Guidelines on hiring a Community Hall/Community Centre (CH/CC) and its facilities in Eastern District (Revised Edition) [as at November 2026]

1. *Eligibility criteria*

For details of the eligibility criteria for hiring Eastern District Community Hall/Centre and its facilities, please refer to Annex II.

2. *Procedure for application/payment of charges*

(a) An applicant should submit, at least four weeks in advance, a completed application form (in duplicate) to the related CH/CC, setting out the joint organizer/co-organizer (if any), the purpose and the programme of the proposed activities. If an applicant and his joint organizer/co-organizer (if any) meet the conditions for waiver of charges listed in Annex I, he should make the application for that altogether when he submits the application form.

(b) Application forms are obtainable at the CHs/CC or Eastern District Office and can also be downloaded at the homepage of Home Affairs Department (www.had.gov.hk).

(c) For the number of persons to use the multi-purpose hall/conference room of the CHs/CC, please refer to Annex II.

(d) An applicant will be informed in writing of the outcome of his application as soon as possible. Any addition of joint organizer/co-organizer or change of the joint organizer/co-organizer in the application form is not permitted without approval. If there is any addition or change to the joint organizer/co-organizer in the application form, the applicant shall at 14 working days before the date of the activity, submit in writing to the related District Office to apply for approval. Any addition or change to the joint organizer/co-organizer, whereby causing the applicant to be disqualified from being exempted from payment of charges for hiring the venue or facilities, the applicant shall be at any time responsible for paying the government the charges needed (even though exemption has been awarded).

(e) On approval of the application, a Demand Note for the settlement of the charges will be sent to an applicant if payment is required.

(f) An applicant should settle the Demand Note as soon as possible with any of the payment methods stated therein. The receipted Demand Note will serve as a permit for use of the facilities and should be presented to the Officer-in-charge of the CH/CC before the scheduled activities can commence. No cash should be handed to any officers of the CHs/CC.

(g) An applicant shall be refused the use of the facilities if the receipted Demand Note or the letter of approval (where payment has been exempted) cannot be produced at the venue.

(h) If an applicant intends to cancel the activity, he should give such notice seven working days before the commencement of the activity. Arrangement will be made later on for the applicant to get refunded for the sum he paid by means of the receipted Demand Note.

(i) If the venue has to be reserved for departmental use under emergency relief arrangement: for example, to accommodate typhoon victims, shelter seekers when the facility is turned into a temporary cold/heat shelter, an applicant so affected will be informed as soon as possible. Any payment made will be refunded on production of receipted Demand Note.

(j) If an applicant fails to turn up without the notification required by (h) above, any amount paid will be forfeited. The cancellation of activity by the applicant for several times may affect the application in the future.

(k) If a fee-charging activity has been exempted from charges, an applicant must submit a self-certified statement of account (at **Annex I**) within one month after conclusion of the activity to prove that no profit has been made from the activity. If an applicant is found not eligible for waiver of charges after such waiver has been granted, he will be required to pay back the exempted charges. An applicant needs not attach any bills and supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, an applicant must retain the bills and supporting documents for the activity for two years. Production of such bills and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check in the future. If the applicant fails to provide the receipts/supporting documents to District Office for inspection upon request, it will be required to pay back the exempted charges.

3. *Rules and conditions to be followed by the applicant*

(a) Compliance 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:

(i) The applicant shall declare and ensure that no acts or activities which are likely to constitute or are 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, shall be engaged in the part(s) of the CHs/CC hired by the applicant.

(ii) The applicant shall further declare and ensure that all acts and activities engaged in the part(s) of the CHs/CC hired by the applicant shall comply with the laws inforce in the HKSAR.

(iii) Conduct which may endanger national security or breach other laws in force in the HKSAR will be reported to the law enforcement agencies.

(b) To ensure fire safety, the following rules and conditions shall be followed by an applicant:

i. <u>For both indoor and outdoor activities</u>

- The premises is used for the designated activity/function.
- No change is made to the structural design or layout of the premises that will increase the designated capacity or cause escape difficult in the event of emergency.
- No decoration of readily combustible materials is used.
- Chairs, if provided for audience, should be battened together in groups of not less than four and not more than fourteen per row.
- The power supply cable should be so located that it will not constitute a hazard to the audience/participants.
- No scenery or decorations of readily combustible nature should be erected on the stage.
- No hydrogen-filled balloon of readily combustible nature should be hanged on site.
- All exit doors shall remain unlocked.
- All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.

ii. <u>For outdoor activities</u>

- The stage, if any, should be substantially constructed to such a safety standard as required by the Buildings Department/Architectural Services Department and sited at least 6m from other buildings.
- Only electric lighting should be used for illumination purpose.
- Mill barriers should be set up to bar off audience/participants from the performing area, public address system. and lighting control booth.
- One 9-litre water/CO_2 fire extinguisher should be provided at the following locations:
  - ✧ at the command post; and
  - ✧ at the main entrance.

(c) The activities must be held in accordance with the programme previously submitted by an applicant.

(d) The applicant shall not post or hang posters, slogans, banners or portraits; conduct auction, fund-raising or sales activity, nor allow eating nor animals except guide dogs in the CHs/CC when using the facilities, unless prior approval from the District Office has been obtained. The applicant shall maintain good order and discipline during the activity. Smoking, cooking, lighting of fire or using fireworks, sprinkling powder on the floor are prohibited.

