

Regulations and Conditions on Hiring Partitioned Areas in the Multi-purpose Hall/ Conference Room in North Point Community Hall

I. Application details

Folding partitions are available in North Point Community Hall to divide the Multi-purpose Hall and Conference Room into three parts and two parts respectively, so as to allow more organisations to use the partitioned areas during the same timeslot. Designated weekdays for hiring partitioned areas are as follows:

	Designated weekdays	Timeslots
Multi-purpose Hall	Wednesdays (except public holidays)	6 p.m. to 10 p.m.
Conference Room	Thursdays (except public holidays)	6 p.m. to 10 p.m.

- (a) Organisations hiring the partitioned areas can apply for the front portion (stage and sound system included) (Hall A) and the rear portion (Hall B & C) of the Multi-purpose Hall, and the partitioned Conference Room (Room A & B) separately. In addition, to allow more organisations to use the partitioned areas, an applicant organisation will only be allocated one partitioned area during the same timeslot.
- (b) Hirers of the front portion (Hall A) of the Multi-purpose Hall can hire the male/female dressing rooms and stage meeting room at the same time.
- (c) In case one of the hirers of the partitioned areas in the Multi-purpose Hall/Conference Room applies for air-conditioning, all hirers of the same timeslot shall share the charges (only applicable to non-exempted bodies or activities) according to the charges specified in item II(a) below for the use of air-conditioning.
- (d) Organisations wishing to hire the partitioned areas in the Multi-purpose Hall/ Conference Room in North Point Community Hall shall submit the completed application form specifying the preferred timeslot and partitioned area to the Eastern District Office by post (Address: Eastern District Office Causeway Bay Liaison Team, 1/F, 7 Fook Yum Road, Causeway Bay) or by email (chcc_ecb@had.gov.hk) during the application period.

II. Regulations and conditions to be observed by hirers of designated partitioned areas

- (a) Hirers shall take note of the area, maximum capacity, minimum number of users and charges for the partitioned Multi-purpose Hall and Conference Room. The details are as follows:

Partitioned areas	Site area (in square meters)	Maximum capacity	Minimum number of users	Basic charge (per hour)	Air-conditioning charge (per hour)
Entire Multi-purpose Hall	438	450	20	\$90	\$140
Hall A (stage included ^)	294	230	10	\$60	\$89
Hall B (stage not included)	72	110	5	\$15	\$38
Hall C (stage not included)	72	110	5	\$15	\$38
Entire Conference Room	45	25	5	\$44	\$10
Room A	23	13	3	\$22	\$10
Room B	22	12	3	\$22	\$10

^ A stage of 123 square meters is included.

- (b) Hirers are not allowed to generate excessive noise that may disturb other users in the Multi-purpose Hall and Conference Room. If there is any dispute over noise, the decision of the staff of the Eastern District Office is final.
- (c) To ensure the safety of venue users, the folding partitions will not be moved during the timeslots available for hiring partitioned areas. In other words, the Multi-purpose Hall and Conference Room will not be reinstated during these timeslots. To ensure fairness, hirers are only allowed to use the allocated partitioned area of the Multi-purpose Hall or Conference Room. Notwithstanding the availability of the other partitioned areas of the Multi-purpose Hall or Conference Room, hirers are refrained from using areas other than their allocated area.
- (d) Hirers of the rear portion (Hall B & C) of the Multi-purpose Hall are not allowed to use the sound system, stage, projectors, screens and other facilities in the hall except lighting facilities and can hire portable amplifier, portable projectors, screens and other facilities.
- (e) Hirers of Conference Room A and Conference Room B can use the lighting facilities and hire portable amplifier, portable projectors, screens and other facilities.
- (f) It takes a few minutes to operate the electric folding partitions in the Multi-purpose Hall and around ten minutes to operate the manual folding partitions in the Conference Room. Hirers are only allowed to enter the venue after the partition is completed.
- (g) Hirers shall observe the requirements as stipulated in the “Guidelines on hiring a Community Hall/Community Centre and its facilities (Revised Edition)” and “Detailed Guidelines on the Use of Facilities in Eastern District Community Halls/Centre”.

III. Arrangements in case of malfunctioning of electric folding partitions in the Multi-purpose Hall

- (a) In case of malfunctioning of electric folding partitions that causes the failure to separate or reinstate the Multi-purpose Hall, the Eastern District Office will inform the affected organisations as soon as possible.
- (b) In case of failure to separate the Multi-purpose Hall entirely, if both parties have reached a consensus, either one or both of them will use the venues allocated. Otherwise, to prevent the sounds generated from affecting the functions of other users, the hirer of the front portion (stage included) of the Multi-purpose Hall will have the priority to use the entire venue while the approvals to hire the rear portion of the Multi-purpose Hall will be withdrawn. The Eastern District Office will inform the affected organisations as soon as possible.
- (c) If the Multi-purpose Hall cannot be reinstated in full, the affected organisations shall decide whether to continue their use of the venue themselves and notify the Eastern District Office.

IV. Enquiries

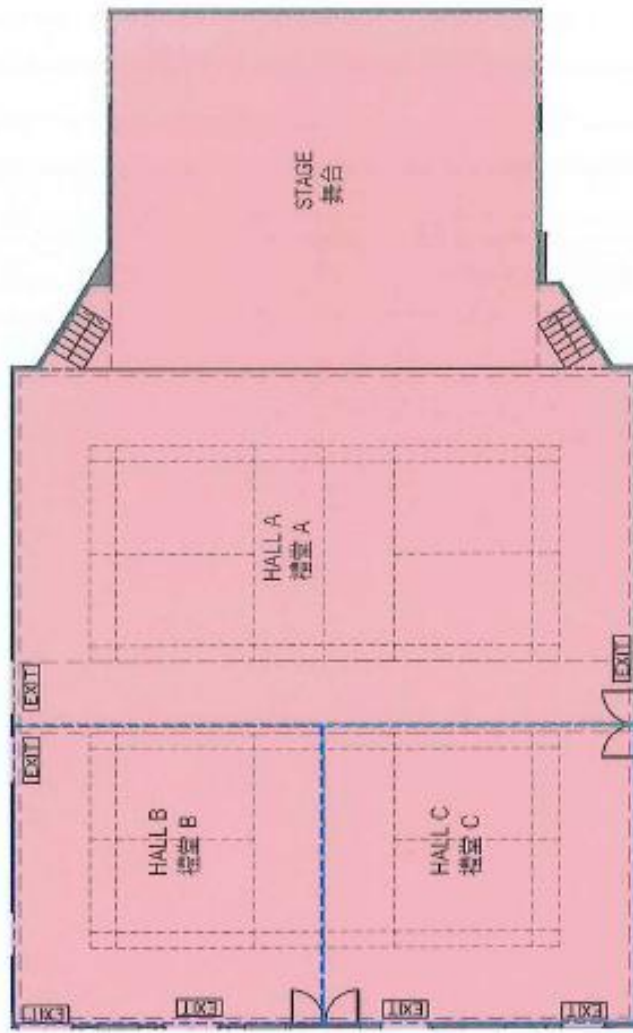
For enquiries on the above arrangements, please contact the Eastern District Office Causeway Bay Liaison Team at 3104 2305.

Eastern District Office
September 2019

北角社區會堂 多用途禮堂/會議室分隔場地劃分區域



Conference Room A and B
會議室 A 及 B



Hall A, B & C and Stage
禮堂 A, B & C 及舞台