

Guidelines and Conditions on the Use of Facilities Available in Community Halls / Community Centres in Kwai Tsing District

1. Opening Hours

The facilities in Community Halls (CHs) and Community Centres (CCs) in Kwai Tsing District are open to bodies / organisations *normally from 8:30 a.m. or 9 a.m. to 10 p.m. (*Please see Appendix B for the opening hours of respective CH/CC)

2. Eligibility Criteria

- (a) The applicant organisation must be a registered school or a body either registered or exempted from registration in Hong Kong in accordance with the laws. Legislative Council / District Council Members of Kwai Tsing District can also apply for use of the hall facilities in CHs and CCs of the District to hold community activities.
- (b) The activities proposed must be in the public interest, and shall not be in conflict with the laws or, in the view of Kwai Tsing District Office (K&TDO), be likely to cause disruption to the public order.
- (c) The Home Affairs Department (HAD), Kwai Tsing District Council (K&TDC), any other government departments and applicant organisations which co-organise an activity with K&TDC with funding support by K&TDC on the activity will be given priority to use the facilities in CHs and CCs.
- (d) As a rule, applications from commercial organisations should not be accepted. Nevertheless, District Officer / District Facilities Management Committee has the discretion to approve applications from commercial organisations provided that the activity such as public consultation and briefing has a clear public interest dimension and is of public concern to the local community and that the provision of the venue in a CH/CC within the District will greatly facilitate the attendance and participation of the local community.
- (e) Applications from non-commercial organisations for organising activities which would make a profit should not be rejected if the nature of the activities is for community building and for good cause. If such applications are successful, the applicant organisation should be subject to fee-charging.
- (f) The registration location of local organisations / voluntary agencies is demarcated as Kwai Chung Area and Tsing Yi Area. Priority will be accorded to applications by local organisations / voluntary agencies in the Area according to their registration address.

3. Procedures for Application

- (a) The applicant organisation should submit, at least 14 working days in advance, a completed application form to K&TDO setting out the joint organiser/co-organiser, if any, specifying the purpose and details of the proposed activity. The applicant organisation may also apply for waiver of hire charges at the same time if it and its joint organiser/co-organiser can satisfy the conditions set out in Appendix A.
- (b) Application forms are obtainable at the Kwai Tsing Public Enquiry Service Centre, the Sub-offices of K&TDO and the homepage of HAD (www.had.gov.hk).
- (c) The applicant organisation can submit its application form in person, by mail, by fax or by e-mail (only scanned true copy application form can be accepted by e-mail).

- (d) Applicant organisation will be notified in writing if their applications are approved. Any addition or change of the joint organiser/co-organiser as set out in the application form is not allowed without approval.
- (e) If payment is required, a Demand Note for the settlement of charges will be sent or e-mailed (if applicant organisation provides e-mail address on the application form) to the organisation.
- (f) The Demand Note shall be settled as soon as possible with any of the payment methods stated therein. The applicant organisation shall keep properly the receipted Demand Note or payment receipt and present it to the staff of K&TDO on duty at the CH/CC as a permit when the scheduled activity commences or for using the facilities. No cash shall be handed to the staff of K&TDO.
- (g) The applicant organisation shall be refused the use of the facilities if the receipted Demand Note/payment receipt or the letter of approval (where payment has been exempted) cannot be produced at the venue.
- (h) 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, the applicant organisation so affected will be informed as soon as possible. K&TDO reserves the right to cancel all approved applications under special circumstances and notify the applicant organisations of such as soon as possible. Any payment made will be refunded to the organisations upon production of the receipted Demand Note or payment receipt.
- (i) If a fee-charging activity has been exempted from charges, the applicant organisation must submit a self-certified statement of account (at [Form D]) within one month after conclusion of the activity to prove that no profit has been made from the activity. If the applicant organisation is found not eligible for waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges. The applicant organisation need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as K&TDO will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the organisation 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. If the applicant fails to provide the receipts/supporting documents to K&TDO for inspection upon request, it will be required to pay back the exempted charges.

