

HOME AFFAIRS DEPARTMENT YUEN LONG DISTRICT OFFICE
YUEN LONG TOWN EAST COMMUNITY HALL
Application Form for Hiring Partitioned Areas in the Multi-purpose Hall

Note:

- Information provided in this form will be used for application assessment, result notification, utilisation rate calculation, collection of charges (if any) and record purposes.
- Before submitting the form, please read the “*Guidelines and Conditions on Hiring Partitioned Areas in the Multi-purpose Hall in Yuen Long Town East Community Hall*”.

Yuen Long Town East Community Hall – Multi-purpose Hall

(Please put a “✓” the appropriate box)

A. Front portion (stage included) *(Minimum no. of users: 5)	B. Rear portion *(Minimum no. of users: 5)

☐ Male Dressing Room ☐ Female Dressing Room ☐ Stage Meeting Room

*Dressing Room (Male/Female) and Stage Meeting Room available for hirer of Area A only.

1. Applicant Organisation

Name (Chinese): _____

(English): _____

Office address: _____

Tel. no.: _____ Fax no.: _____

Name of contact person: _____ Tel. no.: _____ (Office hours) _____ (Non-office hours) _____

2. Joint Organiser/Co-organiser (if any)

Name (Chinese): _____

(English): _____

Office address: _____

Tel. no.: _____ Fax no.: _____

3. Booking Details

Period for block booking: _____ to _____ 20____ (Every Wednesday)

Timeslot: ☐ 7 a.m. to 8 a.m. ☐ 8 a.m. to 10 a.m. ☐ 10 a.m. to 12 noon
☐ 12 noon to 2 p.m. ☐ 2 p.m. to 4 p.m. ☐ 4 p.m. to 6 p.m.
☐ 6 p.m. to 8 p.m. ☐ 8 p.m. to 10 p.m.

4. Description of the Proposed Function

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

Name of function (Chinese): _____

(English): _____

Objective(s) of function: _____

Service target : _____ Estimated no. of participants: _____

Fee charging Yes ☐ No ☐ \$ _____

If yes, please state the amount chargeable per head.

5. Facilities Applied for

(For materials 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 (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 “✓” the materials/equipment applied for and specify the quantity.)

* Priority use for hirer of Area A

Equipment*			
<input type="checkbox"/> ___ folding table(s)	<input type="checkbox"/> ___ stackable chair(s)	<input type="checkbox"/> ___ exhibition panel(s)	<input type="checkbox"/> ___ mic stand(s) (floor)
<input type="checkbox"/> Audio equipment	<input type="checkbox"/> Stage lighting equipment	<input type="checkbox"/> Piano	<input type="checkbox"/> ___ mic stand(s) (table)
<input type="checkbox"/> ___ wired microphone(s)	<input type="checkbox"/> ___ wireless microphone(s)	<input type="checkbox"/> Projector and screen	<input type="checkbox"/> ___ table tennis table(s) with net(s)
<input type="checkbox"/> ___ mattress(es)	<input type="checkbox"/> White board	<input type="checkbox"/> Motorised stage flying bar	<input type="checkbox"/> ___ badminton pole(s) with net(s)
<input type="checkbox"/> LCD display monitor	<input type="checkbox"/> ___ score stand(s)	<input type="checkbox"/> ___ headset microphone(s)	<input type="checkbox"/> ___ clip-on microphone(s)

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 ✓ 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 organisation	Joint organiser/ co-organiser	(Please put a “✓” 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 West Legislative Councillors or Yuen Long District Councillors
<input type="checkbox"/>	<input type="checkbox"/>	4. Charitable institutions
<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

(Note: Please submit valid supporting documents and relevant charters)

We understand that in applying for exemption from payment of charges, the applicant organisation and the joint organiser/co-organiser (if any) should satisfy the conditions set out in Annex II to the “Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Yuen Long (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.

We hereby declare that all the above information given by us and the joint organiser(s)/co-organiser(s) (if any) is true and correct and that we have read and agreed to observe the 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 (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 “Guidelines and Conditions on Hiring Partitioned Areas in the Multi-purpose Hall in Yuen Long Town East Community Hall”.

Official chop of
applicant organisation

Signature : _____
Name of person-in-charge of applicant body/organisation : _____
Position : _____
Date : _____

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