

HOME AFFAIRS DEPARTMENT YUEN LONG DISTRICT OFFICE
Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall, Yuen Long Town East Community Hall
Application for Use of Venues / Loan of Stores/Equipment

Note: Information provided in this application form will be used for application assessment, result notification, utilisation rate calculation, collection of charges (if any) and record purposes.

Hire of Venues (Please fill in P.1-2) Loan of Stores/Equipment (Please fill in P.1&3) (Please ✓ the appropriate box(es))

	Long Ping CH	Tin Ching CH	Tin Yiu CC	Tin Shui CC	Tin Fai Road CH	Yuen Long Town East CH	Air-Con
Multi-purpose Hall							
Conference Room							
Meeting Room							
Activity Meeting Room							
Stage Meeting Room						(Must apply together with Multi-purpose Hall)	
Male Dressing Room							
Female Dressing Room							

1. Applicant body / organisation (organisation)

Name: _____

Office Address : _____

Contact Person : _____ Phone no. : _____ Fax no. : _____

2. Joint organiser / Co-organiser (if applicable)

Name: _____

Office Address : _____

Phone no. : _____ Fax no. : _____

3. Type of application

Regular and successive hire (Please fill in part 3(a)) Irregular and non-successive hire (Please fill in part 3(b))

3(a) Period for regular and successive hire From _____ (month) to _____ (month) in _____ (year)

On / From _____ (day) and / to _____ (day)

Available sessions: 7 am to 8 am 8 am to 10 am 10 am to 12 nn

12 nn to 2 pm 2 pm to 4 pm 4 pm to 6 pm

6 pm to 8 pm 8 pm to 10 pm 10 pm to 11 pm *

(*Applicable to Long Ping Community Hall and Tin Yiu Community Centre only)

3(b) Date for irregular and non-successive hire : _____ (_____ (day))

Time for irregular and non-successive hire : From _____ am / pm to _____ am / pm

(* Long Ping Community Hall and Tin Fai Road Community Hall have sessions available until 11 pm - Applicable to bookings between April 2024 and March 2025)

4. Description of the Proposed Activity

Type : Mass Variety Function / Ceremony Meeting/Seminar Course/Training Others (please specify): _____

Name : _____

Objective : _____

Target : _____ Expected no. of participants : _____

Charges to participants / audience Yes No Participants: \$ _____ Audience: \$ _____

If yes, please state the amount chargeable per head.

5. Facilities Applied for

(For stores available and their quantities in each community hall/community centre, please refer to Annex VII to “Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (Revised in March 2024) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)”. (Please put a tick “✓” in the stores/equipment applied for and specify the quantity.)

Equipment			
<input type="checkbox"/> Table_____ pcs	<input type="checkbox"/> Stackable chair_____ pcs	<input type="checkbox"/> Exhibition panel_____ pcs	<input type="checkbox"/> Mic stand (floor)_____ pcs
<input type="checkbox"/> Audio equipment	<input type="checkbox"/> Stage lighting equipment	<input type="checkbox"/> Piano	<input type="checkbox"/> Mic stand (table)_____ pcs
<input type="checkbox"/> Wired mic_____ pcs	<input type="checkbox"/> Wireless mic_____ pcs	<input type="checkbox"/> Projector and screen	<input type="checkbox"/> Table tennis table with net_____ set
<input type="checkbox"/> Mattress_____ pcs	<input type="checkbox"/> White board	<input type="checkbox"/> Motorised stage flying bar	<input type="checkbox"/> Badminton pole with net_____ set
<input type="checkbox"/> LCD display monitor	<input type="checkbox"/> Score stand_____ pcs	<input type="checkbox"/> Headset mic _____ pcs	<input type="checkbox"/> Clip-on mic_____ pcs

6. Application for Exemption from Charges (Those who wish to obtain exemption must complete this part.)

We hereby declare that we / and our joint organiser(s) / co-organiser(s) belong to the following group(s) of organisations. (*Please put a “✓” in the appropriate box(es). If there is more than one joint organiser/co-organiser, please use a separate sheet to list out the group(s) of organisations they belong to in the format specified below.)