(e) An applicant shall assume responsibility for physical arrangement such as seating, and shall not put any nails or any other materials that are difficult to remove such as lacquer, paints or other similar materials on the walls, furniture and other equipments. An applicant shall be liable to pay for any damage to any equipment, furniture, or structure in the venue.

(f) An applicant shall reinstate the venue and clean up the place after the activity has come to an end.

(g) An applicant may provide its own sound appliance. If audio appliances or lighting facilities are to be used in staging a drama or holding other performance, an applicant should make application for that altogether when he applied for hiring the venue. Upon approval, the applicant should make available an experienced technician or operator to operate the control panel and notify the officer in charge of the CH/CC. An applicant shall assume full responsibility for any damage caused by the activity.

(h) Staff member of the District Office shall have the right to enter, at any time, any part of the CHs/CC used by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances.

(i) In the event of breach of any guidelines, regulations and conditions, in addition to the consequences set out in clause 3(r) below, demerit points will be given for the breach. Demerit points are given for each breach and counted individually, irrespective of whether the breach happened in the same activity. Each breach will attract demerit points ranging from 3 points for “Minor Breach”, 5 points for “Serious Breach” to 10 points for “Very Serious Breach”, depending on the seriousness of the breach. Once an applicant has accrued a total of 10 or more demerit

points within 12 months, he will be banned from booking all CHs/CC and using CHs/CC facilities as joint organizer/co-organizer in the district in the next two quarters or the use of the facilities in CHs/CC may be revoked immediately where circumstances warrant. Details of the Demerit Points System are at **Annex II.**

(j) The Home Affairs Department has entered into licence agreements with Composers and Authors Society of Hong Kong Limited (CASH), Phonographic Performance (South East Asia) Limited and Hong Kong Recording Industry Alliance Limited for the performance of copyright literary and musical works, playing and showing of sound recordings, music videos and karaoke videos controlled or administered by the three licensing bodies at CHs/CC. The applicant does not need to apply for an individual licence from these three copyright licensing bodies if the copyright works to be performed, played and/or shown by it at CHs/CC are controlled or administered by these licensing bodies and its performance, playing and/or showing is not excluded by the relevant licence agreements. The exclusions in the relevant licence agreements are set out at [**Schedule III**]. The applicant shall not hinder, obstruct or prevent these licensing bodies from entering any part of the CHs/CC used by the applicant for the purpose of the licensing body exercising its right of entry (if any) under the relevant licensing agreement.

(k) (i) Subject to clause 3(j), the applicant shall not use (whether by performing, showing or playing or otherwise) any copyright works (including but not limited to lyrics, music, drama, recorded music, music videos, karaoke videos and film) in a CH/CC or any part thereof, unless the applicant has obtained and maintained at its own cost and expense all necessary approvals, permits or licences which may be required or necessary from the relevant copyright owners.

(ii) The applicant shall not, and shall ensure that its authorized users shall not, engage in any performance or do any act which infringes the intellectual property rights or any other rights of any person in the course of using the CHs/CC.

(l) For the purpose of clause 3, "intellectual property rights" refer to patents, trade marks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising), and in each case whether registered or unregistered and including applications for the grant of any such rights.

(m) If the applicant performs, plays and/or shows copyright musical works, the applicant shall complete CASH's "Programme Return Form" and return the duly completed Form to CASH within 30 days from the date of last performance.

(n) The applicant, and its members, partners, employees, contractors, agents and licensees (each a "Related Person" and together "Related Persons" of the applicant) whether as invitees or otherwise, whilst using or present at the CHs/CC are there entirely at their own risk. Neither the Government nor any of its employees, agents or contractors shall be under any liability whatsoever for or in respect of:

(i) any loss of or damage to any of the applicant's property or that of any of his Related Persons howsoever caused (whether by any act, omission, default or negligence of the Government and any of his employees, agents or otherwise); or

(ii) any injury to or death of the applicant or any of his Related Persons (save and except any such injury or death caused by the negligence of the Government or any of his employees or agents),

which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CHs/CC by an applicant or any of his Related Persons.

(o) An applicant shall indemnify and keep the Government fully and effectively indemnified against:

(i) any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the Government (the "Claims**"**); and

(ii) any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the Government may pay or incur as a result of or in relation to any Claims,

which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CHs/CC by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in clause 3*(n)* above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents), and any infringement of intellectual property rights or any other rights of any person.

(p) An applicant shall indemnify and keep the Government fully and effectively indemnified against any loss of or damage to any property of the Government or of any of his employees, agents or contractors or any injury to or death of any employee, agent or contractor of the Government arising out of the negligence of the applicant or any of his

Related Persons.

(q) For the purposes of clauses 3*(n)*, 3*(o)* and 3*(p)*, "Negligence" shall have the same meaning as that assigned to it in section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).

(r) The applicant shall further observe and comply with any additional rules, advice, regulations and special conditions as may be prescribed by the District Offices from time to time in relation to the use of CHs/CC as the circumstances may require and ensure that its employees, agents, co-organisers, contractors and all other persons admitted to the CHs/CC shall also do so.

