

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

**Form A**

Fax.: 2675 4414

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

*(Only Applicable for Hiring the Facilities in Community Halls(CHs)/Community Centre(CC) on or after 1 July 2017)*

Please “✓” the appropriate box.

**Section A**

Application for use of:

|   |  |
|---|--|
| <input type="checkbox"/> Cheung Wah Community Hall  | <input type="checkbox"/> Luen Wo Hui Community Hall      |
| <input type="checkbox"/> Wo Hing Community Hall     | <input type="checkbox"/> North District Community Centre |
| <input type="checkbox"/> Ta Kwu Ling Community Hall | <input type="checkbox"/> Sha Tau Kok Community Hall      |

**1. Applicant organization**

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

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

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

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

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

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

*(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 organizer/ Co-organizer** *(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 ensure better use of public resources, each organization is allowed to use not more than four timeslots for holding continuous activities and two timeslots for holding non-continuous one-off activities per week. Bookings on Saturdays and Public Holidays (except Sundays) for non-continuous one-off activities need not counted. In addition, bookings for multi-purpose hall and meeting room / activity room will be counted separately.]*

(I) **Booking for single session** *[Please fill in (i) or (ii)]*

(i) On Saturdays and Public Holidays (Except Sundays)

Date of activity: \_\_\_\_\_ Day of the week \_\_\_\_\_

Time of activity: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

*(Including time for venue set-up and time for venue clean-up after activity)*

(ii) Single session from Mondays to Fridays, Sundays (Except Public Holidays)

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

Booking of: entire hall/ conference room/ activity room  
(Please delete where appropriate)

Booking period: Each organization is allowed to use not more than two timeslots for holding non-continuous one-off activities per week.  
Please “✓” the appropriate timeslot in the table below. (See **Note 1**)

|                      | Monday | Tuesday | Wednesday | Thursday | Friday | Sunday |
|----------------------|--------|---------|-----------|----------|--------|--------|
| 9 a.m. to 11 a.m.    |        |         |           |          |        |        |
| 11 a.m. to 1 p.m.    |        |         |           |          |        |        |
| 2 p.m. to 4 p.m.     |        |         |           |          |        |        |
| 4 p.m. to 6 p.m.     |        |         |           |          |        |        |
| 6 p.m. to 8:30 p.m.  |        |         |           |          |        |        |
| 8:30 p.m. to 11 p.m. |        |         |           |          |        |        |

**(II) Block Booking**

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

Booking of: entire hall/ conference room/ activity room  
(Please delete where appropriate)

Booking period: Each organization is allowed to use not more than four timeslots for holding continuous activities.  
Please “✓” the appropriate timeslot in the table below. (See **Note 1**)

|                      | Monday | Tuesday | Wednesday | Thursday | Friday | Sunday |
|----------------------|--------|---------|-----------|----------|--------|--------|
| 9 a.m. to 11 a.m.    |        |         |           |          |        |        |
| 11 a.m. to 1 p.m.    |        |         |           |          |        |        |
| 2 p.m. to 4 p.m.     |        |         |           |          |        |        |
| 4 p.m. to 6 p.m.     |        |         |           |          |        |        |
| 6 p.m. to 8:30 p.m.  |        |         |           |          |        |        |
| 8:30 p.m. to 11 p.m. |        |         |           |          |        |        |

**4. Description of activity to be held**

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

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 North District (b)  Children/Youth  
(c)  Elderly (d)  Disabled  
(iii)  For members/tenants  
(vii)  Others, (please specify): \_\_\_\_\_

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

Participants’/ Audiences’ fee: **Yes** (See **Note 2**)  No

If fee will be charged, please specify the cost for each participant/ audience: Participant HKD\$ \_\_\_\_\_ / Audience HKD\$ \_\_\_\_\_

**(Note 1:** Not applicable to Public Holidays)

**(Note 2:** For those applicant organizations holding fee-charging activities and applying to exempt the charges for using the facilities (refer to para. 7 below), they should submit Form B to NDO for vetting.)

**5. Application for mounting stage banner on activity day**

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

Content of the banner and/or poster: \_\_\_\_\_  
 (Please provide the relevant information such as a copy of the banner and/or poster, otherwise NDO will not process the application. Applicants who cannot provide the information immediately may indicate the date of submission for the necessary action of NDO.)

