

Home Affairs Department Yuen Long District Office
Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall, Yuen Long Town East Community Hall

Application for use of venues / loan of facilities

Note: Information on this application form will be used for application processing, notification of application results, charges and utilization rates calculation and recording purpose.

Hire of venues (Please fill in P.1-2) Loan of facilities (Please fill in P.1&3) (Please ✓ the appropriate box(es))

	Long Ping CH	Tin Ching CH	Tin Yiu CC	Tin Shui CC	Tin Fai Road CH	Yuen Long Town East CH	Air-Con
Multi-purpose Hall							
Conference Room							
Meeting Room							
Activity Meeting Room							
Stage Meeting Room						(Must apply together with Multi-purpose Hall)	
Male Dressing Room							
Female Dressing Room							

1. Applicant body / organization

Name (Chinese): _____

(English): _____

Office Address : _____

Phone no. : _____ Fax no. : _____

Contact Person : _____ Phone no. : _____ (Office hours) _____ (Non-office hours)

2. Joint organizer / Co-organizer (if applicable)

Name (Chinese): _____

(English): _____

Office Address : _____

Phone no. : _____ Fax no. : _____

3. Type of application

Regular and successive hire(Please go to part 3(a)) Irregular and non-successive hire(Please go to part3(b))

3(a) Period for regular and Successive hire From _____ (month) to _____ (month) in _____ (year)
 On / From _____ (day) and / to _____ (day)

Available sessions: 7 am to 8 am 8 am to 10 am 10 am to 12 nn
 12 nn to 2 pm 2 pm to 4 pm 4 pm to 6 pm
 6 pm to 8 pm 8 pm to 10 pm 10 pm to 11 pm *

(*Applicable to hire at Long Ping Community Hall and Tin Yiu Community Centre)

3(b) Date for irregular and non-successive hire : _____ (_____ (day))

Time for irregular and non-successive hire : From _____ am / pm to _____ am / pm

(* Long Ping Community Hall and Tin Yiu Community Centre open till 11 pm between Mondays and Sundays)

4. Details of activity

Type : Variety Show / Ceremony Meeting/Seminar Courses/Training Others(please specify): _____

Name : (Chinese) : _____
(English) : _____

Purpose : _____

Target : _____ Expected no. of participants : _____

Charges of participants / audience Yes No Participants: \$ _____ Audience: \$ _____

Please state the amount payable by each participant / audience as appropriate

5. Facilities on loan

Please refer to Annex VII of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long District (Effective from November 2017) for facilities available for loan in each of the CC/CH in the district. Please ✓ in the box(es) of item intended to loan and indicate required numbers.

Facilities available for loan			
<input type="checkbox"/> Table____ pcs	<input type="checkbox"/> Chair____ pcs	<input type="checkbox"/> Exhibition board____ pcs	<input type="checkbox"/> Mic stand (floor)____ pcs
<input type="checkbox"/> Sound System	<input type="checkbox"/> Lighting	<input type="checkbox"/> Wireless Mic____ pcs	<input type="checkbox"/> Mic stand (table)____ pcs
<input type="checkbox"/> Wired Mic____ pcs	<input type="checkbox"/> Piano	<input type="checkbox"/> Projector and screen	<input type="checkbox"/> Table tennis table with net____ set
<input type="checkbox"/> Mattress____ pcs	<input type="checkbox"/> White board	<input type="checkbox"/> Motorized Stage Flying Bar	<input type="checkbox"/> Badminton stand with net____ set
<input type="checkbox"/> LCD Display	<input type="checkbox"/> Score stand____ pcs	<input type="checkbox"/> Wireless Mic (headset)____ pcs	<input type="checkbox"/> Clip Mic____ pcs

6. Application for exemption of charges (compulsory part for relevant applications)

This applicant organization hereby declares that it, together with the joint organizer / co-organizer, belong to the following categories. (please ✓ the appropriate box(es). If there is more than one co-organizer, please indicate their category on a separate sheet.)

Applicant Joint organizer/Co-organizer (Please tick (✓) the appropriate box(es))

- | | | | |
|--------------------------|--------------------------|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Subvented Welfare Agencies | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Subvented educational institutions, subsidized schools and non profit-making schools | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Offices of Legislative Councillors and District Councillors | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Charitable organizations | } (Note: Please submit relevant charters) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Non Profit-making bodies | |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Recognized local committees | |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Government Departments | |

This organization understands that it and its joint organizer / co-organizer (if any) must meet the eligibility criteria as listed out in Annex II of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long (Effective from 11.2017), and no profit should be generated from the activities.