Applicant Joint organiser/Co-organiser (Please put a tick “✓” the appropriate box(es))

- | | | | |
|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Subvented welfare agencies | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Subvented educational institutions, subsidised schools and non-profit-making schools | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Offices of New Territories North West/ New Territories North Legislative Councillors and Yuen Long District Councillors | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Charitable organisations | } (Note: Please submit valid supporting documents and relevant charters) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Non-profit-making bodies | |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Local committees recognised by the Government | |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Government departments | |

7. Declaration and Consent of the Applicant

We understand that in applying for exemption from payment of charges, we and our joint organiser/co-organiser (if any) should meet the eligibility criteria set out in Annex II to the “Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (Revised in March 2024) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)” and should not make any profit out of the activity.

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, we hereby declare that:

- neither we ourselves, our employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CHs/CCs hired by us 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 CHs/CCs; and
- we ourselves and our employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CHs/CCs hired by us shall comply with the laws of the HKSAR in respect of all acts and activities held in such part(s) of the CHs/CCs.

We understand 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 CHs/CCs with immediate effect and forfeit any payment made by us in relation to the use of the CHs/CCs and under such circumstances we shall vacate the CHs/CCs immediately. We further understand that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies.

We and our joint organiser / co-organiser (if any) hereby declare that all the above information given in this application is true and correct and that we have read and agreed to observe the requirements and conditions for use of the above facilities as set out in Annex I to the “Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (Revised in March 2024) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)”. We fully understand and acknowledge that any breach of any of the requirements or conditions will result in the cancellation of the right to use the CHs/CCs immediately without compensation of any kind.

Official Chop of
Applicant Organisation

Signature : _____
 Name of the person-in-charge : _____
 Post : _____
 Date : _____

Note: The personal data provided in this form will be used for processing of applications for use of facilities in CHs/CCs. 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, Yuen Long District Office, 5/F Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories.

Application for Loan of Stores / Equipment

(1) Description of the Proposed Activity

Name of Activity: _____

Venue of Activity: _____

(2) Stores / Equipment to be Loaned

Community Halls/Community Centres	Stores / Equipment (Quantity available for loan)	Quantity to be Loaned	Remarks
Long Ping Community Hall	Folding Table (10pcs)		
	Chair (100pcs)		
	Exhibition Panel (7pcs)		
	Hand-held Loudhailer (1pc)		
Tin Ching Community Hall	No stores available for loan	--	
Tin Yiu Community Centre	Folding Table (20pcs)		
	Chair (200pcs)		
	Exhibition Panel (10pcs)		
	Hand-held Loudhailer (2pcs)		
Tin Shui Community Centre	Folding Table (10pcs)		
	Chair (100pcs)		
	Exhibition Panel (10pcs)		
	Hand-held Loudhailer (1pc)		
Tin Fai Road Community Hall	No stores available for loan	--	
Yuen Long Town East Community Hall	No stores available for loan	--	

Date of Collection : _____

Time of Collection : _____

Date of Return : _____

Time of Return : _____

We fully understand that the above loan, if approved, will be subject to the following conditions:

- We shall not use the loaned stores / equipment for profit-making activities;
- We shall be responsible for the collection and return of the stores / equipment and shall pay any expenses incurred such as labour and transportation, etc.;
- We shall indemnify the Government against any loss of or damage to the loaned stores / equipment while in our possession;
- We shall be liable for any injury to persons or damage to private or Government properties arising, whether directly or indirectly, from the delivery and use of the loaned stores / equipment;
- We shall return the loaned stores / equipment at any time if required by the Yuen Long District Office.



Signature of the person-in-charge : _____

Name : _____

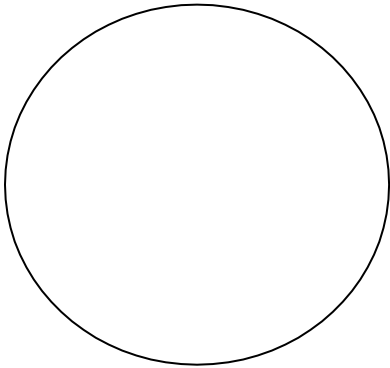
Post : _____

Date : _____

Official stamp of applicant organisation

Agreement on the Use of Audio-Visual Equipment / Stage Spotlights

I, Mr / Miss / Mrs* _____, the person in-charge of _____
 (Name of the applicant organisation), have hired the multi-purpose hall of _____ Community Hall/Centre*
 from ___ a.m./p.m.* to ___ a.m./p.m.* on _____ (Date of Activity) for organising _____
 (Name of Activity). During the period specified above, there is a need to use stage spotlights. I hereby agree that we
 will arrange persons to operate the control panel of the stage spotlights. We will be responsible for any accident
 occurred during operation. I agree to compensate for any loss incurred if damage to the lighting system is caused due
 to man-made mistakes.