If the applicant fails to comply with any of the requirements or conditions set out in this document or any additional rules, advice, regulations and special conditions as may be prescribed by the District Offices from time to time, the District Office is entitled to cancel the confirmed booking, terminate the use of the CHs/CC with immediate effect and forfeit any payment made by the applicant in relation to the use of the CHs/CC. The applicant shall vacate the CHs/CC immediately under such circumstances.

Without prejudice to the generality of the foregoing, the District Office has the authority to interpret and make exceptions to the regulations and conditions contained herein.

(s) Expiry of the approved period of use of the CHs/CC shall be without prejudice to any of the regulations or conditions contained herein that are capable of being observed or performed notwithstanding such expiry (including but not limited to clauses 3*(o)* and 3*(p)*) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.

Rates of Charges and Exemption from Payment of Charges for Use of Eastern District Community Halls / Community Centre (Revised Edition)

Details of the Exemption

(1) The facilities may be made available to other Government departments and this Department free of charge.

(2) Organisations belonging to one of the following groups may be completely exempt from charges for using the facilities for non-profit making activities-
  (i) subvented welfare agencies;
  (ii) subvented educational institutions, subvented schools and non-profit making schools;
  (iii) Offices of the Legislative Council members and District Council members;
  (iv) Charitable institutions or trust of a public character which are exempt from tax under section 88 of the Inland Revenue Ordinance (Cap.112);
  (v) Non-profit making organisations which are registered under the Societies Ordinance (Cap. 151); or incorporated under the Companies Ordinance (Cap. 622)/the Predecessor Ordinance (i.e. Companies Ordinance (Cap. 32)); and their Constitutions or Memoranda of Association specifically provide that members do not take any share of the profits or any share of the assets upon dissolution;
  (vi) local committees/organisations recognised by the Government, such as District Youth Community Building Committees, District Youth Development and Civic Education Committees, District Fight Crime Committees, District Fire Safety Committees, Area Committees, Care Teams, Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, etc.

(3) Candidates standing for election to the Legislative Council, the Election Committee Subsectors and the District Councils may be given total exemption if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

New Rates of Charges for Use of Facilities in Community Halls / Community Centre (With effect from : 1.3.2026)

Facilities	*Rate (per hour)*
Multi-purpose Hall - basic charge	$120
Multi-purpose Hall - air-conditioning charge	Please refer to the rates of air-conditioning charges of the following multi-purpose halls
(i) Hing Wah Community Hall	$115
(ii) Yue Wan Community Hall	$115
(iii) Causeway Bay Community Centre	$185
(iv) Aldrich Bay Community Hall	$155
(v) Quarry Bay Community Hall	$185
(vi) Siu Sai Wan Community Hall	$185
(vii) North Point Community Hall	$185
Multi-purpose Hall - using the lighting panel	$24
Dressing Room (Male or Female) - basic charge	$11
Dressing Room (Male or Female) - air-conditioning charge	$10
Conference Room - basic charge	$56
Conference Room - air-conditioning charge	$13
Badminton Court - basic charge	$90
Badminton Court - air-conditioning charge	Same as air-conditioning charges of multi-purpose halls

Eastern District Office
Detailed Guidelines & Supplements on the Use of Facilities in
Eastern District Community Halls/Centre

1. Eligibility of application

(1) An applicant and the joint organizer/co-organizer, if any, must be formally registered in the Hong Kong Special Administrative Region, such as a company, society, office of member of the Legislative/District Council, local organization, local committee, welfare agency or school, etc. The applicant and the joint organizer/co-organizer, if any, must submit to Eastern District Office (EDO) a copy of the related registration document (such as the society registration certificate issued by the Licensing Office of the Hong Kong Police Force or the letter of approval for taxation exemption issued under Section 88 of the Inland Revenue Ordinance, etc.) and a name list of the major persons in charge of the organization (such as Chairman, Secretary and Treasurer, etc.). If necessary, EDO may request the applicant to submit other related documents (such as minutes of meeting, etc.) for verification.

(2) If the registered address of an applicant and the joint organizer/co-organizer, if any, **is located** within the Eastern District, Hong Kong (based on the District Council Boundary), the applicant can make application for hiring the facilities of Eastern District Community Hall/Centre in accordance with paragraph 3 "Lots drawing procedure" and paragraph 4 "Arrangement for sessions not yet hired" of this Annex.

(3) If the registered address of an applicant and the joint organizer/co-organizer, if any, **is not located** within the Eastern District, Hong Kong (based on the District Council Boundary), the applicant shall make application for hiring the facilities of Eastern District Community Halls/Centre in accordance with paragraph 4 "Arrangement for sessions not yet hired" of this Annex.

(4) Application from commercial organizations shall not be accepted. However, the District Officer (Eastern) may at his discretion approve the application from commercial organizations. But the proposed activities must clearly be in the public interest and be the concern of the community groups within the district and the provision of venue by community hall/centre is greatly conducive to promoting the attendance and participation of the community groups in the district.

2. Application procedure

2.1 Application Form

(5) An applicant must, before the deadline of the application, submit the completed designated application form by email, by post or in person to EDO for processing (only scanned true copy application form will be accepted by e-mail. Application by fax will not be entertained). The application form must list the name of the community halls/centre chosen and the purpose of the activity with the details of the related activity. Detailed information will be helpful to EDO in assessing the application.