4. Applications

- (a) Applications of venues shall be made to K&TDO during the first seven days of the designated months below:

<u>Months for Submitting</u> <u>Applications</u>	<u>Quarter for the Date of</u> <u>proposed activity</u>
November	January to March
February	April to June
May	July to September
August	October to December

- (b) The applicant organisation may apply for holding any activity in single session or activity spanning over three months at the maximum (block booking).

- (c) The applicant organisation wishing to make block booking shall apply according to the following timeslots:

(Only applicable to Cheung Hang CH, Tsing Yi Estate CH, Kwai Fong CH and Cheung Fat Estate CC)	
Mondays to Fridays	9 a.m. to 11 a.m. (2 hours)
	11 a.m. to 1 p.m. (2 hours)
	2 p.m. to 4 p.m. (2 hours)
	4 p.m. to 6 p.m. (2 hours)
	7 p.m. to 10 p.m. (3 hours)

(Only applicable to Kwai Shing CH, Shek Lei CH, Lai King CH, Tai Wo Hau Estate CC (Note) and Cheung Ching Estate CC)	
Mondays to Fridays	8:30 a.m. to 10 a.m. (1.5 hours)
	10 a.m. to 11:30a.m. (1.5 hours)
	11:30 a.m. to 1 p.m. (1.5 hours)
	1:30 p.m. to 3:30 p.m. (2 hours)
	3:30 p.m. to 5:30 p.m. (2 hours)
	6 p.m. to 8 p.m. (2 hours)
	8 p.m. to 10 p.m. (2 hours)

Note:

- (1) The special timeslot of Tai Wo Hau Estate CC is 7 a.m. to 8:30 a.m. (1.5 hours).
- (2) Electric folding partitions have been installed in the halls of Kwai Fong CH and Kwai Shing CH. The applicant organisation which has been granted the use of the entire hall of Kwai Fong CH or Kwai Shing CH may decide on its own whether to use the electric folding partitions to divide the hall into two parts to suit its activity during the timeslot for the session allocated to the organisation. If the use of electric folding partitions is necessary, the organisation may approach the staff of K&TDO on site for information. **There are designated timeslots for which the halls of Kwai Shing CH and Kwai Fong CH will normally only be hired in two partitioned portions. The date/time for these timeslots are as follows:**

Kwai Shing CH	
Tuesdays and Thursdays	8:00 p.m. to 10:00 p.m.
Kwai Fong CH	
Tuesdays and Fridays	2:00 p.m. to 4:00 p.m.
Tuesdays and Thursdays	7:00 p.m. to 10:00 p.m.

However, if an applicant organisation applies to hire the entire hall, and the number of participants of its activity exceeds 150% of the aggregated estimated number of participants of the activities to be held by other applicants seeking to hire the two partitioned areas provided by the electric folding partitions (partitioned hall areas) for the same timeslot, the organisation will be granted the use of the entire hall. Applicant organisations can refer to the guidelines and conditions specifically on the use

of the facilities and the rates of charges set out in Appendix D and Appendix A respectively. (It may take a few minutes to operate the electric folding partitions.)

