

Notes on Booking Facilities in Kwun Tong Community Halls/Community Centres
(With effect from 1.1.2023)

1. Applicant organizations are divided into “**Category A Organizations**” and “**Category B Organizations**”. Details of categorization are as follows (For first-time applicant, a copy of the organization’s registration document should be enclosed.):

Category A Organizations	<ul style="list-style-type: none"> i) Government departments or public organizations; ii) Subvented welfare agencies; iii) Subvented educational institutions, subvented schools and non-profit making schools; iv) Offices of the Legislative Councillors and District Councillors; v) Charitable institutions or trust of a public character which are exempt from tax under section 88 of the Inland Revenue Ordinance (Cap 112); vi) Local committees/organizations recognized by the Government, such as Area Committees, District Youth Programme Committees, District Fight Crime Committees, District Fire Safety Committees, Kaifong Welfare Associations, Rural Committees, Owners’ Corporations, Owners’ Committees, etc; vii) The Kwun Tong District Council and its committees; and viii) Major local organizations recognized by the Kwun Tong District Council (comprising Kwun Tong District Culture and Recreation Promotion Association, Kwun Tong Sports Promotion Association, Kwun Tong Children’s Chorus, Kwun Tong Swimming Club, Kwun Tong Schools Liaison Committee).
Category B Organizations	Organizations with other registration documents (e.g. Non-profit making organizations which are registered under the Societies Ordinance (Cap. 151) (Note 1); or incorporated under the Companies Ordinance (Cap. 622) (Note 1), etc.)

2. The applicant should complete a form of Application for Use of Facilities in Kwun Tong Community Halls/Community Centres for the next quarter and return it to the Kwun Tong District Office (hereinafter called “the KTDO”) (Address: Kwun Tong District Office, 21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon/ Fax: 2727 1117/ Email: chcc_kt@had.gov.hk) **within the first 7 days** of each quarter (i.e. the 1st to 7th days of January, April, July and October). The application form may be returned in person, by fax, by mail or email. For application form submitted in person, by fax or email, the deadline for submission is 5:30 p.m. on the 7th day of each quarter. For application form submitted by mail, the deadline for submission is the 7th day of each quarter, based on the date of postmark. The applicant must also submit the original application form before lot-drawing, otherwise the application will not be processed.
3. A public drawing of lots will be held **within 14 working days** after the deadline for submission. “Non-continuous” applications will be processed first, with successful Category A and Category B Organizations picked by drawing lots on a 1:1 basis. Specific “non-continuous” activities (Note 2) will be given priority to be processed in the first round of lots-drawing for “non-continuous” allocation. The remaining “non-continuous” activities can only be processed in the second round of lots-drawing for “non-continuous” allocation. After all the “non-continuous” applications have been processed, Category A and Category B Organizations’ “continuous” applications will be processed by drawing lots on a 1:1 basis. For each non-continuous application, the maximum duration available for booking is **4** hours from Monday to Saturday (except for public holidays). For non-continuous applications, the same session on the same day every week may be booked for no more than 4 times per quarter. For each continuous application, the maximum duration available for booking is **2** hours. Date and venue of the drawing of lots will be announced in all Community Halls/Community Centres (CH/CC) in the district. Organizations are welcome to send representatives to attend.
4. Each organization can only submit an application form for “non-continuous” application (e.g. whole day/half day activities) and an application form for “continuous” application (e.g. interest classes) for 2 CH/CC in the district per quarter. Dancing and singing activities can only take up 50% of the sessions available for application (for each Hall). Successful organization intending to hold dancing/singing activities will be allocated with the venue if no non-dancing/singing activities are to be held by other organizations at the opted sessions.
5. Successful applicants will be allocated sessions according to the information shown on the application form. Results of drawing of lots will be announced within 7 working days in all CH/CC in the district. After all first round application forms have been processed in accordance with the above procedures, the remaining sessions will be announced in all CH/CC in the district. The KTDO will accept waitlist applications for the remaining sessions (if any). The deadline for submission is 5:30 p.m. each day. If 2 or more organizations submit waitlist applications for the same session, the organization which will hold a specific “non-continuous” activity (Note 2) will be given priority in venue allocation. Waitlist applicants have to submit formal application forms. If there are 2 or more specific “non-continuous” applications or 2 or more other applications, the use of CH/CC will also be decided by drawing lots.
6. For large-scale and non-continuous activities held on Sunday or public holidays, the number of participants has to meet the requirements set out in Part IV Paragraph 8 of the “Guidelines on the Use of Facilities in Kwun Tong Community Halls/Community Centres” (Please refer to the Guidelines). Each organization may book a venue on Sunday or public holidays once a month for holding a large-scale activity. If no large-scale activity is to be held in the CH/CC, other applicants may submit application on a case by case basis one month in advance. The deadline for submission is 5:30 p.m. each day. If there are more than one waitlist applications for the same session, the use of CH/CC will also be decided by drawing lots as mentioned above. If a large-scale activity is to be held, the venue has to be returned.

