

Application for Use of Facilities in Henry G. Leong Yaumatei Community Centre/Mong Kok Community Hall

All organisations should submit application forms and all necessary documents at least 7 working days before the function date by fax (fax no.: 2395 7010/2397 3425), by email (email address: chcc_ytm@had.gov.hk) (Only scanned true copies will be accepted by email), by post or in person to the Yau Tsim Mong District Office (YTMDO, 6/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok) for vetting. Please refer to the Booking Rules of Henry G. Leong Yaumatei Community Centre (Annex A(I) to Annex A(IV)) or the Booking Rules of Mong Kok Community Hall (Annex B(I) to Annex B(III)) for details.

Application forms and the Booking Guidelines may be obtained from the Public Enquiry Service Centre of Yau Tsim Mong District Office, Henry G. Leong Yaumatei Community Centre or Mong Kok Community Hall. It may also be downloaded from the Home Affairs Department's web site (http://www.had.gov.hk/en/public_services/community_halls_centres/).

2019 Quarterly Lots Drawing (Applicants are welcome to witness the process)

Dates: (i) 22 January 2019 (Tue) [2nd Quarter] (ii) 24 April 2019 (Wed) [3rd Quarter]
(iii) 22 July 2019 (Mon) [4th Quarter] (iv) 23 October 2019 (Wed) [1st Quarter]

Time: 3:00 p.m.

Venue: Room 608, 6/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok

To: Officer-in-charge of Henry G. Leong Yaumatei Community Centre/Mong Kok Community Hall

1. Applicant

Name of organization : _____

Officer-in-charge : _____

Correspondence address : _____

Tel. no. : _____ Fax no. : _____

Co-organiser (Please fill in if appropriate)

Name of organisation : _____

Officer-in-charge : _____

Correspondence address : _____

Tel. no. : _____ Fax no. : _____

2. Function Date (* Please delete as appropriate)

First choice : From _____ * to _____ (From ___*a.m./p.m. to ___*a.m./p.m.)

Second choice : From _____ * to _____ (From ___*a.m./p.m. to ___*a.m./p.m.)

3. Description of Activity (* Please delete as appropriate)

Name of function : _____

Objective(s) : _____ Target of service : _____

Format : _____ Estimated no. of participants : _____

Fee-charging activity : * Yes / No (If yes, please state the amount chargeable per head : \$ _____)

Estimated balance : * Surplus / Break-even / Deficit (\$ _____)

Application for exemption from payment of charges : * Yes / No

(Please refer to Annex A(I) or Annex B(I) for the criteria for exemption from charges for using the facilities of Henry G. Leong Yaumatei Community Centre or Mong Kok Community Hall respectively. (Note : If an activity has a surplus, it will not be exempted from payment of charges. The applicant must submit a self-certified statement of account within one month after conclusion of the activity to prove that no profit has been made from the activity. If the applicant is found not eligible for a waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges.)

4. Function Venue (Please ✓ as appropriate):

Henry G. Leong Yaumatei Community Centre (Address: 60 Public Square Street, Yau Ma Tei, Kowloon) (Please fill in Part 5(A))

Mong Kok Community Hall (Address: L2, Mong Kok Complex, 557 Shanghai Street, Mong Kok, Kowloon) (Please fill in Part 5(B))

5. Venues and Facilities Applied for

| | Venue (Please ✓) | Air- conditioning (Please ✓) | Other facilities (Please ✓) |
|---|---------------------|------------------------------------|--|
| 5(A) Henry G. Leong Yaumatei Community Centre (please refer to Annex A(I) to Annex A(VI) for details) | | | |
| Multi-purpose Hall (Please attach the programme schedule) | | | Please fill in Part 6 |
| Dressing Rooms (Male/Female) (with air-conditioning) | | | |
| Conference Room | | | <input type="checkbox"/> #Basic PA system with microphones (provided in Conference Room/ Classroom/ Covered Play Area only) <input type="checkbox"/> #Portable PA system with microphones <input type="checkbox"/> _____ nos. of chairs <input type="checkbox"/> _____ nos. of folding tables <input type="checkbox"/> _____ nos. of exhibition boards <input type="checkbox"/> LCD projector & screen (except Multi-purpose Activity Room) <input type="checkbox"/> Whiteboard (except Multi-purpose Activity Room and Covered Play Area) <input type="checkbox"/> DVD/ player |
| Classroom | | | |
| Meeting Room | | | |
| Multi-purpose Activity Room | | | |
| Outdoor Multi-purpose Court (basketball/volleyball/badminton) | | | |
| Covered Play Area (Air-conditioning in the Covered Play Area may be provided for activities with 10 or more participants) | | | |