Name of Applicant : _____

Signature of Applicant : _____

Post of Applicant : _____

Date : _____

Chop of Applicant Organisation / Body

*Please delete as appropriate

Note: Information provided in this form will strictly be used for verification and record keeping purposes.

To: Yuen Long District Office

Exemption of Charges for Use of Facilities in Community Halls / Community Centres Statement of Account

Section A: Basic Information

Name of Community Hall/ Community Centre: _____

Facility Rented: _____ Name of Activity: _____

Applicant Organisation: _____

Date of Activity: _____ Period of Activity: _____

Number of Participant: _____

Section B: Balance (up to _____)

(I)	Total Income (Details at Section C)	\$
(II)	Total Expenditure (Details at Section D)	\$
(III)	Balance [(II) - (I)]	\$

Section C: Details of Income

Items	Number/Quantity	Unit Rate (\$)	Total Amount (\$)
<i>e.g. 1 : Participants' fee</i>			
<i>e.g. 2 : Sponsorship by Company X</i>			
1.			
2.			
3.			
4.			
5.			
Total:			

Section D: Details of Expenditure

Items	Expenditure (\$)
1.	
2.	
3.	
4.	
5.	
Total:	

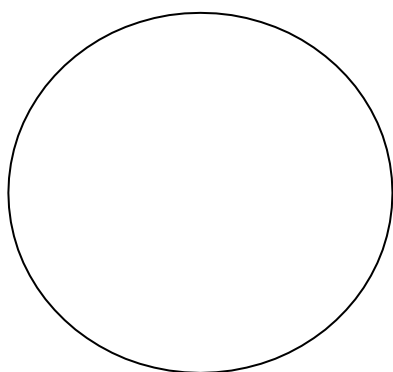
Section E: Declaration by Authorised Person of Applicant Body / Organisation (organisation)

1. I hereby declare that all the information given in the above sections is true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.

2. Applicant body / organisation and joint organiser / co- organiser(s) (if any)

have not made any profit from the activity.

have made profit from the activity and agree to pay the hiring charges to the Government.



Signature : _____

Name : _____

Post : _____

Name of body / organisation : _____

Official Chop of

Applicant body/organisation Date : _____

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community halls/ community centres.
2. If a fee-charging activity has been exempted from charges, the applicant body / organisation must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant body / organisation need not attach any receipts / supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant body / organisation must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
4. 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, Yuen Long District Office. [Address: 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories]

Notification for

Cancellation of Venue Hire / Change of Joint organisers / Co-organisers / Change of Activity Nature

To : General Registry (Community), Yuen Long District Office (Fax No.: 2474 7261)

(Please tick (✓) the appropriate box(es))

Formal Notification		
Application for cancellation of venue hire/facilities loaned (Please fill in Part A)	Application for change of joint organisers / co-organisers (Please fill in Parts A & B)	Application for change of activity nature (Please fill in Parts A & C)

Part A: Application Details

Name of applicant body / organisation (organisation) (Chinese/English) : _____

Phone No. : _____ Fax No. : _____

Name of activity: _____

Date of activity: _____ Time: From _____ am / pm to _____ am / pm

- Venue hired:
- Long Ping CH Tin Yiu CC Tin Shui CC Tin Ching CH Tin Fai Road CH
 - Yuen Long Town East CH
 - Multi-purpose Hall Conference Room Activity Meeting Room Meeting Room
 - Stage Meeting Room

Application Ref.: _____

Part B: Change of joint organisers / co-organisers

Name of additional / deleted*joint organiser / co-organiser (please delete as appropriate) (Chinese/English): _____