Note 1: Their Constitutions or Memoranda of Association specifically provide that members do not take any share of the profits or any share of the assets upon dissolution.

Note 2: Including the General Meeting of an Owners’ Corporation/Owners’ Committee; Conference organized by a charitable organization or trust of a public character with proof of tax exemption issued by the Inland Revenue Department; Talk/seminar with social/education value; Community celebration/ceremony (Arts performance or singing and dance performances involved in the activity should be performed on stage.). The activity should correspond to the minimum number of participants in large-scale and one-off activities. It should be free and open to the public.

Organizations which are given priority in venue allocation shall not change the content and nature of the activity, or else it will be considered a breach of the guidelines. In case of any controversy over the classification of the activity, the final decision is vested with the KTDO.

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

Section A 甲部

To: Officer in charge _____ 社區會堂 / 社區中心主管人員
致

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 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 / 觀眾須繳費用款額:
Participants 參加者: \$ ___ / Audience 觀眾: \$ ___

Organizations which hold "continuous" dancing classes and dancing competitions/demonstrations and will apply for exemption from hire charges are required to fill in the following information:

擬舉辦「連續性」舞蹈班及舞蹈比賽 / 示範並申請豁免場租的團體請填寫以下資料:

Estimated no. of participants*: _____ Kwun Tong Residents 觀塘區居民 _____ Non-Kwun Tong Residents 非觀塘區居民

(At least half of the participants should be Kwun Tong residents for "continuous" dancing classes, dancing competitions/demonstration activities. 「連續性」舞蹈班及舞蹈比賽 / 示範活動參加者須至少有一半為觀塘區居民。)

Locations of posting the publicity materials pertaining to the activities

有關活動宣傳展品張貼地點 _____

(Please submit copies of publicity materials pertaining to the activities to the KTDO before the activities. 請於活動舉行前向本處遞交有關活動宣傳展品副本。)

5. Facilities applied for (For use of furniture and equipment, please also specify type and quantity.) 申請租用的設施 (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)
Hall 禮堂		
Dressing Rooms (Male/Female) 化妝室 (男/女) (Except for Lam Tin (West) Community Centre) 藍田(西區)社區中心除外		
Conference Room 會議室 (Except for Lam Tin (West) Estate Community Centre) 藍田(西區)社區中心除外		
Activity Room / Function Room (Please state the number) 活動室 / 功能室 (請註明編號) (For Kwun Tong Community Centre and Yau Tong Community Hall only 只適用於觀塘社區中心及油塘社區會堂)		
Basketball Court 籃球場 (For Kwun Tong Community Centre only 只適用於觀塘社區中心)		
Badminton Court 羽毛球場 (Except for Lam Tin (West) Estate Community Centre and Kwun Tong Community Centre 藍田(西區)社區中心及觀塘社區中心除外)		
Others 其他 (Please specify 請註明_____)		

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 groups of organizations

(* 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/
合辦 / 協辦機構

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 註) |
| <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 / 非牟利學校 (Note 註) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. offices of the Legislative Councillors and District Councillors
立法會議員和區議員辦事處 |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. charitable institutions or trust of a public character 慈善團體 / 慈善信託 (Note 註) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. non-profit making organizations 非牟利團體 (Note 註) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. local committees or organizations recognized by the Government 政府認可地方委員會 / 團體 |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. government departments 政府部門 |

