

**HOME AFFAIRS DEPARTMENT YUEN LONG DISTRICT OFFICE**  
**Trial Scheme on Hiring the Conference Room in Long Ping Community Hall**  
**by Owners' Corporations / Owners' Committees / Rural Committees in Yuen Long**  
**Application Form**

Note:

- Information provided in this form will be used for application assessment, result notification, utilisation rate calculation, collection of charges (if any) and record purposes.
- Before submitting the form, please read the "Guidelines and Conditions on the Trial Scheme on Hiring the Conference Room in Long Ping Community Hall by Owners' Corporations / Owners' Committees / Rural Committees in Yuen Long".

Requested venue and time slot	
Conference Room in Long Ping Community Hall	Thursday (non-public holiday) ( (DD) / (MM) / 202 ) 8 p.m. to 10 p.m.

**1. Particulars of Applicant (Owners' Corporation / Owners' Committee / Rural Committee)**

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

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

Office address: \_\_\_\_\_

Tel no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

Name of contact person: \_\_\_\_\_ Tel no.: \_\_\_\_\_ (Office hours) \_\_\_\_\_ (Non-office hours) \_\_\_\_\_

**2. Purpose of Application**

The conference room under application will be used to hold the meeting of the owners' corporation / owners' committee / rural committee. The estimated number of participants is \_\_\_\_\_ and the name of the meeting is: \_\_\_\_\_

**3. Facilities Applied for**

(For materials available and their quantities in Long Ping Community Hall, please refer to Annex VII to "Yuen Long District Office Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long".)

(Please put a "✓" in the box(es) for the materials / equipment applied for and specify the quantity.)

<input type="checkbox"/>	_____ folding table(s)	<input type="checkbox"/>	_____ stackable chair(s)	<input type="checkbox"/>	Projector and screen	<input type="checkbox"/>	White board
<input type="checkbox"/>	Audio equipment	<input type="checkbox"/>	_____ wired microphone(s)	<input type="checkbox"/>	_____ wireless microphone(s)		

**4. Declaration**

- We hereby declare that we are a non-profit-making body (note: please enclose valid supporting documents and the constitution) and apply for exemption from payment of charges.
- We understand that in applying for exemption from payment of charges, we should satisfy the conditions set out in Annex II to the "Yuen Long District Office Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long" and should not make any profit out of the activity.
- We have read and agreed to observe the conditions for use of the above facilities as set out in the "Yuen Long District Office Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long" and "Guidelines and Conditions on the Trial Scheme on Hiring the Conference Room in Long Ping Community Hall by Owners' Corporations / Owners' Committees / Rural Committees in Yuen Long".
- We hereby declare that all the above information given by us is true and correct.

Official chop of  
owners' corporation /  
owners' committee /  
rural committee

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

Name of person-in-charge : \_\_\_\_\_

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

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

Note: The personal data provided in this form will be used for processing of applications for hiring facilities in community halls / community centres. They may be disclosed to relevant parties or displayed for public inspection 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, 5/F Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories.