APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE *
租用 * 社區會堂/社區中心 設施申請表
(Applicable to Applications submitted after 1 March 2019)
(適用於 2019 年 3 月 1 日後的申請)

Section A 甲部
To: Officer-in-charge
致 主管
* Causeway Bay Liaison Team / Shau Kei Wan Liaison Team/ Chai Wan Liaison Team
銅鑼灣聯絡組 / 筲箕灣聯絡組 / 柴灣聯絡組

Application for use of: 擬租用
(Please "✓" the appropriate box) (請在適當的空格內填上「✓」號)
- Causeway Bay Community Centre 銅鑼灣社區中心
- Hing Wah Community Hall 興華社區會堂
- Aldrich Bay Community Hall 愛秩序灣社區中心
- Yue Wan Community Hall 漁灣社區會堂
- Quarry Bay Community Hall 鰂魚涌社區會堂
- Siu Sai Wan Community Hall 小西灣社區會堂

1. Applicant 申請機構
Name: (English) (英文) ________________________________
名稱 (Chinese) (中文) ________________________________
Address: ________________________________
地址
Fax. No. ________________________________ Tel. No. ________________________________
傳真 電話

2. Joint organizer(s) / Co-organizer(s) (Please fill in if appropriate) 合辦/協辦機構 (如有請填寫)
Name: (English) (英文) ________________________________
名稱 (Chinese) (中文) ________________________________
Address: ________________________________
地址
Fax. No. ________________________________ Tel. No. ________________________________
傳真 電話

3. Date of function 活動日期
Time: From __________ am/pm to __________ am/pm
時間：由上/下午 至上/下午

4. Description of activity to be held: 擬舉辦活動簡介
Name of function (English 英文) ________________________________
活動名稱 (Chinese 中文) ________________________________
Objectives: 目的

Target of service: 服務對象
Estimated No. of participants: 預計參加人數

Charges to: 參加者/觀眾收費
participants / audience
Yes ☐ No ☐
If yes, please state the amount chargeable per head.
如要收費，請說明每名參加者須繳費用款額。
Participants 參加者: $_______ / Audience 觀眾: $_______
5. Facilities applied for (Please read Annex II. For use of furniture and equipment, please also specify type and quantity.)

<table>
<thead>
<tr>
<th>Venue</th>
<th>Air-Conditioning</th>
<th>Other facilities, please specify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-purpose Hall and Stage Meeting Room Note 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-purpose Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Meeting Room Note 1 and Note 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dressing Rooms (Male/Female)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Badminton Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (Please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note 1: Only applicable to sessions not yet hired.
Note 2: Only applicable to Quarry Bay Community Hall, Aldrich Bay Community Hall and Siu Sai Wan Community Hall.

6. Application for exemption from payment of charges: Yes [ ] No [ ]

I hereby declare that I / and joint organizer(s) / co-organizer(s) * belong to the following groups of organizations (*Please delete as appropriate)本機構現謹聲明本機構/及合辦/協辦機構*是屬於以下團體 (*請刪去不適用者)*

<table>
<thead>
<tr>
<th>Joint organizer / Co-organizer</th>
<th>Please “✓” the appropriate box</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. subvented welfare agencies 資助福利團體 (Note)</td>
<td></td>
</tr>
<tr>
<td>2. subvented educational institutions, subvented schools or non-profit making schools 資助教育機構、津貼學校或非牟利學校 (Note)</td>
<td></td>
</tr>
<tr>
<td>3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和區議員辦事處</td>
<td></td>
</tr>
<tr>
<td>4. charitable organizations 慈善團體 (Note)</td>
<td></td>
</tr>
<tr>
<td>5. non-profit making organizations 非牟利團體 (Note)</td>
<td></td>
</tr>
<tr>
<td>6. local committees recognized by the Government 政府認可地方委員會</td>
<td></td>
</tr>
<tr>
<td>7. Government Departments 政府部門</td>
<td></td>
</tr>
</tbody>
</table>

(Note: Please submit valid supporting documents (註: 請提交有效證明文件或會章))

Please affix sufficient stamp to ensure delivery in order.

Please submit attached documents as required.

Official stamp of applicant (applicable to applicant organisation only)

申請機構印章

Signature 簽署: ____________________________

Name 姓名: ____________________________

Position 職位: ____________________________

Date 日期: ____________________________

Note: The personal data provided in this form will be used for processing of applications for use of facilities in community halls/community centres. 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, [Eastern District Office, address: 11/F Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho, Hong Kong]. In this form, the personal data provided may be used for the purpose of another party or party of any other purpose.

Please affix sufficient stamp to ensure delivery in order.

Signature 簽署: ____________________________

Name 姓名: ____________________________

Position 職位: ____________________________

Date 日期: ____________________________

Note: 註:
Eastern District Office
Authorization Letter for ballot for using the facilities in Community Halls/Centres

To: Officer i/c of _____________________________________
(name of Community Halls/Centre)

We, ___________________________________________ (name of organization) hereby authorize the following person:

Name of authorized person: ____________________________
Hong Kong Identity Card No.: ___________________ (First 4 digits e.g. D123)
Position in the organization: ____________________________

to represent this organization. The said representative will take part in the ballot for using the facilities in the community halls/centre. We guarantee that the said person is authorized by us only. We understand that any contravention to the “Supplement to Annexes I & II of the Detailed Guidelines on the use of facilities available in Eastern District Community Halls/Centre” will render such authorization null and void.