Phone No. : _____ Fax No. : _____

- Category of joint organisers / co-organisers
- Government departments Subvented welfare agencies
 - Subvented educational institutions / subsidised schools / non-profit-making schools
 - Charitable organisations Local communities recognised by the Government
 - Offices of New Territories North West/ New Territories North Legislative Councillors or Yuen Long District Councillors
 - Non-profit-making organisations (please submit relevant charters / proof)
 - Others (Please specify) (Organiser will be subject to venue / facilities charges if the joint organiser / co-organiser is not under any of the above categories)

Part C: Change of activity nature

Approved activity nature : _____

Activity nature after change : _____

New name of activity if changes approved : _____

Expected no. of participants: _____ Fee-charging No Yes Participants: \$ _____ / Audience:\$ _____

Official Chop of applicant organisation		Signature : _____
		Name of person-in-charge : _____
		Post : _____
		Date : _____

For YLDO's Use only

Form received at _____ am / pm on _____

Record updated on _____ by CA(C)1 / CA(C)2 / PA(CH/CC)(1 / 2 / 3 / 4 / 5 / 6

[Appl/form-YLDO/03.2024]

HOME AFFAIRS DEPARTMENT YUEN LONG DISTRICT OFFICE
Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall, Yuen Long Town East Community Hall
Application for Use of Venues / Loan of Stores/Equipment

(Applicable for reservation of venue for large scale activities by subvented educational institutions, subsidised schools and non-profit-making schools in Yuen Long)

Note: Information provided in this application form will be used for application assessment, result notification, utilisation rate calculation, collection of charges (if any) and record purposes.

Hire of venues (Please put a tick "✓" in the appropriate box(es))

	Long Ping CH	Tin Ching CH	Tin Yiu CC	Tin Shui CC	Tin Fai Road CH	Yuen Long Town East CH	Air-Con
Multi-purpose Hall							
Conference Room							
Meeting Room							
Activity Meeting Room							
Stage Meeting Room						(Must apply together with Multi-purpose Hall)	
Male Dressing Room							
Female Dressing Room							

Applicant (educational body/ organisation / institution / school)

Name (Chinese): _____

(English): _____

Address: _____

Phone no.: _____ Fax no.: _____

Contact Person: _____ Phone no.: _____ (Office hours) _____ (Non-office hours)

1. Joint organiser/ Co-organiser (if applicable)

Details of Joint organiser/ Co-organiser	Brief description of the nature & mode of cooperation
1. Chinese Name: _____ English Name: _____ Address: _____ Fax no.: _____ Phone no.: _____	
2. Chinese Name: _____ English Name: _____ Address: _____ Fax no.: _____ Phone no.: _____	

3. Details of activity

3(a) Name	
3(b) Type	
3(c) Objective	
3(d) Date	_____ (_____ (day))
3(e) Time	From _____ am / pm to _____ am / pm
3(f) Programme Details	
3(g) Target	
3(h) Expected no. of participants	
3(i) Anticipated benefits	
3(j) Charges to participants/audience	Yes <input type="checkbox"/> Participants: \$_____ Audience: \$_____ (If yes, please state the amount chargeable per head.) No <input type="checkbox"/>

4. Application Records

- This is our first time application for reservation of venues for large scale events.
- We have applied for reservation of venues for large scale events, with the last three records as follows:

Name	Date	Application Ref.	Application Result

5. Facilities Applied for:

(For stores available and their quantities in each community hall/community centre, please refer to Annex VII to “Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (Revised in March 2024) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)”. (Please put a “✓” in the stores/equipment applied for and specify the quantity.)