This organization and its joint organizer / co-organizer (if any) hereby declare that the above information given by this organization is true and correct and that this organization has read and understood the content of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long (Effective from 11.2017) and hereby agreed to comply with them completely.

Official Chop of
Applicant Organization

Signature : _____

Name of the officer-in-charge : _____

Post : _____

Date : _____

Note: Information in this application form would be used for application processing and might be disclosed to relevant parties. Please notify the Information Access Officer of this office should you wish to change or inspect the personal data in the form.
[Address: Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long]

Application for Loan of Stores / Equipment

(1) Description of Activity to be Held

Name of Activity (Chinese / English): _____

Venue: _____

(2) Stores / Equipment to be Loaned

Community Hall / Centre	Stores / Equipment (quantity available for	Quantity to be Loaned	Remarks
Long Ping Community Hall	Folding Table (10pcs)		
	Chair (100pcs)		
	Exhibition Board (7pcs)		
	Hand-held Loudhailer (1pc)		
Tin Ching Community Hall	No stores or equipment available for loan	--	--
Tin Yiu Community Centre	Folding Table (20pcs)		
	Chair (200pcs)		
	Exhibition Board (10pcs)		
	Hand-held Loudhailer (2pcs)		
Tin Shui Community Centre	Folding Table (10pcs)		
	Chair (100pcs)		
	Exhibition Board (10pcs)		
	Hand-held Loudhailer (1pc)		
Tin Fai Road Community Hall	No stores or equipment available for loan	--	--
Yuen Long Town East Community Hall	No stores or equipment available for loan	--	--

Date of Collection : _____

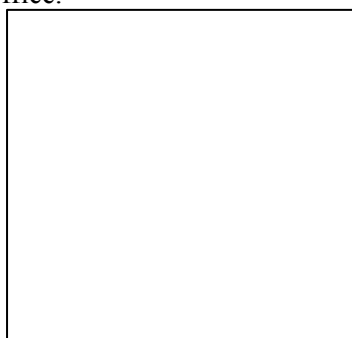
Time of Collection : _____

Date of Return : _____

Time of Return : _____

This organization fully understands that the above loan, if approved, will be subject to the following conditions:

- This organization shall not use the loaned stores / equipment for profit-making activities;
- This organization shall be responsible for the collection and return of the stores / equipment and shall pay any expenses incurred such as labour and transportation, etc;
- This organization shall indemnify the Government against any loss of or damage to the loaned stores / equipment while in my possession;
- This organization shall be liable for any injury to persons or damage to private or Government properties arising, whether directly or indirectly, from the delivery and use of the loaned stores / equipment;
- This organization shall return the loaned stores / equipment at any time if required by the Yuen Long District Office.



Signature of the Officer-in-charge : _____

Name : _____

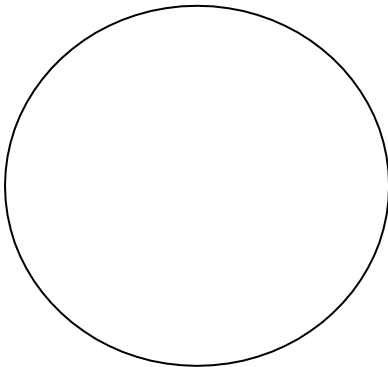
Position : _____

Date : _____

Official stamp of applicant organization

Consent Form for Use of audio equipment / spot light facilities

I, * Mr. / Ms. _____ am the person in-charge of
_____(Name of the organization / body).
_____(Name of activity) will be held
from _____*a.m./p.m.to _____*a.m. / p.m. on (date)_____ in the multi-purpose hall of
_____ *Community Hall / Community Centre. During the course of the
activity, audio equipment / spot light facilities will be used. I hereby agree to send a representative to
operate the relevant control panels, and be responsible for any accidents that happen during the course
of relevant operations. I also agree to compensate on the loss / damage of the audio equipment / spot
light facilities if it be induced by human error.



Name of Applicant : _____

Signature of Applicant : _____

Position of Applicant : _____

Date : _____

Chop of the Applicant Organization / Body

*Please delete as appropriate.

Note: The information filled in would be used for checking and recording purpose.