**6. Application for use of facilities (Please “✓” the appropriate box)**

| Venue   | Air-Conditioning                  | Other facilities<br>(Please specify the quantity in the bracket)   |
|---|-----------------------------------|--|
| <input type="checkbox"/> Hall   | <input type="checkbox"/> Required | <input type="checkbox"/> Stackable Chairs ( )<br><input type="checkbox"/> Foldable Tables ( )<br><input type="checkbox"/> Public Address System<br><input type="checkbox"/> Mic Stand ( )<br><input type="checkbox"/> Wireless Handheld Mic ( )<br>(please bring your own batteries)<br><input type="checkbox"/> Display Board ( )<br><input type="checkbox"/> Table-tennis table ( )<br><input type="checkbox"/> Projector<br><input type="checkbox"/> Screen<br><input type="checkbox"/> Locker with key (Male/ Female) ( )<br><input type="checkbox"/> Stage Lighting |
| <input type="checkbox"/> Dressing Rooms (Male/Female)                                   | <input type="checkbox"/> Required |  |
| <input type="checkbox"/> Conference Room  | <input type="checkbox"/> Required |  |
| <input type="checkbox"/> Stage Meeting Room<br>(Only can booked together with the hall) | <input type="checkbox"/> Required |  |
| <input type="checkbox"/> Badminton Court (Inside the hall)                              | <input type="checkbox"/> Required |  |
| <input type="checkbox"/> Activity Room  | <input type="checkbox"/> Required |  |
| <input type="checkbox"/> Basketball Court (Outdoor)                                     |                                   |  |

Hires should deploy their own qualified technicians to operate the stage lighting and sound consoles, if necessary, as well as arrange seats and arrange seats and conduct venue clearance after use by themselves. Besides, if additional stores/ equipment or extra facilities needed after the submission of this application, submission of **Form C** is required. Since some stores/equipment may be on loan or being repaired, extra facilities may already being booked, therefore submitting the application as early as practicable will enhance the chance of successful booking.

**7. Application for exemption from payment of charges for use of facilities**

In applying for exemption for the payment of charges for the use of facilities, the applicant and the joint organizer/ co-organizer (if any) should satisfy the conditions set out in Annex A of “Guidelines on the Use of Facilities Available in Community Halls / Community Centre in North District” and should not take any profit out of the activity.

Application for exemption from payment of charges for use of facilities: Yes/ No (Delete as appropriate)

I hereby declare that I/and the joint organizer/ co-organizer (Delete as appropriate) belong to the following groups of organizations.

- |                          |                               |  |
|--------------------------|-------------------------------|--|
| Applicant                | Joint organizer/ Co-organizer | (Please delete as appropriate and put “✓” in 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 organizations (Note)   |
| <input type="checkbox"/> | <input type="checkbox"/>      | 5. Non-profit making organizations (Note)  |
| <input type="checkbox"/> | <input type="checkbox"/>      | 6. Local committees recognized by the Government   |
| <input type="checkbox"/> | <input type="checkbox"/>      | 7. Government departments  |

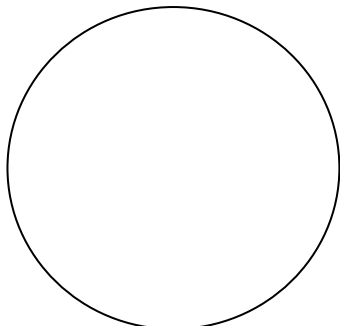
(Note: Please submit valid supporting documents for respective groups. If there are more than one co-organizers, please use a separate sheet to list out the category of the organizations as required above.)

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

**Form A**

8. I hereby declare that I have read and agree to observe the conditions for use of the above facilities as set out in “Guidelines on the Use of Facilities Available in Community Halls / Community Centre in North District” and its Annexes attached to this form.

Official stamp of applicant organization  
(if applicable):



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

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

Position : \_\_\_\_\_

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

**Personal Information Collection Statement**

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, North District Office, 3/F, North District Government Offices, 3 Pik Fung Road, Fanling, 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 2675 1720 or 2675 1609.

**Estimates of Income and Expenditure for Fee-charging Activity****收費活動收支預算表**

Please complete the following statement and return it with the Application Form for Use of Facilities in Community Hall / Community Centre to North District Office.