Equipment			
<input type="checkbox"/> Table____ pcs	<input type="checkbox"/> Stackable chair____ pcs	<input type="checkbox"/> Exhibition panel____ pcs	<input type="checkbox"/> Mic stand (floor)____ pcs
<input type="checkbox"/> Audio equipment	<input type="checkbox"/> Lighting equipment	<input type="checkbox"/> Piano	<input type="checkbox"/> Mic stand (table)____ pcs
<input type="checkbox"/> Wired Mic____ pcs	<input type="checkbox"/> Wireless Mic____ pcs	<input type="checkbox"/> Projector and screen	<input type="checkbox"/> Table tennis table with net____set
<input type="checkbox"/> Mattress____ pcs	<input type="checkbox"/> White board	<input type="checkbox"/> Motorised stage flying bar	<input type="checkbox"/> Badminton pole with net____set
<input type="checkbox"/> LCD display monitor	<input type="checkbox"/> Score stand____ pcs	<input type="checkbox"/> Headset Mic____ pcs	<input type="checkbox"/> Clip-on mic____ pcs

6. Application for exemption from charges (Those who wish to obtain exemption must complete this part.)

We hereby declare that we and our joint organiser/co-organiser belong to subvented educational institutions, subsidised schools and non-profit-making schools.

We understand that in applying for exemption from payment of charges, we and our joint organiser/co-organiser (if any) should meet the Criteria for Exemption from Payment of Charges set out in Annex II to the “Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (Revised in March 2024) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)” and should not make any profit out of the activity.

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, we declare that:

(a) neither we ourselves, our employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CHs/CCs hired by us 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 CHs/CCs; and

(b) we ourselves and our employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CHs/CCs hired by us shall comply with the laws of the HKSAR in respect of all acts and activities held in such part(s) of the CHs/CCs.

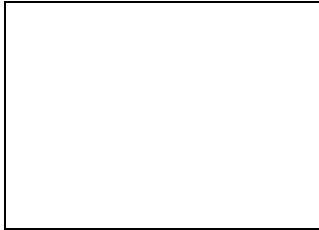
We understand that the District Office may at any time, whenever such need arises with respect to the duty to safeguard

[Appl/form-YLDO/03.2024]

national security, withdraw approval for the application, terminate the use of the CHs/CCs with immediate effect and forfeit any payment made by us in relation to the use of the CHs/CCs and under such circumstances we shall vacate the CHs/CCs immediately. We further understand that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies.

We and our joint organiser / co-organiser (if any) hereby declare that all the above information given in this application is true and correct and that we have 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 Community Halls / Community Centres in Yuen Long (Revised in March 2024) (Applicable to Long Ping Community Hall, Tin Ching Community Hall, Tin Yiu Community Centre, Tin Shui Community Centre, Tin Fai Road Community Hall and Yuen Long Town East Community Hall)*” and its Annex I. We fully understand and acknowledge that any breach of any of the requirements or conditions will result in the cancellation of the right to use the CHs/CCs immediately without compensation of any kind.

Official Chop of
Applicant Organisation



Signature : _____

Name of the officer-in-charge : _____

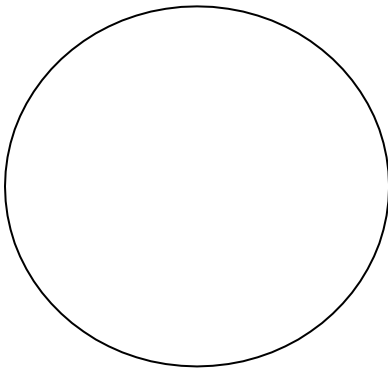
Post : _____

Date : _____

Note: The personal data provided in this form will be used for processing of applications for use of facilities in CHs/CCs. 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, Yuen Long District Office. [Address: 5/F Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories]

Agreement on the Use of Audio-Visual Equipment / Stage Spotlights

I, Mr / Miss / Mrs* _____, the person in-charge of _____ (Name of the applicant body/organisation), have hired the multi-purpose hall of _____ Community Hall/Centre* from ___ a.m./p.m.* to _____ a.m. / p.m.* on _____ (Date of Activity) for organising _____ (Name of Activity). During the period specified above, there is a need to use stage spotlights. I hereby agree that we will arrange persons to operate the control panel of the stage spotlights. We will be responsible for any accident occurred during operation. I agree to compensate for any loss incurred if damage to the lighting system is caused due to man-made mistakes.



Name of Applicant : _____

Signature of Applicant : _____

Post of Applicant : _____

Date : _____

Chop of the Applicant Organisation / Body

*Please delete as appropriate.

Note: Information provided in this form will strictly be used for verification and record keeping purposes.

