

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 5 January 2023)

(適用於 2023 年 1 月 5 日後的申請)

Section A 甲部

To: Officer-in-charge

Community Affairs Team 2

致 主管人員

社區事務組 2

Application for use of:
擬租用

Causeway Bay Community Centre
銅鑼灣社區中心

Hing Wah Community Hall
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
愛秩序灣社區會堂

Yue Wan Community Hall
漁灣社區會堂

Quarry Bay Community Hall
鯽魚涌社區會堂

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 _____ 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: _____

服務對象

Estimated No. of participants: _____

預計參加人數

Charges to:

participants / audience

參加者/觀眾收費

Yes

是

No

否

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

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。如需借用家具及器材，請註明類別及數量。)

Venue 場地	Air-Conditioning 空調	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		
Multi-purpose hall with partitioned areas ^{Note 3} 多用途禮堂分隔場地 ^{註3} 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 <input type="checkbox"/> Area A (stage included) ^{Note 4} 禮堂 A(連舞台) ^{註4} <input type="checkbox"/> Area B(stage not included) 禮堂 B(不連舞台) <input type="checkbox"/> Area C(stage not included) 禮堂 C(不連舞台)		
Conference room with partitioned areas ^{Note 3} 會議室分隔場地 ^{註3} 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 <input type="checkbox"/> Area A 會議室 A <input type="checkbox"/> Area B 會議室 B		
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, 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.

註1：只適用於尚未租出時段。

註2：只適用於鯉魚涌社區會堂、愛秩序灣社區會堂、小西灣社區會堂及北角社區會堂。

註3：只適用於北角社區會堂。

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: Yes No
是否擬申請豁免收費： 是 否

7. Declaration and Consent of the Applicant 申請機構的聲明及同意書

The applicant hereby declares that the applicant / and joint organizer(s) / co-organizer(s)* belong(s) to the following group(s) of organisation(s). (* Please delete as appropriate)

申請機構現謹聲明，申請機構／及合辦機構／協辦機構*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。)

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, the applicant declares that:

為遵守《中華人民共和國香港特別行政區維護國家安全法》(下稱「《香港國安法》」)及其他現行法律，申請機構現謹聲明：

- (a) neither the applicant itself, its employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CH/CC hired by the applicant 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 CH/CC; and

申請機構本身及獲准進入其租用的社區會堂／社區中心場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士，均不會在該(等)社區會堂／社區中心場地內從事根據《香港國安法》或香港特別行政區(下稱「香港特區」)其他有關法律屬可能構成或可能導致危害國家安全罪行的行為或活動，或以其他方式作出不利於國家安全的行為或活動；以及

- (b) the applicant itself and its employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CH/CC 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 CH/CC.

申請機構本身及獲准進入其租用的社區會堂／社區中心場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士在該(等)社區會堂／社區中心場地內從事的所有行為和活動，均符合香港特區的法律

The applicant understands 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 CH/CC with immediate effect and forfeit any payment made by the applicant in relation to the use of the CH/CC and under such circumstances the applicant shall vacate the CH/CC immediately. The applicant further understands that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies.

申請機構明白，民政事務處可隨時在有維護國家安全的職責需要時，撤回批准、即時終止讓申請機構使用社區會堂／社區中心，以及沒收其租用社區會堂／社區中心的已繳費用。在此等情況下，申請機構須立即離開社區會堂／社區中心。申請機構亦明白，任何可能危害國家安全或違反其他現行法律的行為均會向執法機關呈報。

The applicant understands that in applying for exemption from payment of charges for use of facilities, the applicant and the joint organiser/co-organiser (if any) should satisfy the conditions set out in Annex II and should not take any profit out of the activity.

申請機構明白，如申請豁免租用設施的收費，申請機構及合辦／協辦機構(如有的話)須符合附件二所載的條件，並且不可從活動獲取收益。

The applicant hereby declares that all the above information given in this application is true and correct and that the applicant has read and agreed to observe the requirements and conditions for use of the above facilities as set out in the Guidelines and Conditions on the Use of Facilities Available in a CH/CC and its Annexes attached to this form. The applicant fully understands and acknowledges that any breach of any of the requirements or conditions will result in the cancellation of the right to use the CH/CC immediately without compensation of any kind.

申請機構謹此聲明，在本表格填寫的一切資料均屬真實及正確。申請機構已細閱本表格所夾附的「租用社區會堂／社區中心設施指南和條件」及其附件所載的租用上述設施的規定及條件，並同意遵從各項規定。申請機構完全明白並確認，如違反有關規定或條件，其使用社區會堂／社區中心的權利會立即被撤銷，而申請機構亦不會獲得任何形式的賠償。

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].

在本表格所提供的個人資料會用作處理租用社區會堂／社區中心設施的申請。可能會為此目的而向有關方面披露。如欲更改或查閱在本表格提供的個人資料請致函東區民政事務處的公開資料主任[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 :

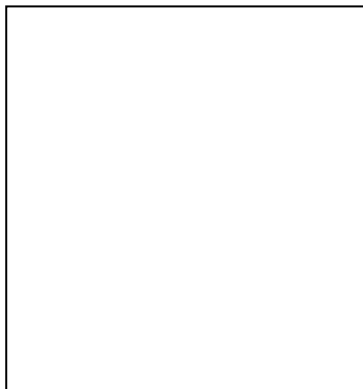
Name of authorized person: _____

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

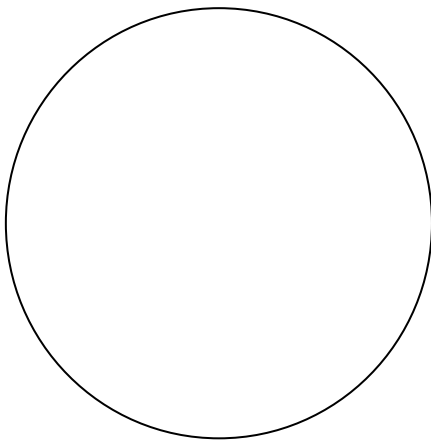
I hereby declare that:

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 : _____



Official stamp of applicant

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 2024)

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	1 , 4 – 7 September 2023 (Friday, Monday to Thursday)	3 October 2023 (Tuesday) (2:30pm)	25 October 2023 (Wednesday) (9:30am)
March to April	1 - 3 , 6 - 7 November 2023 (Wednesday to Friday, Monday to Tuesday)	1 December 2023 (Friday) (2:30pm)	22 December 2023 (Friday) (9:30am)
May to June	2 – 5 , 8 January 2024 (Tuesday to Friday, Monday)	1 February 2024 (Thursday) (2:30pm)	26 February 2024 (Monday) (9:30am)
July to August	1 , 4 – 7 March 2024 (Friday, Monday to Thursday)	2 April 2024 (Tuesday) (2:30pm)	24 April 2024 (Wednesday) (9:30am)
September to October	2 - 3 , 6 - 8 May 2024 (Thursday to Friday, Monday to Wednesday)	3 June 2024 (Monday) (2:30pm)	25 June 2024 (Tuesday) (9:30am)
November to December	2 – 5 , 8 July 2024 (Tuesday to Friday, Monday)	1 August 2024 (Thursday) (2:30pm)	22 August 2024 (Thursday) (9:30am)

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

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

Community Affairs Team 2			
EDO Community Halls/Centre	Causeway Bay Community Centre North Point Community Hall	Quarry Bay Community Hall Aldrich Bay Community Hall	Hing Wah Community Hall Yue Wan Community Hall Siu Sai Wan Community Hall
Locations for submitting the application form	1/F, Causeway Bay Community Centre, 7 Fook Yum Road, Causeway Bay (Community Affairs Team 2)		
Office Hours	Monday to Friday Morning: 9:00am - 1:00pm Afternoon: 2:00pm - 6:00pm		
Telephone Enquiry	3427 3551	3427 3525	3427 3533
Email Address	chcc_ecb@had.gov.hk	chcc_eskw@had.gov.hk	chcc_ecw@had.gov.hk