

APPLICATION FOR USE OF FACILITIES IN KOWLOON CITY DISTRICT

Serial No. _____

To: Officer in charge: Special Duties Team 1

(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 Please refer to clause 4(f) & (g) of the Guidelines.	<input type="checkbox"/>	<input type="checkbox"/> Conference Room	<input type="checkbox"/>
<input type="checkbox"/> Stage Meeting Room Please refer to clause 4(f) & (g) of the Guidelines.	<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"/> Partitioned Multi-purpose Hall sub-divided into front portion/rear portion* for applications on every Wednesday from 11 am to 4 pm	<input type="checkbox"/>	<input type="checkbox"/> Partitioned Multi-purpose Hall sub-divided into front portion/rear portion* for applications on every Wednesday from 11 am to 4 pm	<input type="checkbox"/>

Please refer to clause 4(c)-4(e) of the Guidelines for the partitioned multi-purpose hall.

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. Application for exemption from payment of charges: Yes No

I hereby declare that I/ and joint organizer(s)/co-organizer(s) belong to the following groups of organizations
(If more than one joint organizer(s)/co-organizer, please use a separate sheet to list out their groups of organizations as required above.)

Applicant

Joint
organizer/Co-or
ganizer

- | | | | |
|--------------------------|--------------------------|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Subvented welfare agencies | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Subvented educational institutions, subvented schools or non-profit making schools | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Offices of the Legislative Councillors and District Councillors | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Charitable organizations | } (Note: Please submit valid supporting documents or the organization's constitution) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Non-profit making organizations | |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Local committees recognized by the Government | |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Government Departments | |

5. 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)

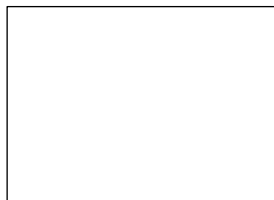
Venues	Hung Hom Community Hall	Kai Tak Community Hall
Multi-purpose Hall/ Badminton Court	<input type="checkbox"/> Chair () pcs (max. 450) <input type="checkbox"/> Folding table () pcs (max. 20) <input type="checkbox"/> White board (max. 1) <input type="checkbox"/> Projector & screen <input type="checkbox"/> 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

Remarks:

(1) I understand 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.

(2) I hereby declare that all the above information given by me is true and correct and that I have read and agreed to observe the conditions for use of the above facilities as set out in the Guidelines and the Annexes. I will strictly abide by the Guidelines, failing which demerit points will be given. (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.