- (d) CHs/CCs in Kwai Tsing District are open on Saturdays, Sundays and public holidays only when prior bookings have been received.
- (e) Both block bookings and bookings for single session are available on Mondays to Fridays. Only single session bookings are available on Saturdays, Sundays and public holidays. [For activities on Saturdays, Sundays and public holidays, information on the time required for holding the activity itself (not more than six hours), venue set-up (not more than two hours) and venue clean-up after the activity (not more than two hours) should be provided in the application form. Applicant organisations which wish to have exemptions from the above time limits should provide detailed justifications for consideration by K&TDO on an individual basis.]
- (f) To provide more organisations with the chance to use public resources, for every quarter, each applicant organisation is allowed to apply for not more than four timeslots, of which **block booking** cannot exceed three timeslots and six hours per week in total. An applicant organisation not making any block booking may apply for booking(s) for single session for a maximum of four timeslots, but applications for the same timeslot at the same venue are limited to two. If more than two applications for the same timeslot¹ at the same venue are submitted, K&TDO will only process the first two applications.
- (g) According to clause 2(c) above, the organisations which are given priority to use the facilities in CHs and CCs should submit applications to K&TDO before it accepts applications from all organisations in each quarter in order to enjoy the privilege.
- (h) If two or more applications for the same timeslot are received, K&TDO will draw lots centrally for Kwai Chung and Tsing Yi CHs/CCs on the 18th day of the month for applications in the succeeding quarter. Randomly assigned numbers for applicant organisations in the lots drawing exercise will be posted on the CH/CC notice board one working day before the day for drawing lots. K&TDO will draw lots for applications for single sessions first and then applications for block bookings to determine the allocation of facilities. If the day for drawing lots falls on a public holiday, lots will be drawn on the first working day after the holiday. Staff of K&TDO will draw one number for the successful applicant and one number for backup. For fairness, representatives of the applicant organisations and members of the public can turn up in person to observe the lots drawing exercise.
- (i) Information on unallocated sessions will be posted on the notice boards of respective CHs/CCs and arrange to be uploaded to K&TDC website on the same day. Unsuccessful applicants and any other organisations may submit a fresh application for the unallocated sessions starting from the 22nd day. Those applications will be handled on a first-come-first-served basis and are not subject to the rule stated in clause 4(f) above.
- (j) If the successful organisation decides not to hire the venue, it should notify K&TDO and submit a written explanation to K&TDO seven working days before the day of the activity.
- (k) The final results of the lots drawing exercise will be posted on the notice boards of the respective CHs/CCs and uploaded to K&TDC's website on the 21st day of the month. All successful organisations will be notified of the results in writing or by e-mail.
- (l) If an organisation wishes to hold a one-off activity at a timeslot allocated to another organisation in the form of block booking, K&TDO can discuss with the organisation

¹ "Timeslot" means a timeslot available for hiring by applicant organisations stated in clause 4(c) above.

granted with the block booking to see if it can release the requested timeslot. K&TDO reserves the right to make the final decision. The organisation will not be asked to release timeslots exceeding 20% of the total block booking time in the quarter concerned.

5. Cancellation of Reservations

- (a) Applicant organisations wishing to cancel the reservation should give a notification with explanation to K&TDO at least seven working days prior to the date of the proposed activity (excluding the day the activity is to be held). The fee paid will be refunded later on production of receipted Demand Note or payment receipt.
- (b) If an applicant organisation fails to turn up without submitting a notification to K&TDO required by clause 5(a) above, any amount paid will be forfeited. If the applicant organisation cancels the activities without prior notification or reasonable explanation, K&TDO will apply the Demerit Points System at [Appendix C] and consider imposing a penalty.
- (c) The hired premises should be used for the designated activities/functions. If the applicant organisation alters the nature of activity without prior approval of K&TDO, K&TDO will apply the Demerit Points System at [Appendix C] and consider imposing a penalty.

6. Regulations and Conditions to be followed by Applicant Organisations

- (a) To ensure safety, the following regulations and conditions shall be observed by applicant organisations:
 - (i) For both indoor and outdoor activities
 - No alterations to the structural design or layout of the premises that will increase the designated capacity or render escape difficult in the event of emergency should be made.
 - No decorations made of readily combustible materials shall be used. No backdrop or decorations made of readily combustible materials shall be put on the stage. No hydrogen-filled balloons shall be inflated or placed on site.
 - The power supply cable shall be so located that it will not constitute hazards to the attendees.
 - All staircases, exits and corridors shall be kept free from obstruction and all exit doors shall remain unlocked. They shall be adequately illuminated.
 - The number of participants shall not exceed the maximum capacity of the venue. Please refer to clause 6(d) below for the capacity.
 - (ii) For outdoor activities
 - The stage, if any, should be constructed with the safety of the public in mind and must comply with the safety standards required by the Buildings Department/Architectural Services Department and sited at least 6m away from other buildings.
 - Only electric lighting should be used for illumination purpose.
 - Mills barriers should be set up to bar off audience/attendees from the performing area, public address system and lighting control booth.
 - A 9-litre water type/CO2 fire extinguisher should be provided at each of the following locations:
 - ✧ command post; and
 - ✧ main entrances.

