

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

**Form A**

**Fax.: 2675 4414**

**APPLICATION FORM FOR USE OF FACILITIES IN COMMUNITY HALLS (CHs) /COMMUNITY CENTRE (CC)**

*(Only Applicable for Hiring the Facilities in Community Halls(CHs)/Community Centre(CC) on or after 1 Feb 2023)*

Please “✓” the appropriate box.

**Section A**

Application for use of CHs/CC:

<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
<input type="checkbox"/> Queens Hill Community Hall	

**1. Applicant organization**

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

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

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

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

Name of Contact Person: \_\_\_\_\_

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

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

*(If an email address is provided here, it shall be presumed that the applicant organization is willing to receive the approval letter for the use of facilities by email.)*

Successfully applied for the use of facilities in CHs/CC in the last 12 months

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

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

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

Registered 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 be 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, and on Sundays (Except Public Holidays)

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

Booking of facility: 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 facility: 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 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.						

**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' / Audience's fee: **Yes** (See **Note 2**)  No

If a fee will be charged, please specify the cost for each participant/ audience member:

Participant HKD\$ \_\_\_\_\_ /

Audience member HKD\$ \_\_\_\_\_

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

(**Note 2**: For those applicant organizations holding fee-charging activities, they shall submit Form B to the NDO for vetting regardless of whether they apply to exempt the charges for using the facilities.)

### 5. Application for mounting stage banner and/or poster on activity day

Size of the banner and/or poster: \_\_\_\_\_

Content of the banner and/or poster: \_\_\_\_\_

Estimated date of submission: \_\_\_\_\_

(Please provide the relevant information such as a copy of the banner and/or poster, otherwise the NDO will not process the application. Applicants shall submit the information at least seven working days before the activity day. Late submissions will not be entertained.)

### 6. Application for use of facilities

(Please refer to Annex E for details of facilities available and put "✓" in the appropriate box below.)

Venue	Air-Conditioning	Other facilities (Please specify the quantity in the bracket)
<input type="checkbox"/> Hall	<input type="checkbox"/> Required	<input type="checkbox"/> Stackable Chair ( ) <input type="checkbox"/> Foldable Table ( ) <input type="checkbox"/> Public Address System <input type="checkbox"/> Mic Stand ( ) <input type="checkbox"/> Wireless Handheld Mic ( ) (please bring your own batteries) <input type="checkbox"/> Display Board ( ) <input type="checkbox"/> Table-tennis table ( ) <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Locker with key (Male/ Female) ( ) <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 (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)		

Facilities for booking are subject to the availability of each CH/CC. In case of unexpected situations (e.g. damage of facilities), the actual quantity of facilities available will be adjusted accordingly. Venue hirers should deploy their own qualified technicians to operate the stage lighting and sound consoles, if necessary, as well as arrange seats and conduct venue clearance after use by themselves. Besides, if additional stores/ equipment or extra facilities are needed after the submission of this application, submission of **Form C** is required. Since some stores/equipment may be on loan or being repaired, and extra facilities may already be booked, please submit the application at least seven working days before the activity day to facilitate the processing of the application.

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

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

**8. Declaration and Consent of the Applicant**

The applicant organization hereby declares that the applicant organization /and joint organizer(s)/ co-organizer(s) (*Delete as appropriate*) belong(s) to the following group(s) of organization(s):

Applicant	Joint organizer/ Co-organizer	(Please delete as appropriate and put "✓" in the appropriate box(es))
<input type="checkbox"/>	<input type="checkbox"/>	1. Subvented welfare agencies ( <i>Note</i> )
<input type="checkbox"/>	<input type="checkbox"/>	2. Subvented educational institutions, subvented schools or non-profit making schools ( <i>Note</i> )
<input type="checkbox"/>	<input type="checkbox"/>	3. Offices of Legislative Councillors and District Councillors
<input type="checkbox"/>	<input type="checkbox"/>	4. Charitable organizations ( <i>Note</i> )
<input type="checkbox"/>	<input type="checkbox"/>	5. Non-profit making organizations ( <i>Note</i> )
<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 joint organizer/ co-organizer, please use a separate sheet to list out the category of the organizations 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 organization declares that:

- (i) neither the applicant organization itself, its employees, agents, co-organizers, contractors nor any other persons admitted to the part(s) of the CH/CC hired by the applicant organization 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
- (ii) the applicant organization itself and its employees, agents, co-organizers, contractors and all other persons admitted to the part(s) of the CH/CC hired by the applicant organization 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 organization 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 organization shall vacate the CH/CC immediately. The applicant organization further understands that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies.