Location for submitting the application form

Community Affairs Team 2, Eastern District Office,
1/F, Causeway Bay Community Centre, 7 Fook Yum Road,
Causeway Bay

(6) An applicant must specify in the application form if the activity to be held will charge fees (including all forms of fees) from the participants. If it is a fee charging activity, the fee charged on each participant has to be specified and the particulars (such as poster and publicity leaflet, etc.) of the activity have to be submitted to EDO, as the latest, 30 days before the activity is held.

2.2 Application time limit

(7) Applicants meeting the requirements set out in paragraphs 1(1) and (2) above may submit an application according to the following schedule. If there is more than one eligible applicant applying for the same time session, a lots drawing session will be conducted in accordance with the procedures in paragraph 3(13).

Month of Hire	Date of Submitting Applications	Date and Time of Lots Drawing Session	Date and Time of Submitting Applications for Sessions Not Yet Hired
January to February	The first five working days of September of the preceding year	The 1st working day of October of the preceding year (2:30 pm)	The 16th working day of October of the preceding year (9:30 am)
March to April	The first five working days of November of the preceding year	The 1st working day of December of the preceding year (2:30 pm)	The 16th working day of December of the preceding year (9:30 am)
May to June	The first five working days of January of the same year	The 1st working day of February of the same year (2:30 pm)	The 16th working day of February of the same year (9:30 am)
July to August	The first five working days of March of the same year	The 1st working day of April of the same year (2:30 pm)	The 16th working day of April of the same year (9:30 am)
September to October	The first five working days of May of the same year	The 1st working day of June of the same year (2:30 pm)	The 16th working day of June of the same year (9:30 am)
November to December	The first five working days of July of the same year	The 1st working day of August of the same year (2:30 pm)	The 16th working day of August of the same year (9:30 am)

Example: If an applicant intends to use the facilities of a community hall/centre in Eastern District on 18 January 2016 to hold an activity, the applicant may submit the application in September 2015 the earliest. The application form must bear the signature of the responsible person and the chop of the organization to be valid.

(8) Except as otherwise provided in paragraph 2.2(7), generally the application for hiring community halls/centre in Eastern District shall be submitted one month in advance to EDO. For those activities which are free of charge, EDO may at its discretion consider an application which is submitted less than one month in advance, but in whatever case it must be submitted not less than five working days before the date of using the facilities. Such discretion does not apply to a fee charging activity (including those charged activities which intend to apply for exemption from payment of charges for

using the facilities of the community halls/centre).

(9) Each and every owners' corporation (OC) and owners' committee (OCom) in Eastern District:

(i) Subject to compliance with paragraphs 2.2(7)-(8) above, is granted priority **once** per year (up to two sessions on the same day) for hiring the facilities of community halls/centre in the Eastern District to hold a general meeting. That said, this priority will not apply if the general meeting is held in conjunction with other activities (e.g. social gatherings). Such priority is also not applicable to "sessions not yet hired"; and

(ii) Can hire under a pilot scheme and on a first-come, first-served basis, sessions at selected community halls/centre dedicated for OCs and OComs to hold general meetings. Applications must be submitted to EDO at least one month in advance. Please refer to Annex III for details.

(10) EDO will regularly post information on the notice board on the 1/F of the Causeway Bay Community Centre regarding the submission of application forms, the dates of lots drawing sessions and application for sessions not yet hired.

2.3 Time frame of hiring session

(11) All applicants must abide by the following provisions unless prior permission from EDO has been obtained:

(i) application should be made according to the following time sessions:
(a) 9:00 am – 1:00 pm
(b) 1:00 pm – 6:00 pm
(c) 6:00 pm – 10:00 pm

(ii) usage less than four or five hours shall be counted as one full session.

(iii) with the exception of government departments, all applicants submitting application under paragraph 1(2) above may apply for a maximum of seven time sessions each month, with no more than two sessions on Saturdays and Sundays.

3. Lots drawing procedure

(12) In accordance with the provision of paragraph 2.3(11)(iii) above, an eligible applicant may be granted priority to apply for a maximum of seven time sessions each month, with no more than two sessions on Saturdays and Sundays. Following the application deadline, should more than one applicant apply for the same time session at the same community halls/centre, EDO will determine the hiring arrangement of the session by drawing lots. If an applicant withdraws the application to hire the community halls/centre prior to the lots drawing session, they must notify EDO in writing as soon as possible. Successful applicants will be permitted to use the facilities of the selected community halls/centre. If only one eligible applicant applies for a specific session, no lots drawing will be conducted for that session. Unsuccessful applicants are required to select other available time sessions on a first-come, first-served basis according to the arrangement of "sessions not yet hired" as detailed in paragraph 4 of this guidelines.

(13) The lots drawing session will generally be held on **the first working day of each even-numbered months during the year**, subject to the announcement by EDO. **Starting from April 2026, EDO will no longer require all applicants to attend the lots drawing session in person**. The applicant may, if necessary, send one representative to observe the lots drawing process. EDO will not issue separate notification of the date, time and venue of the lots drawing. In the event that Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal is issued by the Hong Kong Observatory on the day of lots drawing, the lots drawing session will be cancelled and postponed to the same time and venue on the following working day. EDO will notify the applicants separately if the lots drawing session needs to be rescheduled due to other reasons.