- (b) K&TDO reserves the right to request the applicant organisation to provide activity plans. The activities must be held in accordance with the plans previously submitted by the applicant organisation.
- (c) A minimum number of participants is required for the use of facilities in CHs and CCs. Applicant organisations failing to comply with this requirement will be administered penalty under the Demerit Points System. If the number of participants is expected to be less than the minimum number of required participants of the hall, it is suggested that the applicant organisation should book the activity room / classroom / meeting room to optimise the use of resources.
- (d) The applicant organisation shall take note of the maximum capacity and minimum number of required participants of the halls and activity rooms / classrooms / meeting rooms in all CHs/CCs as follows:

CH/CC	Hall (Maximum Capacity)	Hall (Minimum number of required participants)	Activity Room / Classroom / Meeting Room (Maximum Capacity)	Activity Room / Classroom / Meeting Room (Minimum number of required participants)
Shek Lei CH	400	20	25	5
Kwai Fong CH	260	15	20	
Lai King CH	220	15	15	
Tai Wo Hau Estate CC	350	20	30	
Kwai Shing CH	280	15	20	
Tsing Yi Estate CH	260	15	15	
Cheung Fat Estate CC	360	20	30	
Cheung Hang CH	280	15	15	
Cheung Ching Estate CC	360	20	20	

- (e) For those applicant organisations applying to **exempt the payment of charges**, they should submit the estimates of income and expenditure (Form C) with the application form to K&TDO for vetting if they are going to **hold fee-charging activities**. Besides, the organisation should submit a statement of account (Form D) signed and verified by the person-in-charge within one month after the completion of the activity.
- (f) If there is surplus after completion of the activity, the applicant organisation granted fee-exemption will be asked to pay the exempted charges for hiring the venue.
- (g) The applicant organisation shall not post or hang posters, slogans, banners, flags or portraits, place easy-mount frames, conduct auctions, fund-raising or sales activities, eat or drink or allow animals except guide dogs in the CHs/CCs, unless prior approval from K&TDO has been obtained. The applicant organisation shall maintain good order and discipline during the activity, and shall not hold activities which will disrupt public order. Smoking, cooking, lighting of fire or fireworks, or sprinkling of powder on the floor are prohibited.

- (h) The applicant organisation shall assume responsibilities for any arrangement in the physical setting such as seating, and shall not use any nails or any other materials that are difficult to remove such as paints on the walls, furniture or other equipment. The applicant organisation shall be liable to pay for any damage to repair or reinstate any equipment, furniture, or fabric of the premises.
- (i) The applicant organisation which is granted the use of the premises shall restore the facilities to their original conditions and clean up the place after use.
- (j) The applicant organisation may bring along its own sound equipment. If audio-visual or stage lighting equipment within the CH/CC is required for the staging of drama or any other kind of performances, application for its use must be submitted along with the application for the venue. Upon approval, the applicant organisation should make available an experienced technician or operator to operate the control panel and notify K&TDO. The applicant organisation shall assume full responsibility for any damage caused.
- (k) Staff members of K&TDO shall have the right to enter, at any time, any part of the CH and CC hired by the applicant organisation and imposes additional conditions for its continued use in the light of prevailing circumstances. If the applicant organisation fails to observe these conditions, the staff members may terminate the right of use at any time and request that the venue be cleared.
- (l) The applicant organisation should strictly abide by these guidelines, regulations and conditions, 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. Different breaches will attract demerit points according to the degree of seriousness: 3 points for a “Minor Breach”, 5 points for a “Serious Breach”, and 10 points for a “Very Serious Breach”. Once an applicant has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs/CCs and using CH/CC facilities as joint organiser/co-organiser in the district in the next two quarters, or the approved application for using the facilities in CH/CC may be revoked immediately where circumstances warrant. Details of the Demerit Points System are at [Appendix C].
- (m) HAD has entered into licence agreements with the 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/CCs. 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/CCs 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 [Appendix E]. The applicant shall not hinder, obstruct or prevent these licensing bodies from entering any part of the CH/CC used by the applicant for the purpose of the licensing body exercising its right of entry (if any) under the relevant licensing agreement.
- (n) (i) Subject to clause 6(m), 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 authorised 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 CH/CC.
- (o) For the purpose of clause 6, “intellectual property rights” refer to patents, trademarks, 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.
- (p) If the applicant performs, plays and/or shows copyright musical works, the applicant shall complete CASH’s “Programme Return Form” [Appendix E-1] and return the duly completed Form to CASH within 30 days from the date of last performance.
- (q) K&TDO may, at any time and at its absolute discretion, direct the applicant to cease any act being carried out in a CH/CC and to remove any copyright works from the CH/CC, if K&TDO considers that the intellectual property rights of any person may be infringed and the applicant shall immediately comply with such direction.
- (r) The applicant organisation shall, at his own cost, seek insurance coverage for the activities to be held. K&TDO, its staff or agents shall not be liable for any death, injury or other loss thus occasioned.
- (s) Any keys borrowed must be returned to the staff of K&TDO on duty at the hall in the CH/CC immediately after use.
- (t) The applicant organisation, 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 CH/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 organisation’s property or that of any of its Related Persons howsoever caused (whether by any act, omission, default or negligence of the Government and any of its employees, agents or otherwise); or
 - (ii) any injury to or death of the applicant organisation or any of its applicant’s Related Persons (save and except any such injury or death caused by the negligence of the Government or any of its employees or agents),
- which in any case arise directly or indirectly in connection with, out of or in relation to the use of the CH/CC by the applicant organisation or any of its Related Persons.
- (u) The applicant organisation 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 CH/CC by the applicant organisation or any of its Related Persons including any loss, damage, injury or death referred to in clause 6(u) 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.