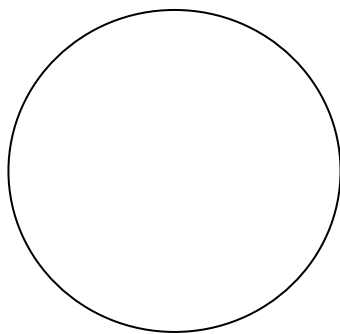
The applicant organization understands that in applying for exemption from payment of charges for use of facilities, the applicant organization and the joint organizer/co-organizer (if any) should satisfy the conditions set out in "Guidelines on the Use of Facilities Available in Community Halls / Community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

The applicant organization hereby declares that all the above information given in this application is true and correct and that the applicant organization has read and agreed to observe the requirements and conditions for the use of the above facilities as set out in the "Guidelines on the Use of Facilities Available in Community Halls / Community Centre in North District" and its Annexes attached to this form. The applicant organization 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.

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**Form A**

Official stamp of applicant organization



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/CC. 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/CC, or requests for amendments to the details of the activities to be organized, please call 2675 1720, 2675 1846 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 Halls / Community Centre (Form A) to the 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(表格 A)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 每位*參加者/觀眾收費 HKD\$ _____				
<i>Total 總數:</i>		<i>Total 總數:</i>		

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

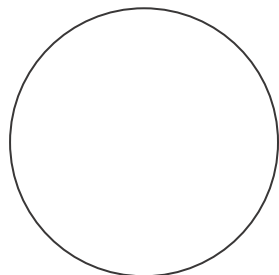
預算活動結存 \*盈餘 / 虧損 / 收支平衡

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

其它備註 \_\_\_\_\_

**The applicant organization hereby certifies that the above information is true and correct.**

茲證明上述資料真實無訛。



Official stamp of organization

申請團體正式印鑑

Signature 簽署： \_\_\_\_\_

Name 姓名： \_\_\_\_\_

Post 職位： \_\_\_\_\_

Name of organization： \_\_\_\_\_

團體名稱

Date 日期： \_\_\_\_\_

\* Delete as appropriate 請刪去不適用者

**North District Office****Booking Form for Community Halls (CHs)/Community Centre (CC)****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)

Registered address:

Name of contact person:

Email address:

Fax no.:

Tel no.

(Office hour) :

Tel no.

(After office hour) :

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

 Hall Stage Meeting Room Basketball Court Dressing Room (Male/Female) Activity Room Badminton Court Conference Room

(Please "✓" the appropriate box)

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

We wish to apply for extra stores/equipment *(Please specify the quantity in the bracket)* Stackable Chairs ( ) Folding Tables ( ) Public Address System Mic Stand ( ) Wireless Handheld Mic ( )

(Please bring your own batteries)

 Display Board ( ) Table-tennis table ( ) Projector Screen Locker with key (Male/ Female) ( ) Stage Lighting*Hirers should deploy their own qualified technicians to operate the stage lighting and sound consoles, if necessary, as well as arrange seats and conduct venue clearance after use by themselves.*

We wish to apply for the following extra facilities

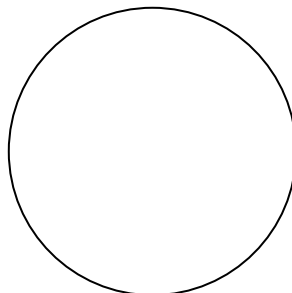
 Hall Activity Room Dressing Room (Male/Female) Badminton Court (inside the hall) Conference Room Basketball Court (outdoor) Stage Meeting Room

(Only can book together with the hall)

The applicant organization understands that if this form is submitted after the submission of Application Form for Use of Facilities in Community Halls /Community Centre (Form A), the NDO will make the arrangement as far as practicable. Since some stores/equipment may be on loan or being repaired, the applicant organization understands that submitting the application as early as practicable will enhance the chance of successful booking.

The applicant organization hereby declares that it has 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



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/CC. 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/CC, or requests for amendments to the details of the activities to be organized, please call 2675 1720, 2675 1846 or 2675 1609.)*