| | | | |
|---|--|--|--|
| 5(B) Mong Kok Community Hall (please refer to Annex B(I) to Annex B(III) for details) | | | |
| Hall (Please attach the programme schedule) | | | <input type="checkbox"/> Stage lights (provided in Hall only) <input type="checkbox"/> #Basic PA system with microphones (provided in Hall only) <input type="checkbox"/> *1/2 sets of floor mic stands <input type="checkbox"/> _____ nos. of chairs <input type="checkbox"/> _____ nos. of folding tables <input type="checkbox"/> _____ nos. of exhibition boards <input type="checkbox"/> LCD projector <input type="checkbox"/> *DVD/CD/VHS player (provided in Hall only) <input type="checkbox"/> Plasma display (provided in Hall only) <input type="checkbox"/> Screen <input type="checkbox"/> Whiteboard <input type="checkbox"/> Piano (provided in Hall only) <input type="checkbox"/> Stage banner gallows (4.9m/16feet (provided in Hall only) <input type="checkbox"/> _____ units of multi-purpose elevated platforms (provided in Hall only) <input type="checkbox"/> *1/2/3 nos. of notice stands |
| Dressing Rooms (Male/Female) (with air-conditioning) | | | |
| Conference Room (with air-conditioning) | | | |
| Notice : <u>No parking</u> is provided in Henry G. Leong Yaumatei Community Centre and Mong Kok Community Hall. | | | |

Hirers should deploy their own technicians to operate the PA system.

* Please delete as appropriate.

6. Venue/Equipment Requirement - Applicable to booking of Multi-purpose Hall of Henry G. Leong Yaumatei Community Centre

(* - Delete as appropriate; - √ if required; _____ - insert no.)

(A) General requirements

| Items | Requirements | Remarks |
|--------------|---|--|
| 1. Venue | <input type="checkbox"/> 1/F Hall <input type="checkbox"/> 3/F Balcony <input type="checkbox"/> Dressing Rooms | - Participant capacity of 1/F Hall: 400 persons. - Participant capacity of 3/F Balcony: 176 (including no more than 10 standing staff) - Seating capacity of 1/F Hall: 360 movable seats. - Seating capacity of 3/F Balcony: 162 fixed seats and 4 wheelchair spaces. |
| 2. Furniture | <input type="checkbox"/> Stackable chair: _____ (max. 360) <input type="checkbox"/> Folding table: _____ (max: 20) <input type="checkbox"/> Exhibition board: _____ (max. 10) <input type="checkbox"/> A1 display stand: _____ (max. 2) <input type="checkbox"/> A4 display stand: _____ (max. 2) | - Hirers shall set up the venue by themselves and be responsible to clear up the venue as well as put back the furniture items to their original locations. |

(B) Lighting

| Items | Requirements | Remarks |
|------------------------|---|--|
| 1. Standard lighting | <input type="checkbox"/> | - 5 standard lighting settings available. - The standard settings should not be altered. |
| 2. Production lighting | <input type="checkbox"/> | - Hirers are required to commission qualified personnel to operate the lighting equipment (Please refer to paras. (23) to (26) in Annex A(III)). |
| 3. Followspot | <input type="checkbox"/> * 1/2 | |
| 4. Equipment by hirer | <input type="checkbox"/> Console <input type="checkbox"/> Dimmer <input type="checkbox"/> Lights <input type="checkbox"/> Others (please specify): _____ | - Please refer to paras. (22) & (27) in Annex A(III). - Power plugs should comply with 13 Amp British standard. |