To: Yuen Long District Office

Exemption of Charges for Use of Facilities in Community Hall / Community Centre Statement of Account

Section A: Basic Information

Name of Community Hall / Community Centre: _____
Facility Rented: _____ Name of Activity: _____
Applicant Organization: _____
Date of Activity: _____ Period of Activity: _____
Number of participant: _____

Section B: Balance (up to _____)

(I)	Total Income (Details at Section C)	\$
(II)	Total Expenditure (Details at Section D)	\$
(III)	Balance [(II) - (I)]	\$

Section C: Details of Income

Items	Number/Quantity	Unit Rate (\$)	Total Amount (\$)
<i>e.g. 1 : Participants' 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:	

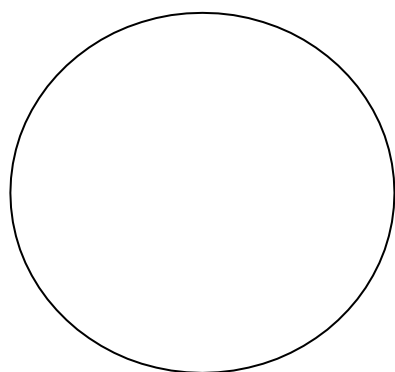
Section E: Declaration by Authorized Person of Applicant Body / Organization

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

2. Applicant body / organization and joint organizer / co- organizer(s) (if any)

have not made any profit from the activity.

have made profit from the activity and agree to pay the hiring charges to the Government.



Signature : _____

Name : _____

Post : _____

Name of body / organization : _____

Official Chop of
Applicant body/organization

Date : _____

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community hall / community centre.
2. If a fee-charging activity has been exempted from charges, the applicant body / organization must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant body / organization need not attach any receipts / supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant body / organization must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
4. 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, Yuen Long District Office. [Address: Room 505, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long]

Notification for

Cancellation of Venue Hire / Change of Joint organizers / Co-organizers / Change of Activity Nature

To : General Registry (Community)(FaxNo. : 2474 7261)

(Please tick (✓) the appropriate box(es))

Formal Notification		
Application for cancellation of venue hire/facilities loaned (Please fill in Part A)	Application for change of joint organizers / co-organizers (Please fill in Part A & B)	Application for change of activity nature (Please fill in Part A & C)

Part A: Application Details

Name of applicant organization (Chinese/English) : _____

Phone No. : _____ Fax No. : _____

Name of activity: _____

Date of activity: _____ Time: From _____ am / pm to _____ am / pm

- Venue hired: Long Ping CH Tin Yiu CC Tin Shui CC Tin Ching CH Tin Fai Road CH
 Yuen Long Town East CH
 Multi-purpose Hall Conference Room Activity Room Activity / Meeting Room
 Stage Meeting Room

Application No. _____

Part B: Change of joint organizers / co-organizers

Name of Additional / deleted*joint organizer / co-organizer (please delete as appropriate) (Chinese/English): _____

Phone No. : _____ Fax No. : _____

- Category of joint organizers / co-organizers Government Departments Subvented Welfare Agencies
 Subvented educational institutions / subsidized schools / non profit-making schools
 Charitable Organizations Government recognized local communities
 Non Profit-making organizations (please submit relevant charters / proofs)
 Others (Please specify) (organizer will be subject to venue / facilities charges if the joint organizer / co-organizer is not under any of the above categories)

Part C: Change of activity nature

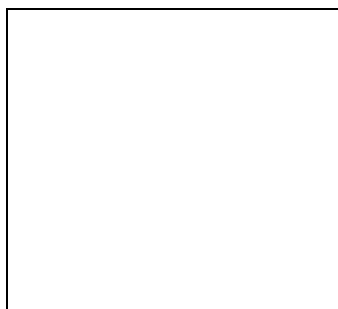
Approved activity nature : _____

Activity nature after change : _____

New name of activity if changes approved : _____

Expected no. of participants: _____ Fee-charging No Yes Participants: \$ _____ / Audience:\$ _____

Official Chop of applicant organization



Signature : _____

Name of Person-in-charge : _____

Post : _____

Date : _____

For YLDO's Use only

Form received at _____ am / pm on _____.

Record updated on _____ by CA(C)1 / CA(C)2 / PA(CC/CH)(1 / 2 / 3 / 4 / 5)

Home Affairs Department Yuen Long District Office
Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall, Yuen Long Town East Community Hall
Application for use of venues / loan of facilities

(Applicable for reservation of venue for large scale activities by sub-vented educational institutions, subsidised schools and non-profit making schools in Yuen Long)

Note: Information on this application form will be used for application processing, notification of application results, charges and utilization rates calculation and recording purpose.

