

# **Guidelines on the Use of Facilities in Community Halls / Community Centre / Activity Centre in Sai Kung District**

## **1. Eligibility**

- (a) The applicant must be a registered school or a body either registered or exempted from registration in Hong Kong in accordance with the law. Members of the Legislative Council and Sai Kung District Council can also apply for the use of facilities in Community Halls/Community Centre/Activity Centre (CHs/CC/AC) to hold community activities.
- (b) The activities proposed to be held at CH/CC/AC must be in the public interest and must not contravene the laws of Hong Kong. If the Sai Kung District Office (SKDO) considers that the activity will likely cause disturbance to public peace, the application will not be accepted.
- (c) As a rule, applications from commercial organisations will not be accepted. Nevertheless, SKDO will approve applications from commercial organisations with discretion 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/AC within the District will greatly facilitate the attendance and participation of the local community.

## **2. Submission of Application and Criteria for Time Slot Allocation**

- (a) Applicants may submit applications to SKDO starting from the months below (except the working days specified in **Appendix I**) for the use of facilities in respective quarters:

### **Month of receiving applications**

January  
April  
July  
October

### **Quarter of hire**

April to June  
July to September  
October to December  
January to March of next year

- (b) Applicants should submit application forms to SKDO at least 7 working days before the day of using the venue (not counting the day of the activity). However, please note that during the specified period in the above-mentioned months for receiving applications, only applications for use of venues in the next quarter will be processed (please see paragraph 4(c) in **Appendix I** for details). For applicants who would like to apply for use of venues during the above months, please submit your application forms earlier.
- (c) If the activity is jointly organised/co-organised, the information of the joint organiser(s)/co-organiser(s) should also be provided in detail on the application form.
- (d) The available time slots of CH/CC/AC facilities are as follows:
  - i. 8:00/9:00 a.m.\*- 10:00 a.m.
  - ii. 10:00 a.m. - 12:00 noon
  - iii. 12:00 noon - 2:00 p.m.
  - iv. 2:00 p.m. - 4:00 p.m.
  - v. 4:00 p.m. - 6:00 p.m.
  - vi. 6:00 p.m. - 8:00 p.m.
  - vii. 8:00 p.m. - 10:00 p.m.(\* The opening hours of Lohas Park Community Hall start from 9:00 a.m., while the opening hours of the other seven CHs/CC/AC start from 8:00 a.m.)

- (e) The minimum number of participants required for using facilities in CHs/CC/AC is as follows:
- |     |                                 |            |
|-----|---------------------------------|------------|
| i.  | Conference room / Activity room | 5 persons  |
| ii. | Hall                            | 10 persons |
- The application will not be processed if the anticipated number of participants does not meet the above requirement.
- (f) The applicant should not submit more than one application form for a particular time slot of the same CH/CC/AC.
- (g) The number of hours applied by each organisation for the same CH/CC/AC should not exceed 8 hours a week. If the time slot is still available 1 month before the intended date of the activity, this restriction will not be applicable.
- (h) The applicant should state clearly the name and contact number of the activity co-ordinator on the application form. The co-ordinator or his/her representative should be present during the course of the activity so that SKDO staff can contact him/her when needed.
- (i) SKDO will process the application forms and allocate the time slots in accordance with the procedures set out in **Appendix I**. For details, please refer to the Appendix.

### **3. Payment of Charges**

- (a) On approval of the application, a Demand Note together with an approval letter for use of the venue will be sent to the applicant if payment is required.
- (b) The applicant should settle the payment before the deadline set out on the Demand Note and present the payment receipt and the approval letter to SKDO staff before using the venue, otherwise, the use of CH/CC/AC facilities will not be allowed. Please note that **no** cash should be handed to any SKDO staff.

### **4. Cancellation of Booking**

- (a) The applicant should submit the Notification for Cancellation of Booking **at least 10 working days before the date of the activity** (not counting the day of the activity). The applicant can receive a refund by presenting the payment receipt.
- (b) If the applicant has not submitted the Notification for Cancellation of Booking in accordance with the above procedures or the applicant is not allowed to use the CH/CC/AC facilities due to non-compliance with the regulations and conditions concerned, the amount paid will not be refunded.
- (c) 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 so affected will be informed as soon as possible. Any payment made will be refunded on production of the receipted Demand Note.

### **5. Criteria for Charge Exemption**

- (a) If the applicant falls into any of the categories listed in **Appendix II** and the proposed activity is non-profit-making and contributes to social welfare and community building, the applicant may apply to SKDO for exemption of charges (including air-conditioning charge). The applicant has to produce the relevant documentation while applying for the exemption. If the activity is jointly organised/co-organised, the joint-organiser(s)/co-organiser(s) should also meet the relevant requirements listed in **Appendix II**.