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

(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-organizers, 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-organizers, 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 Kwun Tong 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，觀塘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 organizer / co-organizer (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 Community Hall / Community Centre and its Annex I to Annex V 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 Community Hall/Community Centre 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」及其附件一至附件五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
organization only)
申請機構的正式印鑑
(只適用於以機構名義
提出的申請)

Signature 簽署 : _____
Name 姓名 : _____
Position 職位 : _____
Date 日期 : _____

Note 附註:

- (1) 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, Kwun Tong District Office, 21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon.

在本表格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，請致函觀塘民政事務處（地址：九龍觀塘觀塘道392號創紀之城6期21樓）公開資料主任。

- (2) From 2nd quarter 2021 (April-June), first-round lots-drawing results, together with name of successful applicants and activities to be held, will be uploaded onto https://www.had.gov.hk/en/public_services/community_halls_centres/ccch.htm

由2021年第二季會堂場地申請開始(即4月至6月)，公開抽籤結果連獲分配場地申請團體名稱及活動資料將上載至 https://www.had.gov.hk/en/public_services/community_halls_centres/ccch.htm

Section B 乙部

To 致: _____ (Approving Officer 批核人員)

The above application is/is not* recommended. The following charges are recommended/ are waived* on the grounds that the applicant (and the joint organizer(s)/co-organizer(s))* belong(s) to _____ organization (HAD Standing Circular No. 3/2012 refers).

現建議/不建議*批准上述申請。另建議收取/豁免*以下收費，原因是申請機構(及合辦機構/協辦機構)*屬於 _____ 團體(請參閱民政事務總署常務通告第 3/2012 號)。

Facility 設施	Basic charge 基本收費	Air-conditioning charge 空調收費
Multi-purpose hall 多用途禮堂	\$ ___ x ___ hrs 小時= \$ ___	\$ ___ x ___ hrs 小時= \$ ___
Dressing room 化妝室	\$ ___ x ___ hrs 小時= \$ ___	\$ ___ x ___ hrs 小時= \$ ___
Conference room 會議室	\$ ___ x ___ hrs 小時= \$ ___	\$ ___ x ___ hrs 小時= \$ ___
Others 其他		
Sub-total 小計:	\$ _____	\$ _____
Total 總計:	\$ _____	

Standard notification letter is attached. 標準通知書隨本表格夾附。

Remarks (if any) _____
備註(如有的話)

Date _____
日期 _____ (_____)

EO/LO* in charge 主管行政主任/聯絡主任*

Section C 丙部

To: EO/LO* in charge _____ (via Accounts Office, DO (_____) if fees are charged)
致: _____ 主管行政主任/聯絡主任* (如收取費用，經 (_____) 民政事務處會計組遞交)

The application 申請

has not been approved 不獲批准

and exemption of charges as set out in Section B above have been approved
已獲批准，乙部所載收費已獲豁免。

has been approved at charges as set out in Section B above. A copy of the standard notification letter is attached.
已獲批准，應繳乙部所載的收費。標準通知書文本已隨本表格夾附。

Date _____
日期 _____ (_____)

Approving Officer 批核人員

Section D 丁部

To: EO/LO* in charge _____
致: _____ 主管行政主任/聯絡主任*

Demand Note No. _____ issued on _____
繳款通知書編號 發出日期

Date _____
日期 _____ (Post title 職位 _____)

Accounts Office, DO (_____)*
(_____) 民政事務處會計組*

Section E 戊部

Proposed activities cancelled. Original receipted Demand Note returned to F&S Section, HQs/Accounts Office, DO(_____)* for processing of refund under covering memo ref _____ dated _____.

擬舉辦活動已經取消。註明款項收訖的繳款通知書正本已隨便箋檔號 _____ (發出日期: _____)交回總部財務及物料供應組/ (_____) 民政事務處會計組*，以便處理退款。

Date: _____
日期 _____ (_____)

EO/LO* in charge 主管行政主任/聯絡主任*

* Delete as appropriate 請刪去不適用者