Please ✓ the appropriate box(es)

	Long Ping CH	Tin Ching CH	Tin Yiu CC	Tin Shui CC	Tin Fai Road CH	Yuen Long Town East CH	Air-Con
Multi-purpose Hall							
Conference Room							
Meeting Room							
Activity Meeting Room							
Stage Meeting Room						(Must apply together with Multi-purpose Hall)	
Male Dressing Room							
Female Dressing Room							

Applicant (educational institution / school)

Name (Chinese): _____

(English): _____

Address: _____

Phone no.: _____ Fax no.: _____

Contact Person: _____ Phone no.: _____ (Office hours) _____ (Non-Office hours)

1. Joint organizer/ Co-organizer (if applicable)

Details of Joint organizer/ Co-organizer	Brief description of the nature & mode of cooperation
1. Chinese Name: _____ English Name: _____ Address: _____ Fax no.: _____ Phone no.: _____	
2. Chinese Name: _____ English Name: _____ Address: _____ Fax no.: _____ Phone no.: _____	

3 Details of activity

3(a) Name:	
3(b) Type	
3(c) Purpose	
3(d) Date	
3(e) Time	
3(f) Programme Details	
3(g) Target	
3(h) Expected no. of participants	
3(i) Anticipated benefits	
3(j) Charges of participants/audience	Yes <input type="checkbox"/> Participants: \$ _____ Audience: \$ _____ (Please state the amount payable by each participant as appropriate) No <input type="checkbox"/>

4. Application Records

- This is our first time application for reservation of venues for large scale events.
- This institution/ school has applied for reservation of venues for large scale events, with the last three records as follows:

Name	Date	Application no.	Application Result

5. Facilities on loan:

Please refer to Annex VII of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long District (Effective from November 2017) for facilities available for loan in each of the CC/CH in the district. Please ✓ in the box(es) of item intended to loan and indicate required numbers.

Facilities available for loan			
<input type="checkbox"/> Table____ pcs	<input type="checkbox"/> Chair____ pcs	<input type="checkbox"/> Exhibition board____ pcs	<input type="checkbox"/> Mic stand (floor)____ pcs
<input type="checkbox"/> Sound System	<input type="checkbox"/> Lighting	<input type="checkbox"/> Wireless Mic____ pcs	<input type="checkbox"/> Mic stand (table)____ pcs
<input type="checkbox"/> Wired Mic____ pcs	<input type="checkbox"/> Piano	<input type="checkbox"/> Projector and screen	<input type="checkbox"/> Table tennis table with net____ set
<input type="checkbox"/> Mattress____ pcs	<input type="checkbox"/> White board	<input type="checkbox"/> Motorized Stage Flying Bar	<input type="checkbox"/> Badminton stand with net____ set
<input type="checkbox"/> LCD Display	<input type="checkbox"/> Score stand____ pcs	<input type="checkbox"/> Wireless Mic (headset)____ pcs	<input type="checkbox"/> Clip Mic____ pcs

6. Application for exemption of charges (compulsory part for relevant applications)

This applicant organization hereby declares that the joint organizer/co-organizer belongs to subvented educational institutions, subsidised schools and non profit-making schools.

This organization understands that it and its joint organizer/co-organizer (if any) must meet the eligibility criteria as listed out in Annex II of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long (Effective from 11.2017), and no profit should be generated from the activities.

This organization and its the joint organizer/co-organizer (if any) hereby declare that the above information given by this organization is true and correct and that this organization has read and understood the content of Guidelines and Conditions for Use of Facilities in Community Halls and Community Centres in Yuen Long (Effective from 11.2017) and hereby agreed to comply with them completely.

Official Chop of
Applicant Organization

Signature : _____

Name of the officer-in-charge : _____

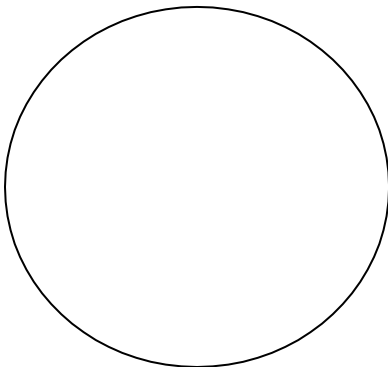
Post : _____

Date : _____

Note: Information in this application form would be used for application processing and might be disclosed to relevant parties. Please notify the Information Access Officer of this office should you wish to change or inspect the personal data in the form. [Address: Room 506, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long]

Consent Form for Use of audio equipment / spot light facilities

I, * Mr. / Ms. _____ am the person in-charge of
_____(Name of the organization / body).
_____(Name of activity) will be held
from _____ *a.m./p.m.to _____ *a.m. / p.m. on (date) _____ in the multi-purpose hall of
_____ *Community Hall / Community Centre. During the course of the
activity, audio equipment / spot light facilities will be used. I hereby agree to send a representative to
operate the relevant control panels, and be responsible for any accidents that happen during the course
of relevant operations. I also agree to compensate on the loss / damage of the audio equipment / spot
light facilities if it be induced by human error.