- (b) Applicants who apply for charge exemption for paid activities should submit the application form together with the Statement of Expected Income and Expenditure of Paid Activity. The organisation concerned, if exempted from charges, should submit a self-certified statement of account within one month upon completion of the activity in order to prove that the organisation has not obtained any profit from the activity.
- (c) The applicant does not need to submit the receipts and supporting documents together with the self-certified statement of account. However, the applicant should keep the receipts and supporting documents for the activity for two years as SKDO will conduct spot checks on the statements of account of paid activities with charges exempted. The applicant will be required to submit the receipts and supporting documents if the self-certified statement of account of the activity is selected for spot check. If the applicant fails to provide the receipts/supporting documents to SKDO for inspection upon request, it will be required to pay back the exempted charges.
- (d) If the organisation has indeed profited from the activity or has not submitted the statement of account on time as required, the exempted amount will be recovered from the organisation.

## **6. Regulations and Conditions for Using the Facilities**

- (a) To ensure fire safety, the following regulations and conditions should be followed by the applicant:
  - i. For both indoor and outdoor activities
    - The premises shall be used for the designated activities.
    - No change shall be made to the structural design or layout of the premises that will increase the capacity beyond its designated limit or render escape difficult in the event of emergency.
    - No decoration of readily combustible materials shall be used.
    - Chairs, if provided for audience, shall be battened together in groups of not less than four and not more than fourteen per row.
    - The power supply cable shall be so located that it will not constitute a hazard to the audience/attendees.
    - No scenery or decorations of readily combustible nature shall be erected on the stage.
    - No hydrogen-filled balloon of readily combustible nature should be erected on site.
    - All exit doors shall remain unlocked.
    - All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.
  - ii. For outdoor activities
    - The stage, if any, shall 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 shall be used for illumination purposes.
    - Mills barriers should be set up to bar off audience/attendees from the performing area, public address system and lighting control booth.
    - One 9-litre water type/carbon dioxide fire extinguisher should be provided at the command post and the main entrance.

(b) Without prior approval from SKDO, the applicant shall **not**

- i. post or hang posters, slogans, banners or portraits;
- ii. conduct auction, fund-raising or sales activity;
- iii. eat or allow animals except guide dogs in the CHs/CC/AC;
- iv. smoke, cook, light a fire or use fireworks;
- v. sprinkle powder on the floor;
- vi. carry out any activities that disturb public order.

The applicant shall maintain good order and discipline during the activity.

- (c) If photo-taking or audio/video recording in a CH/CC/AC was intended for record and non-profit-making purposes, no application is required in advance. If photo-taking or audio/video recording in a CH/CC/AC was intended for other purposes, such as for location filming or commercial purposes, the applicant shall submit a written application to SKDO not less than 14 working days before the day of the activity.
- (d) The applicant shall set up the venue by itself and shall not put any nails or any other materials that are difficult to remove such as paints or adhesive tape, etc. on the walls, furniture and other equipment. The applicant shall be liable for any damage to the equipment, furniture or structure inside the venue.
- (e) The applicant shall clean up the place and restore the venue to its original condition before handing over the venue.
- (f) No additional lighting equipment, sound equipment or electrical appliances are allowed to be installed in any part of the CH/CC/AC unless prior permission from SKDO has been obtained. If permitted, the applicant should then arrange for an experienced technician or operator to operate the equipment and notify CH/CC/AC staff in advance.
- (g) SKDO staff shall have the right to enter, at any time, any part of the CH/CC/AC and impose additional conditions on the continued use of the venue by the applicant in light of the prevailing circumstances. If the applicant fails to observe these conditions, the staff may terminate its right of use at any time and have the place cleared.
- (h) No fund-raising or commercial activity such as sale, promotion of products and services, etc. is allowed within the area of CH/CC/AC.
- (i) The activity approved to be held inside the CH/CC/AC must conform to the details and purpose stated in the application form. Any changes to the information on the submitted application form must be reported to and approved by SKDO in advance.
- (j) Eating and drinking are generally not allowed in the CHs/CC/AC unless approved by SKDO. Should eating and drinking be allowed in the CHs/CC/AC, the applicant must ensure food hygiene, and no cooking, boiling or heating by means of fuel or electrical appliances should take place in the venue. The applicant should clean up the place after use.
- (k) SKDO reserves the right to withdraw its approval for the use of venues of CHs/CC/AC or its equipment when needed and will inform the applicant as soon as possible. The payment settled will be refunded later on production of the payment receipt.
- (l) 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/AC. 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/AC 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 III**. The applicant shall not hinder, obstruct or prevent these licensing bodies from entering any part of CHs/CC/AC used by the applicant for the purpose of the licensing body exercising its right of entry (if any) under the relevant licensing agreement.