請填妥以下的收費活動預算表，並連同租用北區社區會堂/社區中心設施申請表交回北區民政事務處。

Name of activity

活動名稱： \_\_\_\_\_

Date and Time of activity

活動日期和時間： \_\_\_\_\_

| Estimated Income 預算收入                                    |           | Estimated Expenditure 預算支出 |           | Remarks 備註 |
|--|-----------|----------------------------|-----------|------------|
| Item 項目  | Amount 款項 | Item 項目                    | Amount 款項 |            |
| Amount chargeable per head<br>每位*參加者/觀眾收費<br>HKD\$ _____ |           |                            |           |            |
|  |           |                            |           |            |
|  |           |                            |           |            |
|  |           |                            |           |            |
|  |           |                            |           |            |
|  |           |                            |           |            |
| <i>Total 總數:</i>   |           | <i>Total 總數:</i>           |           |            |

Estimated Balance : \*Surplus / Deficit / Break-even \$

預算活動結存 \*盈餘 / 虧損 / 收支平衡

Other remarks : \_\_\_\_\_

其它備註 \_\_\_\_\_

**I hereby certify that the above information is true and correct.**

**茲證明上述資料真實無訛。**

Signature 簽署： \_\_\_\_\_

Name 姓名： \_\_\_\_\_

Post 職位： \_\_\_\_\_

Official stamp of organization

Name of organization : \_\_\_\_\_

(if applicable)

團體名稱 \_\_\_\_\_

申請團體正式印鑑 (如適用)

Date 日期： \_\_\_\_\_

\* Delete as appropriate 請刪去不適用者

**North District Office**  
**Booking Form for Community Halls (CHs)/Community Centres (CCs)**  
**Stores/Equipment and Extra Facilities**

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

Name of Applicant organization: (Chinese) \_\_\_\_\_

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

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

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

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

Fax No.: \_\_\_\_\_

Tel No.: (Office hour) \_\_\_\_\_

(After office hour) \_\_\_\_\_

Our organization had been approved for the use of \_\_\_\_\_ Community Hall /Community Centre\*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Hall                        | <input type="checkbox"/> Stage Meeting Room | <input type="checkbox"/> Basketball Court |
| <input type="checkbox"/> Dressing Room (Male/Female) | <input type="checkbox"/> Activity Room      | <input type="checkbox"/> Badminton Court  |
| <input type="checkbox"/> Conference Room             | (Please "✓" the appropriate box)            |   |

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

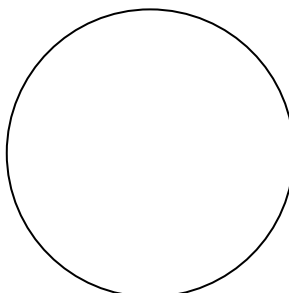
| We wish to apply for the following stores/equipment <i>(Please specify the quantity in the bracket)</i>  |   |
|--|---|
| <input type="checkbox"/> Stackable Chairs ( )<br><input type="checkbox"/> Folding Tables ( )<br><input type="checkbox"/> Public Address System<br><input type="checkbox"/> Mic Stand ( )<br><input type="checkbox"/> Wireless Handheld Mic ( )<br>(Please bring your own batteries)<br><input type="checkbox"/> Display Board ( )<br><input type="checkbox"/> Table-tennis table ( ) | <input type="checkbox"/> Projector<br><input type="checkbox"/> Screen<br><input type="checkbox"/> Locker with key (Male/ Female) ( )<br><input type="checkbox"/> Stage Lighting<br><br><i>Hires should deploy their own qualified technicians to operate the stage lighting and sound consoles, if necessary, as well as arrange seats and arrange seats and conduct venue clearance after use by themselves.</i> |

| We wish to apply for the following extra facilities                                   |  |
|---|--|
| <input type="checkbox"/> Hall   | <input type="checkbox"/> Activity Room                     |
| <input type="checkbox"/> Dressing Room (Male/Female)                                  | <input type="checkbox"/> Badminton Court (inside the hall) |
| <input type="checkbox"/> Conference Room  | <input type="checkbox"/> Basketball Court (outdoor)        |
| <input type="checkbox"/> Stage Meeting Room<br>(Only can book together with the hall) |  |

I understand that if I submit this Form after the submission of application, NDO 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 Annexes attached to this form.

Official stamp of the applicant organization  
(if applicable):



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

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

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

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, North District Office, 3/F, North District Government Offices, 3 Pik Fung Road, Fanling, 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 2675 1720 or 2675 1609.)*