(14) Upon completion of the lots drawing, the list of successful applicants will be posted on the notice board on the 1/F of the Causeway Bay Community Centre. EDO will notify the successful applicants in writing or by email (applicable to applications submitted by email) as soon as possible. Information on sessions not yet hired will be displayed at the notice board on the 1/F of the Causeway Bay Community Centre and uploaded to the Home Affairs Department website.

4. Arrangement for sessions not yet hired

(15) For the sessions not yet hired after the lots drawing (including the stage meeting room), EDO will accept open applications on the 16th working day of the month of lots drawing (October and December of the preceding year; February, April, June and August of the prevailing year). An eligible applicant must submit **in person** the duly completed designated application form to the Community Affairs Team 2 of EDO.

(16) The sessions not yet hired will be allotted on a first-come, first-served basis. Apart from the session allotted according to paragraph 3(13) above, each eligible applicant may apply for an extra seven sessions at most in a month, amongst which the sessions on Saturday and Sunday shall not be more than two. Subject to the records of EDO, the applicant shall not raise any objection.

(17) Each applicant may only delegate or authorize one representative to apply for the sessions not yet hired and submit the application form. If the eligible applicant delegates or authorizes more than one person, then the eligibility of such representatives shall be deemed null and void. The authorized person shall produce to EDO staff the designated authorization letter which has been signed by the Chairman/responsible person of the applying organization. The applicant must ensure that the delegated or authorized representative has not accepted delegation or authorization from other applicants at the same time.

5. Application for exemption from payment of charges for using the facilities of community halls/centre

(18) If an applicant and the joint organizer/co-organizer, if any, being non-profit making organizations specified in paragraph (2) (iv) &(v) of Annex II, wishes to apply for exemption from payment of charges for using the facilities of the community halls/centre, he **must** submit to EDO the following documents. Otherwise his application will not be considered:

(i) a copy of the registration document of the organization such as a letter of approval for taxation exemption issued under Section 88 of the Inland Revenue Ordinance(Cap.112);

(ii) a copy of the registration document of the organization which was registered under the Societies Ordinance (Cap. 151), or incorporated under the Companies Ordinance (Cap. 32); and their Constitutions of Memorandum and Articles of Association specifically provide that members shall not take any profits or assets upon dissolution.

(iii) a budget for the proposed activity (which must be signed by the responsible person of the organization and bear the chop of the organization) to prove that the organization will not profit from the activity.

(19) An applicant who has been granted exemption from payment of charges must, within one month after the activity, submit to EDO a statement of account (Schedule I) which has been signed and verified by the responsible person (such as President/Chairman/Manager) of the relevant organization, for file record. The applicant needs not attach any receipts/supporting documents to the statement of account when it is first submitted. However, as EDO will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant must retain the receipts and supporting documents for the activity for two years. The applicant must produce such receipts and supporting documents if in future EDO selects the related activity for random check. If the applicant fails to provide the receipts/supporting documents to District Office for inspection upon request, he will get 5 demerit points and will be required to pay back the exempted charges.

(20) If an applicant fails to submit the statement of account as provided above, he will get 5 demerit points.

(21) If it is later found out that an applicant and joint organizer/co-organizer, if any, which has been exempted from payment of charges for using the facilities of the community halls/centre does not meet the requirements for exemption, the approval for exemption concerned will be cancelled, and the applicant shall pay the charges concerned as soon as possible.

(22) Apart from the penalty provided in paragraph 7.2(52), if EDO suspects that the statement of account and related bills submitted by an applicant are untrue or false, EDO will refer them to a relevant department for further investigation.

(23) If for unforeseen reason, an applicant who has been exempted from payment of charges for using the facilities of the community halls/centre has a surplus after the activity has been held, the applicant shall donate the surplus amount in full to charitable organizations which have been exempted from payment of tax under Section 88 of the Inland Revenue Ordinance (provided that the recipient organization(s) does not belong to the applicant) and hand the donation receipts together with the duly signed and chopped statement of account to EDO. Otherwise, the relevant approval for exempted payment of charges will be cancelled and the applicant shall settle the relevant charges in full.

(24) If an applicant wishes to hire the community halls/centre for rehearsal of public performance, unless the related public performance is free of charge, otherwise he will not be exempted from payment of charges for using the facilities of the community halls/centre.

6. Code of Practice for using the Community Halls/Centre

6.1 Approval documents to hire

(25) An applicant who has been granted approval to use the facilities of the community halls/centre **must** bring along the approval documents issued by EDO and hand them to EDO staff stationed in the venue for verification on the day of using the venue. If the applicant fails to produce the approval documents, EDO has the right to prohibit the person(s) at scene to use the facilities of the community halls/centre and meanwhile the applicant will get 3 demerit points.

(26) Unless exemption from payment of charges has been granted, an applicant **must** follow the demand note to settle payment and hand the receipt to EDO. EDO will then issue the approval documents to the applicant for using the community hall/centre after confirmation of payment has been made. If the applicant has not handed in the payment receipt seven days before the date of hiring, EDO will cancel the application for hiring without further notice.