- (v) The applicant organisation 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 its 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 organisation or any of its Related Persons.
- (w) For the purposes of clauses 6(t), 6(u) and 6(v), “negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
- (x) Without prejudice to the generality of the foregoing, the K&TDO has the authority to interpret and make exceptions to the regulations and conditions contained herein. K&TDO may cancel the applicant’s booking or terminate the applicant’s right of use of the CH/CC if the applicant fails to observe or perform any of the regulations and conditions contained herein.
- (y) The expiry of the approved period of use of the CH/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 6(s) and 6(t)) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.
- (z) K&TDO reserves the right of use of the venues and/or facilities of CHs/CCs, including the right not to grant the use of a CH/CC (including the facilities thereof) to any applicant.

7. Arrangements under Typhoon or Rainstorm Warnings

(a) The Hong Kong Observatory hoists a Tropical Cyclone signal No. 8 or above

If a Tropical Cyclone Signal No. 8 or above is hoisted by the Hong Kong Observatory during the CH/CC opening hours, the CH/CC will cease operation.

If a Tropical Cyclone Signal No. 8 or above is hoisted by the Hong Kong Observatory two hours or more before the reserved session starts, the CH/CC will cease operation.

If a Tropical Cyclone Signal No. 8 or above is hoisted by the Hong Kong Observatory outside the CH/CC opening hours, the CH/CC will cease operation.

(b) The Hong Kong Observatory issues a Black Rainstorm Warning

If a Black Rainstorm Warning is issued by the Hong Kong Observatory during the CH/CC opening hours, the organisation may stay at the CH/CC (except when the hall is used for emergency relief purpose).

If a Black Rainstorm Warning is issued by the Hong Kong Observatory two hours or more before the reserved session starts, the CH/CC will cease operation.

If a Black Rainstorm Warning is issued by the Hong Kong Observatory outside the CH/CC opening hours, K&TDO does not guarantee to open the CH/CC. Cheung Fat Estate CC will be closed.

After the signal or warning has been cancelled, K&TDO will open the CH/CC after two hours subject to the arrangements as follows:

Cancelled at 8:30 a.m. or after → Closed in the morning sessions

Cancelled at 1:30 p.m. or after → Closed in the afternoon sessions

Cancelled at 6:00 p.m. or after → Closed in the night sessions

After the CH/CC is re-opened, the applicant organisation may decide whether to continue the activity as long as the staff of K&TDO is informed in advance for necessary arrangements. The applicant organisation will not be recorded demerit points regarding cancellation of venue due to adverse weather (Tropical Cyclone Signal No. 8 or above and Black Rainstorm Warning).

