

Serial No. 編號 _____

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 3 July 2017)

(適用於 2017 年 7 月 3 日後的申請)

Section A 甲部

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

Application for use of: Causeway Bay Community Centre Hing Wah Community Hall
擬租用 銅鑼灣社區中心 興華社區會堂

(Please "✓" the appropriate box)
(請在適當的空格內填上「✓」號)

Aldrich Bay Community Hall Yue Wan Community Hall
愛秩序灣社區會堂 漁灣社區會堂

Quarry Bay Community Hall Siu Sai Wan Community Hall
鯽魚涌社區會堂 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 _____ Time: From _____ am/pm to _____ am/pm
活動日期 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: _____ Estimated No. of participants: _____
服務對象 預計參加人數

Charges to: Yes No
participants / audience 是 否
參加者/觀眾收費

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。

*Deleted as inappropriate *請刪去不適用者
HAD 107 (April 2017)

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.)
申請租用的設施 (請參閱附件二。如需借用傢具及器材, 請註明類別及數量。)

Venue 場地	Air-Conditioning 空氣調節	Other facilities, please specify 其他設施 (請註明)
Multi-purpose Hall and Stage Meeting Room ^{Note 2} 多用途禮堂及舞台會議室 ^{註2}		
Multi-purpose Hall 多用途禮堂		
Stage Meeting Room ^{Note 1 and Note 2} 舞台會議室 ^{註1及註2}		
Dressing Rooms (Male/Female) 化妝室 (男/女)		
Conference Room 會議室		
Badminton Court 羽毛球場		
Others 其他 (Please specify 請註明_____)		

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.

註1: 只適用於尚未租出時段。 註2: 只適用於鯪魚涌社區會堂、愛秩序灣社區會堂及小西灣社區會堂。

6. Application for exemption from payment of charges: Yes No
是否擬申請豁免收費: 是 否

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)。

Joint organizer /

Applicant Co-organizer Please "✓" the appropriate box

申請機構 合辦/協辦機構 (請在適當的空格內填上「✓」號)

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. subvented welfare agencies 資助福利團體 (Note) |
| <input type="checkbox"/> | <input type="checkbox"/> | 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) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和
區議員辦事處 |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. charitable organizations 慈善團體 (Note) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. non-profit making organizations 非牟利團體 (Note) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. local committees recognized by the Government 政府認可地方委員會 |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Government Departments 政府部門 |

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

(If more than one joint organizer / co-organizer, please use a separate sheet to list out their groups of organizations as required above. 如多於一個合辦 / 協辦機構, 請按以上要求另紙列出它們所屬的團體類別。)

I understand that in applying for exemption from payment of charges, the applicant and the joint organizer / co-organizer (if any) should satisfy the conditions set out in Annex II and should not take any profit out of the activity. 本人明白如申請豁免收費, 申請人及其合辦 / 協辦機構(如有)必須符合附件二內之豁免收費條件, 並不可從活動中賺取利潤。

I hereby declare that all the above information given by me is true and correct and that I have read and agreed to observe the conditions for use of the above facilities as set out in the Annexes I, II and other relevant documents attached to this form.

本人在本表格內所填的一切資料, 均屬真實及正確, 也已細閱本表格附件一、附件二及其他有關文件所載租用上述設施的條件, 並同意遵守各項規定, 特此聲明。

Official stamp of applicant
(applicable to applicant
organisation only)
申請機構的正式印鑑
(只適用於以機構名義
提出的申請)

申請機構印章

Signature 簽署: _____

Name 姓名: _____

Position 職位: _____

Date 日期: _____

Note 註:

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]. 在這份表格所提供的個人資料會用作處理租用社區會堂/中心設施的申請。收集的資料可能會為此目的而披露予有關方面。如欲更改或查閱在本表格提供的個人資料, 可以書面向[東區民政事務處的公開資料主任提出, 地址:香港西灣河太安街29號東區法院大樓11字樓]。

Please affix sufficient stamp to ensure delivery in order. 請貼上足夠郵費, 以確保郵遞無誤。

Eastern District Office

Authorization Letter for ballot for using the facilities in Community Halls/Centres

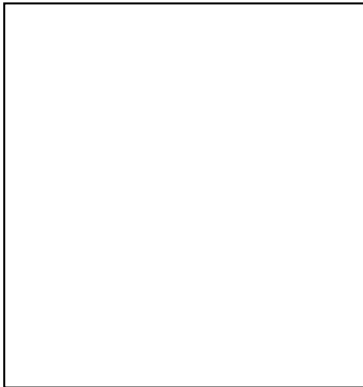
To : Officer i/c of _____
(name of Community Halls/Centre)

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: _____

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

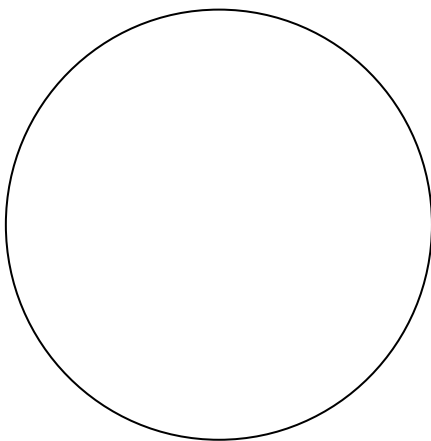
I hereby declare that:

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 : _____

**Date Chart of making applications for use of Eastern District Community Hall/Centre
(Month of hire: January to December 2019)**

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

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

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

Liaison Teams of EDO	EDO Community Halls/Centre	Locations for submitting the application form	Office Hours	Telephone Enquiry
Causeway Bay Liaison Team	Causeway Bay Community Centre	1/F, 7 Fook Yum Road, Causeway Bay (Causeway Bay Liaison Team, Eastern District Office)	Monday to Friday Morning: 9:00am - 1:00pm Afternoon: 2:00pm - 6:00pm	3104 2305
Shau Kei Wan Liaison Team	Quarry Bay Community Hall Aldrich Bay Community Hall	G/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho (Shau Kei Wan Liaison Team, Eastern District Office)		2886 6543
Chai Wan Liaison Team	Hing Wah Community Hall Yue Wan Community Hall Siu Sai Wan Community Hall	Level 1, New Jade Garden, 233 Chai Wan Road (Chai Wan Liaison Team, Eastern District Office)		2896 6968