(C) Sound (Please note that if hirers bring in their own sound control console, the following sound facilities will not be available for use)

| Items | Requirements | Remarks |
|-----------------------|---|--|
| 1. PA system | <input type="checkbox"/> House system <input type="checkbox"/> Wireless handheld mic set: _____ (max. 7) <input type="checkbox"/> Wireless clip mic set: _____ (max. 7) <input type="checkbox"/> Table mic stand: _____ (max. 4) <input type="checkbox"/> Floor mic stand: _____ (max. 5) <input type="checkbox"/> Portable system <input type="checkbox"/> Microphone: _____ (max. 2) <input type="checkbox"/> Wireless handheld mic set: _____ (max. 2) <input type="checkbox"/> Wireless *clip / head mic set (1 set available) <input type="checkbox"/> Brought-in (please fill in Item 2) | - Hirers are required to commission qualified personnel to operate the sound control console (Please refer to paras. (23) & (24) in Annex A(III)). |
| 2. Equipment by hirer | <input type="checkbox"/> Console <input type="checkbox"/> Audio equipment (please specify) _____ | - Please refer to paras. (22) & (27) in Annex A(III). |

(D) Other equipment

| Items | Requirements | Remarks |
|--------------------------------------|---|--|
| 1. LCD projector and electric screen | <input type="checkbox"/> 1 set only <input type="checkbox"/> VGA port for computer (computer by hirer) | |
| 2. DVD player | <input type="checkbox"/> 1 no. | - Hirers shall not connect the house DVD and DVD sound recorder to their brought-in audio/video equipment |
| 3. Stage banner gallows | <input type="checkbox"/> 1 set | - 6.1 m / 20 ft ² in length |
| 4. 17" LCD monitor | <input type="checkbox"/> *1/2 no. | |
| 5. Upright piano | <input type="checkbox"/> 1 no. | - No brought-in piano allowed. |
| 6. Equipment provided by hirer | Please specify _____ _____ _____ _____ | - No additional electric appliances and equipment are to be installed unless prior permission from YTMDO has been obtained (para. (22) in Annex A(III)). |

7. I hereby declare that I/and the co-organiser* belong to the following groups of organisations. (* Please delete as appropriate)

Applicant Co-organiser (Please ✓ the appropriate box)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Government departments |
| <input type="checkbox"/> | <input type="checkbox"/> | Subvented welfare agencies |
| <input type="checkbox"/> | <input type="checkbox"/> | Subvented educational institutions, subvented schools and non-profit making schools |
| <input type="checkbox"/> | <input type="checkbox"/> | Offices of Legislative Councillors/District Councillors |
| <input type="checkbox"/> | <input type="checkbox"/> | Charitable institutions or trusts of a public character which are exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap.112), such as Pok Oi Hospital, Yan Oi Tong, etc (Note: Please submit valid supporting documents.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-profit making organisations which are – <ul style="list-style-type: none"> • registered under the Societies Ordinance (Cap.151); or • incorporated under the Companies Ordinance (Cap.32) and their Constitution or Memorandum of Association specifically provides that members do not take any share of the profits or any share of the assets upon dissolution (Note: Please submit valid supporting documents or company constitutions.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Local committees/organisations recognised by the Government, such as District Youth Programme Committees, District Fight Crime Committees, mutual aid committees, rural committees, kaifong welfare associations, owners' corporations, owners' committees, etc. |

If there are more than one co-organisers, please use a separate sheet to list out the groups of organisations they belong to as required above.

I understand that in applying for exemption for payment of charges, the applicant and the co-organiser (if any) should satisfy the conditions set down in Annex A(I)/Annex B(I) and should not make any profit from the activity.

8. Declaration

I hereby certify that I have read and agreed to observe the conditions and regulations for using the above venues and facilities as set out in the Annexes mentioned above.

Official stamp of organisation

Signature :

Name :

Position :

Date :

Notes :

- 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 of YTMDO (address : 6/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon).