

Serial No. _____

APPLICATION FOR USE OF FACILITIES IN LEIGHTON HILL COMMUNITY HALL / WAN CHAI ACTIVITIES CENTRE

FAX: 2147 0465

Section A

To: Officer in charge: _____

1. Applicant

Name: _____

Address: _____

Fax. No.: _____ Tel. No.: _____

2. Joint organizer(s) / Co-organizer(s) (Please fill in if appropriate)

Name: _____

Address: _____

Fax. No.: _____ Tel. No.: _____

3. Whether an application is for a single session / block booking for a series of sessions *.

Date(s) of function: _____

Time: From _____ am/pm to _____ am/pm

4. Description of activity to be held:

Name of function: _____

Objectives: _____

Target of service: _____ Estimated No. of participants: _____

Charges to participants / audience: Yes No

If yes, please state the amount chargeable per head: Participants : \$ _____ / Audience : \$ _____
and submit the budget.

* Please delete as appropriate

5. Please indicate below the venue(s) being applied and the time of use. The charges will be calculated on an hourly basis. (For use of furniture and equipment, please indicate on the facility application form.)

Leighton Hill Community Hall		Booking Time			Charges (For Official Use)
		From	To	Total no. of hours	
Hall	Basic Fee - \$90 Air-conditioning Fee - \$116	am/pm	am/pm	Hours	HK\$
Lighting Panel	Fee - \$18	am/pm	am/pm	Hours	HK\$
Dressing Room(F)	Basic Fee - \$6.5 Air-conditioning Fee - \$7	am/pm	am/pm	Hours	HK\$
Dressing Room(M)	Basic Fee - \$6.5 Air-conditioning Fee - \$7	am/pm	am/pm	Hours	HK\$
Conference Room	Basic Fee - \$44 Air-conditioning Fee - \$10	am/pm	am/pm	Hours	HK\$
(Please specify the purpose of booking the room if not for holding a meeting.)					
Stage Meeting Room	Basic Fee - \$48 Air-conditioning Fee - \$11	am/pm	am/pm	Hours	HK\$
Badminton Court	Basic Fee - \$68 Air-conditioning Fee - \$116	am/pm	am/pm	Hours	HK\$
				Total amount	HK\$

Wan Chai Activities Centre		No. of rooms applied	Booking Time			Charges (For Official Use)
			From	To	Total no. of hours	
Multi-function Room	Basic Fee - \$48 Air-conditioning Fee - \$11		am/pm	am/pm	Hours	HK\$
Note: There are 4 multi-function rooms. Each multi-function room can accommodate upto 40 – 60 persons.					Total amount	

6. Application for exemption from payment of charges: Yes / No * (* Please delete as appropriate)

7. Declaration and Consent of the Applicant

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

Joint organizer /		
Applicant	Co-organizer	Please “✓” the appropriate box
<input type="checkbox"/>	<input type="checkbox"/>	1. subvented welfare agencies
<input type="checkbox"/>	<input type="checkbox"/>	2. subvented educational institutions, subvented schools or non-profit making schools
<input type="checkbox"/>	<input type="checkbox"/>	3. Offices of the Legislative Councillors and District Councillors
<input type="checkbox"/>	<input type="checkbox"/>	4. charitable organizations
<input type="checkbox"/>	<input type="checkbox"/>	5. non-profit making organizations
<input type="checkbox"/>	<input type="checkbox"/>	6. local committees recognized by the Government
<input type="checkbox"/>	<input type="checkbox"/>	7. Government Departments

(If more than one joint organizer/ co-organizer, please use a separate sheet to list out their groups of organisations as required above.)

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:

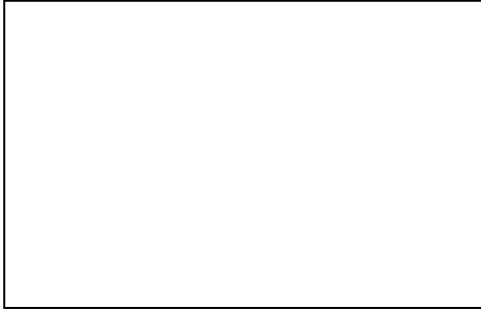
- (a) neither the applicant itself, its employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CH/CC hired by the applicant shall engage in any act or activity, which is likely to constitute or is likely to cause the occurrence of an offence endangering national 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
- (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.

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.

The applicant understands that in applying for exemption from payment of charges for use of facilities, the applicant and the joint organizer/ co-organizer (if any) should satisfy the conditions set out in Annex I (Guidelines on the Use of the Leighton Hill Community Hall / Wan Chai Activities Centre) and should not take any profit out of the activity.

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 on the Use of the Moreton Terrace Activities Centre and its Annex I 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.

Official stamp of applicant
(applicable to applicant
organisation only)



Signature : _____

Name : _____

Position : _____

Date : _____

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, Wan Chai District Office, 21/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.
