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 2 July 2019)
(適用於 2019年7月2日後的申請)

Section A 甲部
To: Officer-in-charge 致 主管

Application for use of: 擬租用

(Please "✓" the appropriate box)
(請在適當的空格內標上「✓」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 愛秩序灣社區會堂
- [ ] 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
- [ ] North Point Community Hall 北角社區會堂

1. Applicant 申請機構

   Name: (English) (英文)
   名稱

   (Chinese) (中文)

   Address: 地址
   Fax. No. 傳真
   Tel. No. 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. 傳真
   Tel. No. 電話

3. Date of function 活動日期

   Time: From am/pm to am/pm

   時間：由上/下 至上/下

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
   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: $___

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

<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 多用途禮堂</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Meeting Room Note 1 and Note 2 舞台會議室</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dressing Rooms (Male/Female) 化妝室 (男/女)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Room 會議室</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Badminton Court 羽毛球場</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-purpose hall with partitioned areas Note 3 多用途禮堂分隔場地</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Every Wednesdays (except public holidays) from 6pm to 10pm 逢星期三 (公眾假期除外) 下午 6 時至 10 時</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area A (stage included) 禮堂 A(連舞台) Note 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area B (stage not included) 禮堂 B(不連舞台)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area C (stage not included) 禮堂 C(不連舞台)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference room with partitioned areas Note 3 會議室分隔場地</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Every Thursdays (except public holidays) from 6pm to 10pm 逢星期四 (公眾假期除外) 下午 6 時至 10 時</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area A 會議室 A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area B 會議室 B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others 其他 (Please specify 請註明)</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, Siu Sai Wan Community Hall and North Point Community Hall.
Note 3: Only applicable to North Point Community Hall.
Note 4: Dressing Room and Stage Meeting Room will be available for hirer of Area A only.

補註 1: 只適用於尚未租出時段。
補註 2: 只適用於鰂魚涌社區會堂、愛秩序灣社區會堂、小西灣社區會堂及北角社區會堂。
補註 3: 只適用於北角社區會堂。
補註 4: 只有禮堂 A 才可租用男/女化妝室及舞台會議室

6. Application for exemption from payment of charges:

6. 申請豁免收費:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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 / 合辦/協辦機構

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Please “✓” the appropriate box</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. subvented welfare agencies 資助福利團體 (Note)</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td>4. charitable organizations 慈善團體 (Note)</td>
</tr>
<tr>
<td></td>
<td>5. non-profit making organizations 非牟利團體 (Note)</td>
</tr>
<tr>
<td></td>
<td>6. local committees recognized by the Government 政府認可地方委員會</td>
</tr>
<tr>
<td></td>
<td>7. Government Departments 政府部門</td>
</tr>
</tbody>
</table>

(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, III 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，附件三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)

<table>
<thead>
<tr>
<th>申請機構印章</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Signature 簽署 :</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name 姓名 :</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Position 職位 :</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date 日期 :</th>
</tr>
</thead>
</table>

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]. 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: __________________________
Official stamp of applicant
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: ____________________________

   Official stamp of applicant

   Contact telephone: ____________________________

   Date: ____________________________
Date Chart of making applications for use of Eastern District Community Hall/Centre
(Month of hire: May to December 2020)

<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>May to June</td>
<td>2 – 3, 6 – 8 January 2020 (Thursday to Friday, Monday to Wednesday)</td>
<td>3 February 2020 (Monday) (2:30pm)</td>
<td>24 February 2020 (Monday) (9:30am)</td>
</tr>
<tr>
<td>July to August</td>
<td>2 – 6 March 2020 (Monday to Friday)</td>
<td>1 April 2020 (Wednesday) (2:30pm)</td>
<td>24 April 2020 (Friday) (9:30am)</td>
</tr>
<tr>
<td>September to October</td>
<td>4 – 8 May 2020 (Monday to Friday)</td>
<td>1 June 2020 (Monday) (2:30pm)</td>
<td>22 June 2020 (Monday) (9:30am)</td>
</tr>
<tr>
<td>November to December</td>
<td>2 – 3, 6 – 8 July 2020 (Thursday to Friday, Monday to Wednesday)</td>
<td>3 August 2020 (Monday) (2:30pm)</td>
<td>24 August 2020 (Monday) (9:30am)</td>
</tr>
</tbody>
</table>

(Month of hire: January to April 2021)

<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>1 – 4, 7 September 2020 (Tuesday to Friday, Monday)</td>
<td>5 October 2020 (Monday) (2:30pm)</td>
<td>27 October 2020 (Tuesday) (9:30am)</td>
</tr>
<tr>
<td>March to April</td>
<td>2 – 6 November 2020 (Monday to Friday)</td>
<td>1 December 2020 (Tuesday) (2:30pm)</td>
<td>22 December 2020 (Tuesday) (9:30am)</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>Causeway Bay Community Centre</td>
<td>North Point Community Hall</td>
<td>Quarry Bay Community Hall</td>
<td>Hing Wah Community Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aldrich Bay Community Hall</td>
<td>Yue Wan Community Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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