

NOTICE

Re-opening Arrangement of Siu Sai Wan Community Hall

Siu Sai Wan Community Hall (Address: 15 Siu Sai Wan Road, Chai Wan) will re-open to eligible organisations for use from 16 March 2023 onwards. Eligible organisations can submit application forms for use of the Siu Sai Wan Community Hall from April to August 2023 on 1 – 3, 6 & 7 March 2023 to Community Affairs Team 2 of Eastern District Office (EDO). If there is more than one eligible applicant applying for the same time session, EDO will decide the hiring arrangement of the session by means of ballot.

2. For applications for use of Siu Sai Wan Community Hall from 16 March 2023 to 31 March 2023, EDO will accept open applications at 9:30am on 8 March 2023 in accordance with paragraph 4 “Arrangement for sessions not yet hired” of Annex III of “Guidelines on hiring a Community Hall/Community Centre (CH/CC) and its facilities (Revised Edition) in Eastern District”. Eligible applicants must submit in person the duly completed designated application form to Community Affairs Team 2. Allocation will be on first come first served basis. Eligible applicant may apply for seven sessions at most in a month, amongst which the sessions on Saturday and Sunday shall not be more than two. Everything shall be subjected to the records of EDO and no objection shall be raised.

3. For details of the latest booking arrangement of Siu Sai Wan Community Hall, please refer to **Annex I**. For the “Guidelines on hiring a Community Hall/Community Centre (CH/CC) and its facilities (Revised Edition) in Eastern District”, please browse the website of Home Affairs Department at https://www.had.gov.hk/en/public_services/community_halls_centres.htm

4. Should you have any enquiry, please contact the Community Affairs Team 2 of Eastern District Office at 3427 3533.



Eastern District Office
24 February 2023

Encl.: Annex I Special Arrangement for the Hire of Siu Sai Wai Community Hall

Special Arrangement for the Hire of Siu Sai Wan Community Hall
(Only applicable for bookings from 16 March 2023 to 31 August 2023)

(I) Submission of application forms, date of drawing lots and the application for unoccupied periods

Date	Functions
1 – 3, 6 & 7 March 2023 (Wednesday to Friday, Monday and Tuesday)	Submission of the application forms from April to August 2023 by email or in person.
8 March 2023 (Wednesday) (9:30 am)	Submission of the application forms in person for 16 March 2023 to 31 March 2023. Allocation will be on first come first served basis.
20 March 2023 (Monday) (2:30 pm)	If more than one applicant applying for the same time session to use the facilities in April 2023, Community Affairs Team 2 will hold a ballot on 20 March 2023 to decide which eligible district organization will be granted the right to use the facilities.
27 March 2023 (Monday) (9:30 am)	Submission of the application forms in person for unoccupied periods of April 2023. Allocation will be on first come first served basis.
3 April 2023 (Monday) (2:30 pm)	If more than one applicant applying for the same time session to use the facilities from May to August 2023, Community Affairs Team 2 will hold a ballot on 3 April 2023 to decide which eligible district organization will be granted the right to use the facilities.
27 April 2023 (Thursday) (9:30 am)	Submission of the application forms in person for unoccupied periods from May to August 2023. Allocation will be on first come first served basis.

(I) Contact information of the Community Affairs Team 2 of Eastern District Office

Address of Community Affairs Team 2 of Eastern District Office	Office Hours	Telephone Enquiry	Email Address
1/F, 7 Fook Yum Road, Causeway Bay	<u>Monday – Friday</u> Morning : 9:00 am – 1:00 pm Afternoon : 2:00 pm – 6:00 pm	3427 3533	chcc_ecw@had.gov.hk