6.2 Provisions for the number of persons using the halls or conference rooms of the Community Halls/ Centre

(27) Unless prior permission has been obtained from the EDO, the actual number of persons from an applicant using the **Hall** of the Community Hall/ Community Centre each time must comply with the following provisions :

(i) at least 20 persons from Monday to Saturday (non-public holiday)

(ii) at least 80 persons on Sundays and public holidays

(28) Unless prior permission has been obtained from the EDO, the actual number of persons from an applicant using the **Conference Room** of the Community Hall/ Community Centre each time must comply the following provisions:

(i) at least 5 persons from Monday to Saturday (non-public holiday)

(ii) at least 10 persons on Sundays and public holidays

(29) If the number of persons stated in the application form is less than the one provided in the foregoing paragraph 6.2(27) and (28), this office shall not consider the application.

(30) If the number of persons actually using the Community Hall/hall or conference room of the Community Centre is less than the one provided in the foregoing paragraph 6.2(27) and (28), an applicant will get 3 demerit points.

(31) If the number of persons actually present exceeds or is likely to exceed the maximum capacity which the venue can hold, EDO has the right to prohibit the use of the venue at once for safety consideration of the participants. An applicant in breach of this will get 5 demerit points.

The maximum capacity of respective community halls/centre is:

Causeway Bay Community Centre	400 persons
Aldrich Bay Community Hall	300 persons
Quarry Bay Community Hall	380 persons
Hing Wah Community Hall	250 persons
Yue Wan Community Hall	250 persons
Siu Sai Wan Community Hall	450 persons
North Point Community Hall	450 persons

6.3 Provisions for use of air-conditioning facilities inside the hall

(32) For the best use of resources, an applicant having been exempted from paying charges to use the facilities of the community hall/centre **must** ensure the number of persons present is 20 or more before using the air-conditioning facilities in the hall. Otherwise, this office will only provide electric fans and ventilation facilities to keep good ventilation.

(33) In case the temperature inside the hall reaches 28℃ or above (according to the temperature recorded in the hall) or if the Observatory issues a very hot weather warning, the duty staff will turn on the air-conditioning facilities even though the number of persons actually present is less than 20. Nevertheless, if the final number of persons present is less than that provided in paragraph 6.2(27) and an applicant has not obtained prior permission from the EDO or provided reasonable explanation, the applicant will be warned in writing.

6.4 Other provisions

(34) An applicant shall strictly abide by the rules listed in Annex I and II, failing which demerit points will be given. Demerit points are given for each breach and counted individually, irrespective of whether the breach happened in the same activity. Each breach will attract demerit points ranging from 3 points for "Minor Breach", 5 points for "Serious Breach" to 10 points for "Very Serious Breach", depending on the seriousness of the breach. Once an applicant has accrued a total of 10 or more demerit points within 12 months, he will be banned from booking all CHs/CCs and using CHs/CC facilities as joint organizer/co-organizer in the district in the next two quarters or the use of the facilities in CHs/CC may be revoked immediately where circumstances warrant such. Details of the Demerit Points System are at Schedule II.

(35) (i) The activity held by an applicant at the approved community hall/centre must be consistent with the name, the purpose and the target of the activity stated in the application form, if there is an intention to alter the nature of the above activity (including adding or amending the joint-/co-organizer), the applicant shall inform this office in writing at least 14 working days before the activity is held, the applicant in contravention of this will get 3 demerit points. This office has the right to withdraw the approval for hiring the community hall/centre).

(ii) If an applicant alters the nature of the activity or adding/amending the eligible joint organizer(s)/co-organizer(s) without prior permission from this office, he will get 5 demerit points.

(iii) Addition of ineligible joint organizer(s)/co-organizer(s), he will get 10 demerit points.

(36) An applicant may not lend the venue to other organization or other unit of his own organization. The applicant in contravention of this will get 10 demerit points.

(37) With the exception of government departments, no applicant shall conduct in the venue transaction of money in any form, including the collection of membership fee, tutor fee or handout fee. The applicant in contravention of this will get 10 demerit points.

(38) If an applicant conducts auction, fund-raising, sales activity without prior approval of District Office, he will get 10 demerit points.

(39) If an applicant cancels the use of the venue and fails to inform this office 7 working days before the activity is held, unless the applicant has unforeseen reasonable justification, otherwise he will get 3 demerit points.

(40) An applicant should arrive and sign at the approved community hall/centre within the first **15 minutes**. The applicant in contravention of this will get 3 demerit points.

(41) In the course of the activity, an applicant shall be responsible for maintaining good order and discipline, the activity being held and the sound emitted shall not obstruct the other activities being held in the hall and cause disturbance to other users. The applicant in contravention of this will get 3 demerit points.

(42) Unless prior approval from EDO has been obtained, no posters, slogans, banners or portraits may be posted or hung within the boundary of the hall, nor chanting of slogans or activity that disturbs public order be conducted when using the venue. The applicant in contravention of this will get 3 demerit points.

(43) An applicant will not be allowed to conduct vaccine injection of any kind in the hired venue. The applicant in contravention of this will get 10 demerit points.

(44) (i) Unless prior written approval from this office has been obtained, otherwise an applicant shall not drink or eat when using the venue. The applicant in contravention of this will get 3 demerit points.

(ii) An applicant shall not allow anybody to conduct any cooking activity, smoke, lighting of fire, using fireworks and the use of any combustible article including burning paper money or incense and candle is prohibited in the hired venue. The applicant in contravention of this will get 10 demerit points.

(45) An applicant should after the time for using the approved community hall/centre and its facilities has expired, return forthwith the venue to EDO and inform the staff member on duty. The applicant in contravention of this well get 3 demerit points.

(46) An applicant when using the facilities of the community hall/centre including audio appliances, lighting facilities, furniture or materials caused any damage to the facilities due to improper use, shall be liable to pay for the damage and will be given 10 demerit points.

(47) An applicant shall not sprinkle powder on the floor of the venue and shall reinstate the venue and clean up the hired place after the activity has come to an end, otherwise EDO has the right to charge the applicant cleansing fee. The applicant in contravention of this will get 3 demerit points.

(48) Except under special circumstances, applications for using the facilities of the community halls/centre purely for the purpose of photographing or filming will not be considered, unless the photographing or filming work is conducted for the purpose of recording related activity.

7. Penalty

7.1 Written warning

(49) Unless otherwise stated in the provisions of this guidelines, an applicant will be warned in writing if he contravenes any provision of this annex.

(50) If an applicant is absent in the hired session without any reason, he will get 5 demerit points.

(51) An applicant who received a warning letter can submit a written representation within 2 weeks from the date of the letter and send it to the District Officer (Eastern) for consideration. The District Officer (Eastern) has the right to delete the demerit points if he considers the representation reasonable.

7.2 Provide untrue or false information so as to get exemption from charges for using the facilities of the community halls/centre

(52) If an applicant provides untrue or false information so as to get exemption from charges for using the facilities of the community halls/centre, the applicant will get 10 demerit points.

8. Matters of attention

(53) Working day does not include Saturday, Sunday and public holidays.

(54) This office may provide only basic sound equipment to an applicant who does not have its own sound equipment.

(55) An applicant should arrange sufficient insurance cover for the activity he will hold and shall bear all responsibilities which may arise from the activity organized by him.

(56) In case there is media coverage of the activity held in the community halls/centre, an applicant who hires the venue shall notify this office in advance as soon as possible (please refer to the following contact methods) and set up a media zone by himself in the venue so as not to cause inconvenience and danger to the persons using the venue. The applicant shall bear all responsibilities which may arise from such circumstances.

	Mon to Fri	Sat & Sun
Causeway Bay Community Centre	3427 3551	3104 2304
North Point Community Hall	3427 3551	2384 9330
Aldrich Bay Community Hall	3427 3533	3195 4159
Quarry Bay Community Hall	3427 3533	2590 0245
Hing Wah Community Hall	3427 3525	2557 2495
Yue Wan Community Hall	3427 3525	3106 3158
Siu Sai Wan Community Hall	3427 3525	2505 2069

(57) EDO has the right to make a final decision on any application.

(58) EDO reserves the right to amend the above guidelines any time.

Eastern District Office
November 2026

Annex III

Pilot Scheme on Reserving Facilities of Community Halls/Centre in Eastern District for General Meetings

(1) Objective

The Building Management (Amendment) Ordinance 2024 (the Amendment Ordinance) has taken effect since 13 July 2025. One of the major amendments includes requiring the engagement of more owners in major procurement decisions. Following the implementation of the Amendment Ordinance, if the procurement is classified as type 2 high-value procurement or large-scale maintenance procurement, the acceptance of tender must be passed by a resolution in a general meeting of the owners' corporation.

In view of the anticipated increase in the number of general meetings held by owners' corporations (OCs) and owners' committees (OComs) in the district, the Eastern District Office (EDO) will, with effect from March 2026 in the form of a pilot scheme, reserve sessions at its selected community halls/centre for application by eligible OCs and OComs to hold general meetings.

(2) Eligibility Criteria of Applicant Organisations

OCs and OComs with registered addresses located within the Eastern District (based on the District Council Boundary)

(3) Venues and Sessions

Reserved community hall/centre facilities	:	(1) Causeway Bay Community Centre - Multi-purpose hall and conference room (2) Aldrich Bay Community Hall - Multi-purpose hall and conference room (3) Hing Wah Community Hall - Multi-purpose hall
Reserved dates and sessions	:	✧ Odd-numbered months (i.e. January, March, May, July, September, and November) First Tuesday of the month Afternoon session (1:00 pm-6:00 pm) Night session (6:00 pm-10:00 pm) ✧ Even-numbered months (i.e. February, April, June, August, October, and December) First Saturday of the month Morning session (9:00 am-1:00 pm) Afternoon session (1:00 pm-6:00 pm) Night session (6:00 pm-10:00 pm) ✧ A maximum of two sessions may be hired on the same day

(4) Application Submission Dates

All reserved sessions will be allocated on a first-come, first-served basis, and applications must be submitted to the EDO at least one month in advance. Eligible OCs and OComs may submit their applications as early as the opening dates for applications listed below.

Hiring Months	Opening Dates for Application
November and December 2026	9 July 2026
January and February 2027	8 September 2026
March and April 2027	9 November 2026
May and June 2027	11 January 2027
July and August 2027	8 March 2027
September and October 2027	10 May 2027
November and December 2027	9 July 2027

(5) Submission of Application

Eligible OCs and OComs must submit in person the completed application form to the EDO (Address: Community Affairs Team 2, Eastern District Office, 1/F, Causeway Bay Community Centre, 7 Fook Yum Road, Causeway Bay) during office hours. The name of the selected community hall/centre and relevant details must be specified on the application form to facilitate the EDO's processing of the application.

