

Notice

Reopening of Leighton Hill Community Hall

Leighton Hill Community Hall (“LHCH”) will be reopened for public use starting from 2 June 2023, except for the stage of the hall which is currently under maintenance. Application details are as follows:

- Applicant organisations which **have submitted** their applications for using LHCH **between 2 June and 30 September 2023**, Wan Chai District Office (“WCDO”) will notify them of the application results in writing as soon as possible.
- Applicant organisations intending to use LHCH in the **non-assigned time slots between 2 June and 30 September 2023**, should submit their duly completed application forms **3 months** prior to the intended date of use or **at least 3 weeks** before the function date. Please refer to paragraphs 2.3 and 2.4 of the Guidelines on the Use of the LHCH (“Guidelines”) for details.
- Applicant organisations intending to use LHCH **in the time slots on 1 October or thereafter**, should follow the general procedures to submit their applications to WCDO during the first 10 days of each quarter (i.e. from the 1st to 10th day of the month for drawing lots) to apply for venues available in the next quarter. For details, please refer to the timetable below and paragraphs 2.1 and 2.2 of the Guidelines.

Months for Submission of Applications and Drawing Lots	Periods for Using the Venue
January	April to June
April	July to September
July	October to December
October	January to March of next year

Applicant organisations can refer to the Guidelines and download the latest application forms by clicking on the hyperlink <https://shorturl.at/dksKV> or scanning the QR code below and submit the duly completed application forms to WCDO.



Should you have any enquiries, please call our staff at 3422 3068.