(m)

- i. Subject to clause 6(l), 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) at CHs/CC/AC 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 CHs/CC/AC.

(n) 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.

(o) 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.

(p) 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 CHs/CC/AC 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 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 or any of its 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 CHs/CC/AC by the applicant or any of its Related Persons.

(q) The 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 CHs/CC/AC by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in clause 6(p) 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.
- (r) The 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 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 or any of its Related Persons.
- (s) For the purposes of clauses 6(p), 6(q) and 6(r), “Negligence” shall have the same meaning as that assigned to it in section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).
- (t) Without prejudice to the generality of the foregoing, SKDO has the authority to interpret and make exceptions to the regulations and conditions contained herein. SKDO may cancel the applicant's booking or terminate the applicant's right of use of CHs/CC/AC if the applicant fails to observe or perform any of the regulations and conditions contained herein.
- (u) The expiry of the approved period of use of CHs/CC/AC 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(q) and 6(r)) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.

## **7. Demerit Points System**

- (a) The applicant 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. Each breach will attract demerit points ranging from 3 points for “Minor Breaches”, 5 points for “Serious Breaches” to 10 points for “Very Serious Breaches”, having regard to the seriousness of the breach. Any organisation that has accrued 10 or more demerit points within 12 months will immediately be banned from booking the unallocated time slots of the current quarter. Apart from this, depending on the demerit points accrued, the organisation will be banned from booking CHs/CC/AC and have its allocated time slots cancelled accordingly:
  - i. An organisation that has accrued 10 to 19 demerit points within 12 months will be, in the next two quarters, banned from booking CHs/CC/AC and using CH/CC/AC facilities as joint organiser/co-organiser. All its allocated time slots for the next quarter will be cancelled;
  - ii. An organisation that has accrued 20 to 29 demerit points within 12 months will be, in the next four quarters, banned from booking CHs/CC/AC and using CH/CC/AC facilities as joint organiser/co-organiser. All its allocated time slots will be cancelled immediately; and

- iii. An organisation that has accrued 30 or more demerit points within 12 months will be, in the next six quarters, banned from booking CHs/CC/AC and using CH/CC/AC facilities as joint organiser/co-organiser. All its allocated time slots will be cancelled immediately.

The approval granted for the use of CH/CC/AC facilities may be withdrawn immediately where circumstances warrant. Details of the Demerit Points System are set out at **Appendix IV**.

- (b) Providing false information and omitting information about the joint organiser(s)/co-organiser(s) of an activity are considered as “Serious Breaches”. A progressive demerit points system will be applied to an applicant that provides false information or omits information about the joint organiser(s)/co-organiser(s) of an activity: breaching for the first time will attract 5 points; breaching for the second time will attract 10 points; breaching for the third time will attract 15 points and so on. Moreover, the applicant will have its allocated time slot(s) for the current and the next quarters cancelled and will be banned from booking CHs/CC/AC in the next two quarters. For an organisation serving as the joint organiser(s)/co-organiser(s) without prior approval from SKDO for the first time, a warning letter will be issued. For repeated breaches, a progressive demerit points system will apply: breaching for the second time will attract 5 points; breaching for the third time will attract 10 points; breaching for the fourth time will attract 15 points and so on.
- (c) Transferring an allocated time slot to another organisation without authorisation and accepting the transfer of an allocated time slot without authorisation are considered as “Very Serious Breaches”. A progressive demerit points system will be applied to an organisation that transfers its allocated time slot(s) without authorisation: breaching for the first time will attract 10 points; breaching for the second time will attract 20 points; breaching for the third time will attract 30 points and so on. Moreover, such organisation will have its allocated time slot(s) for the current and the next quarters cancelled and will be banned from booking CHs/CC/AC in the next two quarters. For organisations that accept the transfer of an allocated time slot without authorisation for the first time, a warning letter will be issued. For repeated breaches, a progressive demerit points system will apply: breaching for the second time will attract 10 points; breaching for the third time will attract 20 points; breaching for the fourth time will attract 30 points and so on.
- (d) The addition of ineligible joint organiser(s)/co-organiser(s), or serving as the ineligible joint organiser(s)/co-organiser(s) is considered as “Very Serious Breaches”. A progressive demerit points system will be applied to an applicant that adds ineligible joint organiser(s)/co-organiser(s): breaching for the first time will attract 10 points; breaching for the second time will attract 20 points; breaching for the third time will attract 30 points and so on. For an ineligible organisation serving as the joint organiser(s)/co-organiser(s) for the first time, a warning letter will be issued. For repeated breaches, a progressive demerit points system will apply: breaching for the second time will attract 10 points; breaching for the third time will attract 20 points; breaching for the fourth time will attract 30 points and so on.
- (e) The staff of SKDO will inspect the venues to ensure proper use of CH/CC/AC facilities. Where breaching of regulations and conditions is found, SKDO will issue verbal and/or written warning to the organisation(s) concerned. The nature of breach, the demerit points served and the validity period will be stipulated in the warning letter.