Exemption of Charges for Use of Facilities in Community Halls / Community Centres

Statement of Account

Section A: Basic Information

Name of Community Hall / Community Centre: _____

Facility Rented: _____ Name of Activity: _____

Applicant Body /Organisation: _____

Date of Activity: _____ Period of Activity: _____

Number of Participant: _____

Section B: Balance (up to _____)

(I)	Total Income (Details at Section C)	\$
(II)	Total Expenditure (Details at Section D)	\$
(III)	Balance [(II) - (I)]	\$

Section C: Details of Income

Items	Number/Quantity	Unit Rate (\$)	Total Amount (\$)
<i>e.g. 1 : Participants' fee</i>			
<i>e.g. 2 : Sponsorship by Company X</i>			
1.			
2.			
3.			
4.			
5.			
Total:			

Section D: Details of Expenditure

Items	Expenditure (\$)
1.	
2.	
3.	
4.	
5.	
Total:	

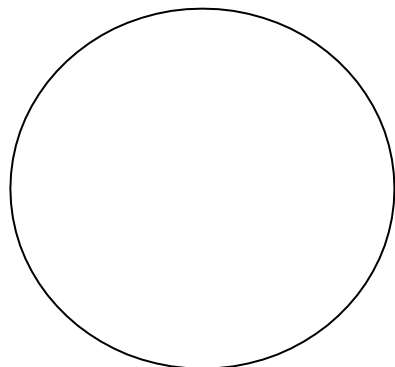
Section E: Declaration by Authorised Person of Applicant Body / Organisation

3. I hereby declare that all the information given in the above sections is true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.

4. Applicant body / organisation and joint organiser / co-organiser(s) (if any)

have not made any profit from the activity.

have made profit from the activity and agree to pay the hiring charges to the Government.



Signature : _____

Name : _____

Post : _____

Name of body / organisation : _____

Official Chop of

Applicant body/organisation Date : _____

Remarks:

5. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community halls / community centres.
6. If a fee-charging activity has been exempted from charges, the applicant body / organisation must submit a self-certified statement of account within one month after conclusion of the activity.
7. The applicant body / organisation need not attach any receipts / supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant body / organisation must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
8. 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, Yuen Long District Office. [Address: Room 505, 5/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories]

Notification for**Cancellation of Venue Hire / Change of Joint organisers / Co-organisers / Change of Activity Nature**

To : General Registry (Community), Yuen Long District Office (Fax No.:2474 7261)

(Please tick (✓) the appropriate box(es))

Formal Notification		
Application for cancellation of venue hire/facilities loaned (Please fill in Part A)	Application for change of joint organisers / co-organisers (Please fill in Parts A & B)	Application for change of activity nature (Please fill in Parts A & C)

Part A: Application Details

Name of applicant body / organisation (organisation) (Chinese/English) : _____

Phone No. : _____

Fax No. : _____

Name of activity: _____

Date of activity: _____ Time: From _____ am / pm to _____ am / pm

- Venue hired: Long Ping CH Tin Yiu CC Tin Shui CC Tin Ching CH Tin Fai Road CH
 Yuen Long Town East CH
 Multi-purpose Hall Conference Room Activity Meeting Room Meeting Room
 Stage Meeting Room

Part B: Change of joint organisers / co-organisers

Name of additional / deleted*joint organiser / co-organiser (please delete as appropriate) (Chinese/English): _____

Phone No. : _____

Fax No. : _____

- Category of joint organisers / co-organisers Government departments Subvented welfare agencies
 Subvented educational institutions / subsidised schools / non-profit-making schools
 Charitable organisations Local communities recognised by the Government
 Offices of New Territories North West/ New Territories North Legislative Councillors or Yuen Long District Councillors
 Non-profit-making organisations (please submit relevant charters / proof)
 Others (Please specify) (Organiser will be subject to venue / facilities charges if the joint organiser / co-organiser is not under any of the above categories)

Part C: Change of activity nature

Approved activity nature : _____

Activity nature after change : _____

New name of activity if changes approved : _____

Expected no. of participants: _____ Fee-charging No Yes Participants: \$ _____ / Audience: \$ _____

Signature : _____

Name of person-in-charge : _____

Post : _____

Date : _____

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