(6) Important Notes

Unless otherwise stated above, applicant organisations must comply with all requirements of the Guidelines on Hiring a Community Hall/Community Centre (CH/CC) and Its Facilities in Eastern District (Revised Edition) when using the facilities of community halls and community centre in the Eastern District. Failure to do so may result in the incurrence of demerit points.

The EDO reserves the right to amend any of the above arrangements during the pilot scheme.

(7) Enquiries

For enquiries regarding the above pilot scheme, please contact our staff at 3427 3506 during office hours.

Schedule I

To: Eastern District Office

Exemption of Charges for Use of Facilities in Community Halls/Community Centre

Statement of Account

Section A : Basic Information

Name of Community Hall/Community Centre: _____

Facility Rented: _____ Name of Activity: _____

Applicant Organization: _____

Date of Activity: _____ Period of Activity: _____

Number of participant: _____

Section B : Balance (up to _____**)**

(A)	Total Income (Details at Section C)	$
(B)	Total Expenditure (Details at Section D)	$
(C)	**Balance [(B)-(A)]**	**$**

Section C : Details of Income

Items	Number/Quantity	Unit Rate ($)	Total Amount ($)
e.g. 1 : Participants' fee			
e.g. 2 : Sponsorship by Company X			
1.			
2.			
3.			
4.			
5.			
		Total :	

Section D : Details of Expenditure

Items	Expenditure ($)
1.	
2.	
3.	
4.	
5.	
Total :	

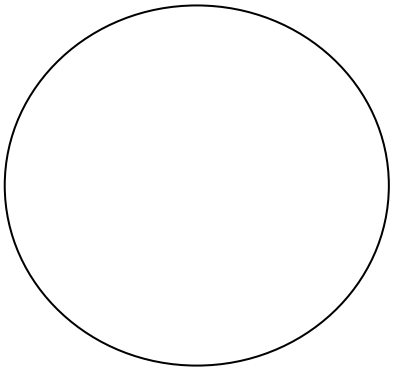
Section E： Declaration by Authorized Person of Applicant Organization

1 I hereby declare that all the information given in the above sections are true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.

2 Applicant organization and joint organizer(s)/co-organizer(s)(if any)

☐ have not made any profit from the activity.

☐ have made profit from the activity and agree to pay the hiring charges to the Government.



Official Chop of
Applicant Organization

Signature : _____

Name : _____

Post : _____

Name of Organization : _____

Date : _____

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community halls/community centre.

2. If a fee-charging activity has been exempted from charges, the applicant organization must submit a self-certified statement of account within one month after conclusion of the activity.

3. The applicant organization need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the Eastern District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant organization must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.

4. The personal data provided in this form will be used for processing of applications for use of facilities in community halls/community centre. 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, [Eastern District Office, address:11/F Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho, Hong Kong].

Structure of the Demerit Points System

Items	Provisions of Eastern District	Breaches of Regulations and Conditions	Seriousness of Breach	Demerit Points
1	30	Number of participants below the minimum requirement.	Minor Breaches	3
2	40	Late for 15 minutes or more.		
3	41 42 44(i) 47	Minor misconduct or breaches, such as causing nuisance, sprinkling of powder on the floor, failed to clean and restore the venue, hanging banner, putting up poster or slogans, eating at the venue without prior approval of DO.		
4	39	Cancellation of allocated timeslot with less than 7 working days' advance notice before the date of the activity.		
5	35(i)	Failed to submit an application for approval for alteration of the nature of activity or addition/change of joint organizer(s)/co-organizer(s) 14 working days or more before the date of the activity.		
6	25	Failed to produce the approval letter for use of facilities in CH/CC.		
7	45	Failed to vacate the venue on time.		
8	31	Number of participants exceeds the maximum capacity of respective CH/CC.	Serious Breaches	5
9	19	Failed to provide post-activity statement of account within one month of completion of a fee-charging activity which has been exempted from charges, or failed to provide the receipts/supporting documents upon request.		
10	50	Failed to turn up.		
11	35(ii)	Altered the nature of activity or addition/change of eligible joint organizer(s)/co-organizer(s) without prior approval of DO.		
12	46	Permanent damage of the facilities, such as PA system, hardware that needs replacement. The organization is also subject to the charges for the replacement of equipment.	Very Serious Breaches	10 (or revoked immediately if applicable)
13	44(ii)	Serious misconduct or breaches, such as smoking, cooking, lighting of fire, or using fireworks.		
14	36	Transfer of the allocated timeslot to another organization.		
15	52	Holding of fee-charging activities against the original claim of non-fee charging.		
16	38	Conducting auction, fund-raising, sales activity without prior approval of DO.		

Items	Provisions of Eastern District	Breaches of Regulations and Conditions	Seriousness of Breach	Demerit Points
17	35(iii)	Addition of ineligible joint organizer(s) / co-organizer(s).	Very Serious Breaches	10 (or revoked immediately if applicable)
18	37	With the exception of government departments, no applicant shall conduct in the venue transaction of money in any form, including the collection of membership fee, tutor fee or handout fee.		
19	43	The applicant will not be allowed to conduct vaccine injection of any kind in the hired venue.		

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