Name of Applicant : _____

Signature of Applicant : _____

Position of Applicant : _____

Date : _____

Chop of the Applicant Organization / Body

*Please delete as appropriate.

Note: The information filled in would be used for checking and recording purpose.

To: Yuen Long District Office

Exemption of Charges for Use of Facilities in Community Hall / Community Centre Statement of Account

Section A: Basic Information

Section A: Basic Information

Name of Community Hall / Community Centre: _____

Facility Rented: _____ Name of Activity: _____

Applicant Organization: _____

Date of Activity: _____ Period of Activity: _____

Number of participant: _____

Section B: Balance (up to _____)

(I)	Total Income (Details at Section C)	\$
(II)	Total Expenditure (Details at Section D)	\$
(III)	Balance [(II) - (I)]	\$

Section C: Details of Income

Items	Number/Quantity	Unit Rate (\$)	Total Amount (\$)
<i>e.g. 1 : Participants' 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:	

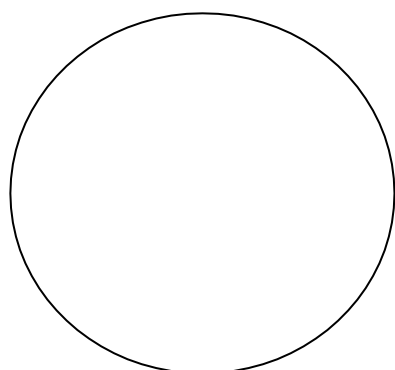
Section E: Declaration by Authorized Person of Applicant Body / Organization

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

4. Applicant body / organization and joint organizer / co- organizer(s) (if any)

have not made any profit from the activity.

have made profit from the activity and agree to pay the hiring charges to the Government.



Signature : _____

Name : _____

Post : _____

Name of body / organization : _____

Official Chop of
Applicant body/organization

Date : _____

Remarks:

- 5. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community hall / community centre.
- 6. If a fee-charging activity has been exempted from charges, the applicant body / organization must submit a self-certified statement of account within one month after conclusion of the activity.
- 7. The applicant body / organization need not attach any receipts / supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant body / organization must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
- 8. 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, Yuen Long District Office. [Address: Room 505, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long]

Notification for

Cancellation of Venue Hire / Change of Joint organizers / Co-organizers / Change of Activity Nature

To : General Registry (Community)(FaxNo. : 2474 7261)

(Please tick (✓) the appropriate box(es))

Formal Notification		
Application for cancellation of venue hire/facilities loaned (Please fill in Part A)	Application for change of joint organizers / co-organizers (Please fill in Part A & B)	Application for change of activity nature (Please fill in Part A & C)

Part A: Application Details

Name of applicant organization (Chinese/English) : _____

Phone No. : _____ Fax No. : _____

Name of activity: _____

Date of activity: _____ Time: From _____ am / pm to _____ am / pm

- Venue hired: Long Ping CH Tin Yiu CC Tin Shui CC Tin Ching CH Tin Fai Road CH
 Yuen Long Town East CH
 Multi-purpose Hall Conference Room Activity Room Activity / Meeting Room
 Stage Meeting Room

Application No. _____

Part B: Change of joint organizers / co-organizers

Name of Additional / deleted*joint organizer / co-organizer (please delete as appropriate) (Chinese/English): _____

Phone No. : _____ Fax No. : _____

- Category of joint organizers / co-organizers Government Departments Subvented Welfare Agencies
 Subvented educational institutions / subsidized schools / non profit-making schools
 Charitable Organizations Government recognized local communities
 Non Profit-making organizations (please submit relevant charters / proofs)
 Others (Please specify) (organizer will be subject to venue / facilities charges if the joint organizer / co-organizer is not under any of the above categories)

Part C: Change of activity nature

Approved activity nature : _____

Activity nature after change : _____

New name of activity if changes approved : _____

Expected no. of participants: _____ Fee-charging No Yes Participants: \$ _____ / Audience: \$ _____

Official Chop of applicant organization



Signature : _____

Name of Person-in-charge : _____

Post : _____

Date : _____

For YLDO's Use only

Form received at _____ am / pm on _____.

Record updated on _____ by CA(C)1 / CA(C)2 / PA(CC/CH)(1 / 2 / 3 / 4 / 5)