We agree to abide by the provisions contained in the “Supplement to Annexes I & II of the Detailed Guidelines on the use of facilities available in Eastern District Community Halls/Centre”

Name of organization: ____________________________
Name of chairman/responsible person of organization: ____________________________
Signature of chairman/responsible person of organization: ____________________________
Contact telephone: ____________________________
Date: ____________________________

(For staff use only)

Application no.: ____________________________

☐ Authorization Letter confirmed and accepted
☐ Authorization Letter pending confirmation (Reason: ____________________________)
☐ Authorization Letter not accepted (Reason: ____________________________)

Name of responsible person: ____________________________
Signature of responsible person: ____________________________
Date: ____________________________

* Please tick the appropriate box
The applicant shall submit the completed Declaration altogether when he/she hands in the application form for use of facilities in Eastern District Community Halls/Community Centre

**Declaration**

I hereby declare that:

1. All the information given in the application form are true and correct without mistake and I have not made any false statement. I understand that if any information has been falsely made, the related party has the right to pursue the matter and hand it over to the relevant law enforcement department for disposal and I shall bear any responsibility and loss arising from this.

2. If our organization has been granted exemption from payment of charges for hiring the community hall/centre, we shall observe the following provisions:
   i. enter all incomes and expenditures relating to the activity in a statement of account without omission;
   ii. ensure that every item of expenditure listed is correct without mistake and is needed by the related activity;
   iii. ensure that the expenditures listed in the statement of account have only been used to conduct the activities listed in the application form;
   iv. ensure that the activities listed in the application form have not made any profits.

3. I understand and agree to abide by all the contents and provisions of the “Detailed Guidelines on the use of facilities available in Eastern District Community Halls/Centre”, and if any contravention of it is made, the related approval for exemption from payment of charges and all other applications for hiring the community halls/centre which have been approved may be cancelled, and the eligibility to apply for the use of facilities available in the community halls/centre shall be frozen until all necessary information have been submitted properly.

Signature of responsible person : ______________________

Name of responsible person : ______________________

(Block Letters)

Name of organization : ______________________

________________________________________

Position : ______________________

Contact telephone : ______________________

Date : ______________________
<table>
<thead>
<tr>
<th>Month of hire</th>
<th>Date of Submitting Applications</th>
<th>Date and Time of Ballot</th>
<th>Date and Time of Submitting Applications for Sessions Not Yet Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>January to February</td>
<td>3 – 7 September 2018 (Monday to Friday)</td>
<td>2 October 2018 (Tuesday, 2:30 p.m.)</td>
<td>24 October 2018 (Wednesday, 9:30 a.m.)</td>
</tr>
<tr>
<td>March to April</td>
<td>1 – 2, 5 – 7 November 2018 (Thursday to Friday, Monday to Wednesday)</td>
<td>3 December 2018 (Monday, 2:30 p.m.)</td>
<td>24 December 2018 (Monday, 9:30 a.m.)</td>
</tr>
<tr>
<td>May to June</td>
<td>2 – 4, 7 – 8 January 2019 (Wednesday to Friday, Monday to Tuesday)</td>
<td>1 February 2019 (Friday, 2:30 p.m.)</td>
<td>27 February 2019 (Wednesday, 9:30 a.m.)</td>
</tr>
<tr>
<td>July to August</td>
<td>1, 4 – 7 March 2019 (Friday, Monday to Thursday)</td>
<td>1 April 2019 (Monday, 2:30 p.m.)</td>
<td>25 April 2019 (Thursday, 9:30 a.m.)</td>
</tr>
<tr>
<td>September to October</td>
<td>2 – 3, 6 – 8 May 2019 (Thursday to Friday, Monday to Wednesday)</td>
<td>3 June 2019 (Monday, 2:30 p.m.)</td>
<td>25 June 2019 (Tuesday, 9:30 a.m.)</td>
</tr>
<tr>
<td>November to December</td>
<td>2 – 5, 8 July 2019 (Tuesday to Friday, Monday)</td>
<td>1 August 2019 (Thursday, 2:30 p.m.)</td>
<td>22 August 2019 (Thursday, 9:30 a.m.)</td>
</tr>
</tbody>
</table>

Remarks: Application dates may be subject to change without further notice.

Office hours and telephones of Liaison Teams of Eastern District Office (EDO)

<table>
<thead>
<tr>
<th>EDO Community Halls/Centre</th>
<th>Causeway Bay Liaison Team</th>
<th>Shau Kei Wan Liaison Team</th>
<th>Chai Wan Liaison Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDO Community Halls/Centre</td>
<td>Causeway Bay Community Centre</td>
<td>Quarry Bay Community Hall Aldrich Bay Community Hall</td>
<td>Hing Wah Community Hall Yue Wan Community Hall Siu Sai Wan Community Hall</td>
</tr>
<tr>
<td>Locations for submitting the application form</td>
<td>1/F, 7 Fook Yum Road, Causeway Bay (Causeway Bay Liaison Team, Eastern District Office)</td>
<td>G/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho (Shau Kei Wan Liaison Team, Eastern District Office)</td>
<td>Level 1, New Jade Garden, 233 Chai Wan Road (Chai Wan Liaison Team, Eastern District Office)</td>
</tr>
</tbody>
</table>

Office Hours

Monday to Friday
Morning: 9:00am - 1:00pm
Afternoon: 2:00pm - 6:00pm

Telephone Enquiry
3104 2305 2886 6543 2896 6968

Email Address
chcc_ecb@had.gov.hk chcc_eskw@had.gov.hk chcc_ecw@had.gov.hk