(c) The Hong Kong Observatory hoists a Tropical Cyclone signal No. 3 or issues a Red Rainstorm Warning

If a Tropical Cyclone Signal No. 3 is hoisted or a Red Rainstorm Warning is issued by the Hong Kong Observatory, the facilities of CHs and facilities for the halls at the CCs will remain open as usual. The organisation wishing to cancel the reservation due to inclement weather conditions shall call the CH/CC concerned on that day to make a cancellation and submit the “Notification for Cancellation” within seven working days. In such case, K&TDO will not regard this as an absence.

8. Posting of Posters and Publicity Items and the Mounting of Publicity Banners

Organisers of activities wishing to publicise their activities by posters/publicity items/banners in the CH/CC shall follow the procedural guidelines below:

(a) Apply for Posting of Posters and Publicity Items on designated notice board

- i. Applicant organisation should provide on the application form for use of facilities in CHs/CCs (Form A) the details regarding the posters and publicity items to be posted on the designated notice board in the CH/CC. Upon approval of the application, all such posters and publicity items shall be passed by the organiser concerned to the staff of K&TDO on duty at the CH/CC.
- ii. Upon receipt of the posters and publicity items, K&TDO will arrange to post them on the designated notice board in the CH/CC according to the following priorities:
 - activities held at the CH/CC by working groups under K&TDC;
 - posters and publicity items on government activities; and
 - posters and publicity items in respect of activities organised by hirers of venues of the CH/CC.
- iii. Each poster/publicity item can be posted for seven working days counting from the date of posting. The item should be removed on the day the activity has concluded if the activity lasts less than seven working days.
- iv. K&TDO reserves the right to decide whether the posters and publicity items are allowed for posting in the CHs/CCs.

(b) Apply for Mounting of Publicity Banners in CH/CC designated area

- i. Banners can be mounted at the following CHs/CCs: Shek Lei CH, Cheung Fat Estate CC, Lai King CH and Kwai Fong CH.
- ii. The organisation applying for the mounting of publicity banners shall provide details including the mounting period, the content and size of the banners in Form A. The size

of the banner shall not exceed 2.46 metres in length and 1.23 metres in width. For details, please approach the CH/CC concerned.

- iii. Banners have to be mounted at designated areas in the CH/CC. Applications will be processed according to the following priorities:
 - activities held at the CH/CC by working groups under K&TDC;
 - posters and publicity items on government activities; and
 - posters and publicity items in respect of activities organised by hirers of venues of the CH/CC.
- iv. Upon approval of the application, the organisation shall make its own arrangement and bear all necessary costs for the mounting, display and subsequent removal of banners, and shall ensure that all works are carried out safely.
- v. The mounting of banners shall not involve drilling works or any other works that may damage the fence, exterior wall or structure of the CH and CC.
- vi. During the display period, the organisation shall conduct regular inspections to ensure that the banners are mounted properly. If any banner is found not mounted properly or in such a state that may pose a threat to the safety of passers-by or affect environmental hygiene, K&TDO will remove the banner immediately without prior notice or compensation.
- vii. Banners shall not be displayed for more than 14 working days and shall be removed by the posting party immediately after the approved display period or the end of the activity.

(c) Apply for Mounting of Banners in the halls in CHs/CCs

- i. The organisation applying for the mounting of publicity banners shall provide details including the mounting period, the content and size of the banners in Form A. The size of the banner shall not exceed 2.46 metres in length and 1.23 metres in width. For details, please approach the CH/CC concerned.
- ii. Publicity banners should be mounted in the designated areas in the halls in CHs/CCs.
- iii. Upon approval of the application, the organisation shall make its own arrangement and bear all necessary costs for the mounting, display and subsequent removal of banners, and shall ensure that all works are carried out safely.
- iv. The mounting of banners shall not involve drilling works or any other works that may damage the fence, exterior wall or structure of the CH and CC.
- v. During the display period, the organisation shall conduct regular inspections to ensure that the banners are mounted properly. If any banner is found not mounted properly or in such a state that may pose a threat to the safety of passers-by or affect environmental hygiene, K&TDO will remove the banner immediately without prior notice or compensation.
- vi. Banners shall be removed by the posting party immediately after the activity has concluded.

Kwai Tsing District Office
October 2018