton Court	Basic Fee - \$68 Air-conditioning Fee - \$116	am/pm	am/pm	Hours	HK\$
				Total amount	HK\$

Wan Chai Activities Centre		No. of rooms applied	Booking Time			Charges (For Official Use)
			From	To	Total no. of hours	
Multi-function Room	Basic Fee - \$48 Air-conditioning Fee - \$11		am/pm	am/pm	Hours	HK\$
Note: There are 4 multi-function rooms. Each multi-function room can accommodate upto 40 – 60 persons.					Total amount	

6. Application for exemption from payment of charges: Yes / No *

I hereby declare that I and the joint organizer(s)/co-organizer(s)* belong to the following groups of organizations

Applicant	Joint organizer / Co-organizer	Please “✓” the appropriate box
<input type="checkbox"/>	<input type="checkbox"/>	1. subvented welfare agencies
<input type="checkbox"/>	<input type="checkbox"/>	2. subvented educational institutions, subvented schools or non-profit making schools
<input type="checkbox"/>	<input type="checkbox"/>	3. Offices of the Legislative Councillors and District Councillors
<input type="checkbox"/>	<input type="checkbox"/>	4. charitable organizations
<input type="checkbox"/>	<input type="checkbox"/>	5. non-profit making organizations
<input type="checkbox"/>	<input type="checkbox"/>	6. local committees recognized by the Government
<input type="checkbox"/>	<input type="checkbox"/>	7. Government Departments

(Note: Please submit valid supporting documents or the organization’s constitution)

(If more than one joint organizer/ co-organizer, please use a separate sheet to list out their nature as required above.)

I understand that in applying for exemption from payment of charges, the applicant and the joint organizer/co-organizer (if any) must satisfy the conditions set out in Annex A (Guidelines on the Use of the Leighton Hill Community Hall / Wan Chai Activities Centre) and must not make any profit from the activity.

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

Official stamp of applicant
(applicable to applicant
organisation only)

Signature : _____

Name : _____

Position : _____

Date : _____

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, Wan Chai District Office, 21/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.

* Please delete as appropriate