

APPLICATION FOR USE OF FACILITIES IN KOWLOON CITY DISTRICT

Serial No. _____

To: Officer in charge: _____ Kowloon City District Office

(Guidelines and Conditions on Application for the Use of Facilities in Kowloon City District – refer to “Guidelines”)

Apply for (Note: Please put a “✓” in the appropriate box / *Delete as appropriate)

<input type="checkbox"/> Hung Hom Community Hall UG/F & 1/F, Kowloon City Government Offices, 42 Bailey Street, Hung Hom, Kowloon		<input type="checkbox"/> Kai Tak Community Hall Kai Tak Community Hall, 3 Concorde Road, Kai Tak, Kowloon	
Venue	Air-Conditioning	Venue	Air-Conditioning
<input type="checkbox"/> Multi-purpose hall/Badminton Court *	<input type="checkbox"/>	<input type="checkbox"/> Multi-purpose hall/Badminton Court *	<input type="checkbox"/>
<input type="checkbox"/> Dressing Rooms (Male/Female)	<input type="checkbox"/>	<input type="checkbox"/> Dressing Rooms (Male/Female)	<input type="checkbox"/>
<input type="checkbox"/> Conference Room	<input type="checkbox"/>	<input type="checkbox"/> Conference Room	<input type="checkbox"/>
<input type="checkbox"/> Stage Meeting Room	<input type="checkbox"/>	<input type="checkbox"/> Stage Meeting Room	<input type="checkbox"/>
<input type="checkbox"/> Multi-purpose Room	<input type="checkbox"/>		
<input type="checkbox"/> Arrange removal of partitions between Conference Room and Stage Meeting Room		<input type="checkbox"/> Arrange removal of partitions between Conference Room and Stage Meeting Room	

1. Applicant

Name: (English) _____
 Address: _____
 Fax No.: _____ Tel. No.: _____

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

Name: (English) _____
 Address: _____
 Fax No.: _____ Tel. No.: _____

3. Description of function to be held (Each application is for applying one function only)

Type of Function : Large Scale(at least 100 participants) Class Others

Name of function: _____

Date : _____

Time : From a.m./ p.m.* _____ to a.m./ p.m.* _____

Objectives : _____

Nature of Function: Mass Variety Function/Ceremony Meeting/ Seminar Course/ Training
 Rehearsal Others, please specify: _____

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

Charges to participants/ audience Yes HKD\$ _____ per person No

If fee-charging function has been exempted from charges, the applicant must submit a post-activity statement of account (see Annex II & III of the Guidelines) within one month after conclusion of the activity, otherwise 5 demerit points will be given.

4. Facilities applied for

(Please specify quantity/ “✓” the appropriate box(es). Subject to actual situation and the KCDO reserves the right to make final decision on the related matters)

Venues	Hung Hom Community Hall	Kai Tak Community Hall
Multi-purpose Hall/ Badminton Court	<input type="checkbox"/> Chair () pcs (max. 450) <input type="checkbox"/> Folding table () pcs (max. 20) <input type="checkbox"/> White board (max. 1) <input type="checkbox"/> Projector & screen <input type="checkbox"/> DVD player <input type="checkbox"/> Stage lighting system <input type="checkbox"/> Wired handheld microphone () pcs (max. 4) <input type="checkbox"/> Wireless handheld microphone () pcs (max. 6) <input type="checkbox"/> Wireless lavalier microphone () pcs (max. 6) <input type="checkbox"/> Wireless headset microphone () pcs (max. 6) <input type="checkbox"/> Stage banner gallows (Applicant is advised to hire professionals for the operation as it involves working-at-height) <input type="checkbox"/> Upright piano <input type="checkbox"/> Movable display board () pcs (max. 10) <input type="checkbox"/> Choir stands () pcs (max. 3) <input type="checkbox"/> 17” LCD monitor <input type="checkbox"/> Badminton stand & net () sets (max. 2) <input type="checkbox"/> Table tennis table & net () sets (max. 4)	<input type="checkbox"/> Chair () pcs (max. 450) <input type="checkbox"/> Folding table () pcs (max. 15) <input type="checkbox"/> White board (max. 1) <input type="checkbox"/> Projector & screen <input type="checkbox"/> DVD player <input type="checkbox"/> Stage lighting system <input type="checkbox"/> Wired handheld microphone () pcs(max. 3) <input type="checkbox"/> Wireless handheld microphone () pcs (max. 4) <input type="checkbox"/> Wireless microphone () pcs (max. 4) <input type="checkbox"/> Wireless headset microphone () pcs (max. 4) <input type="checkbox"/> Stage banner gallows <input type="checkbox"/> Upright piano <input type="checkbox"/> Movable display board () pcs (max. 10) <input type="checkbox"/> Badminton stand & net () sets (max. 2) <input type="checkbox"/> Table tennis table & net () sets (max. 4)
Conference Room	<input type="checkbox"/> Chair () pcs (max. 30) <input type="checkbox"/> Folding table () pcs (max. 5) <input type="checkbox"/> White board (max. 1) <input type="checkbox"/> Projector & screen	<input type="checkbox"/> Chair () pcs (max. 25) <input type="checkbox"/> Folding table () pcs (max. 4) <input type="checkbox"/> White board (max. 1) <input type="checkbox"/> Projector & screen <input type="checkbox"/> PA system with 2 wireless microphones
Multi-purpose Room	<input type="checkbox"/> Chair () pcs (max. 50) <input type="checkbox"/> Folding table () pcs (max. 3) <input type="checkbox"/> Stand-alone PA system with 2 wired microphones & 2 wireless microphones	
Stage Meeting Room	<input type="checkbox"/> Chair () pcs (max. 20)	<input type="checkbox"/> Chair () pcs (max. 20) <input type="checkbox"/> Table () pcs (max. 2) <input type="checkbox"/> White board (max. 1) <input type="checkbox"/> Projector & screen <input type="checkbox"/> PA system with 2 wireless microphones

5. Application for exemption from payment of charges: Yes No

6. Declaration and Consent of the Applicant

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

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

(*Note: Please submit valid supporting documents or the organization's constitution*)

(*If more than one joint organizer(s)/co-organizer, please use a separate sheet to list out their groups of organizations 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 for payment of charges, the applicant and the joint organizer/co-organizer (if any) should satisfy the conditions set out in the Guidelines above 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 the conditions for use of the above facilities as set out in the Guidelines and the Annexes. 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. (Details of the demerit points system are at Annex III of the Guidelines)

Official stamp of applicant

Signature : _____
Name : _____
Position : _____
Date : _____

The personal data provided in this form will be used for processing of applications for use of facilities in Kowloon City District. 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, Kowloon City District Office, 8/F., Kowloon City Government Offices, 42 Bailey Street, Hung Hom, Kowloon, Hong Kong.
