

**HOME AFFAIRS DEPARTMENT YUEN LONG DISTRICT OFFICE**  
**Scheme on Hiring the Conference Room in Long Ping Community Hall**  
**and the Multi-purpose Hall in Yuen Long Town East Community Hall**  
**by Owners' Corporations / Owners' Committees / Rural Committees in Yuen Long**  
**Application Form**  
**(Applicable to bookings between April 2025 and March 2026)**

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 Scheme on Hiring the Conference Room in Long Ping Community Hall and Multi-purpose Hall in Yuen Long Town East Community Hall by Owners' Corporations / Owners' Committees / Rural Committees in Yuen Long*”.

Requested venue and time slot	
Conference Room in Long Ping Community Hall	<input type="checkbox"/> Thursday (non-public holiday) ( DD ) / ( MM ) / 202 ) 8 p.m. to 10 p.m.
	<input type="checkbox"/> Thursday (non-public holiday) ( DD ) / ( MM ) / 202 ) 8 p.m. to 11 p.m.
Multi-purpose Hall in Yuen Long Town East Community Hall	<input type="checkbox"/> 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 stores available and their quantities in Yuen Long Town East Community Hall / 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 tick “✓” in the box(es) for the stores / 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 Scheme on Hiring the Conference Room in Long Ping Community Hall by Owners’ Corporations / Owners’ Committees / Rural Committees in Yuen Long”.

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, we hereby declare that:

- (a) neither we ourselves, our employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CHs/CCs hired by us 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 CHs/CCs; and
- (b) we ourselves and our employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CHs/CCs hired by the applicant shall comply with the laws of the HKSAR in respect of all acts and activities held in such part(s) of the CHs/CCs.

We understand 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 CHs/CCs with immediate effect and forfeit any payment made by us in relation to the use of the CHs/CCs and under such circumstances we shall vacate the CHs/CCs immediately. We further understand that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies.

We and our joint organiser / co-organiser (if any) hereby declare that all the above information given in this application is true and correct and that we have read and agreed to observe the requirements and 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” (Revised in March 2025) (Applicable to 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) and its Annex I attached to this form. We fully understand and acknowledge that any breach of any of the requirements or conditions will result in the cancellation of the right to use the CHs/CCs immediately without compensation of any kind.

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



Signature : \_\_\_\_\_  
Name of person-in-charge : \_\_\_\_\_  
Post : \_\_\_\_\_  
Date : \_\_\_\_\_

Note: The personal data provided in this form will be used for 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 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.