- (f) Those organisations that receive a warning letter may submit a written representation within two weeks from the issue date of the warning letter to SKDO for consideration. SKDO has the authority not to give any demerit points if the representation is deemed justified.
- (g) Apart from the breaches listed in **Appendix IV**, if an organisation provides false information in the application, the application submitted for the current and next quarter will be disqualified. SKDO will not accept any application for the use of CHs/CC/AC from the organisation concerned in the next two quarters.

## **8. Arrangements under Typhoon or Rainstorm Warnings**

- (a) When Tropical Cyclone Warning Signal No. 8 or above or Black Rainstorm Warning is in effect, all CHs/CC/AC will be closed.
- (b) When Tropical Cyclone Warning Signal No. 3 or Red Rainstorm Warning is in effect, CHs/CC/AC will remain open as usual. If the organisation would like to cancel the booking due to bad weather, SKDO should be contacted in advance. The organisation should submit the Notification for Cancellation of Booking to SKDO within 14 working days. No demerit point will be served due to the absence of the organisation under such circumstances.

## **9. Enquiry numbers**

- |  |           |
|--|-----------|
| (a) Booking of venue (office hours):         | 3740 5328 |
| (b) Hang Hau Community Hall:                 | 3740 5346 |
| (c) Kin Choi Community Hall:                 | 3409 5345 |
| (d) King Lam Neighbourhood Community Centre: | 2703 5440 |
| (e) Lohas Park Community Hall:               | 3695 0030 |
| (f) Sai Kung Jockey Club Town Hall:          | 2792 1487 |
| (g) Sheung Tak Community Hall:               | 2178 1404 |
| (h) Tsui Lam Community Hall:                 | 2702 3701 |
| (i) Chi Shin Activity Centre:                | 2739 5628 |



## **Criteria and Arrangements for Time Slot Allocation of the Community Halls / Community Centre / Activity Centre in Sai Kung District**

### **1. General Rule**

If more than one organisation applies for the same time slot, SKDO will allocate the time slot concerned in accordance with the priorities listed below.

### **2. Prioritisation based on nature of organisation**

SKDO will first allocate the time slots with reference to the nature of organisation in the following order of priority:

- (a) Sai Kung District Council and its Committees / Working Groups, Government departments, local committees in Sai Kung District recognised by the Government (including Area Committees, District Co-ordinating Committee on Summer Youth Programme, District Fight Crime Committee, etc.) and Rural Committees;
- (b) Owners' corporations and residents' organisations formed in accordance with the deeds of mutual covenant in Sai Kung District (limited to holding general meetings);
- (c) Organisations in Sai Kung District (with registered address within Sai Kung District);
- (d) Organisations outside Sai Kung District.

### **3. Prioritisation based on nature of activity**

- (a) After categorising the applicants according to paragraph 2 above, if two or more applications for a certain time slot are received from organisations of the same priority, SKDO will allocate the time slot according to the arrangements below:

	<b><u>Monday to Friday</u></b>	<b><u>Saturday, Sunday or Public Holiday</u></b>
Priorities	<ol style="list-style-type: none"> <li>i. Class Activities</li> <li>ii. Large-scale Activities and Other Activities</li> </ol>	<ol style="list-style-type: none"> <li>i. Large-scale Activities</li> <li>ii. Class Activities</li> <li>iii. Other Activities</li> </ol>

- (b) Activities are classified as follows:

- i. Large-scale Activities – The applicant can hold one large-scale activity of not more than six hours once every quarter at each Community Hall / Community Centre / Activity Centre (CH/CC/AC) on Saturday, Sunday or public holiday, provided that the anticipated number of participants reaches 100. Large-scale activities include large-scale activities provided by local organisations for the local community, as well as general meetings held by mutual aid committees / owners' corporations and residents' organisations formed in accordance with the deed of mutual covenant, etc.
- ii. Class Activities – Class activities refer to those activities being held during the same time slot on the same day of every week within a particular month (e.g. every Monday from 8:00 a.m. to 10:00 a.m. in January).
- iii. Other Activities – Activities not falling into the above categories.

- (c) If there is still more than one application for a certain time slot that are of the same priority given the above arrangements, the time slot concerned will be allocated by drawing lots.

#### **4. Arrangements for Drawing Lots**

- (a) In the months of receiving applications, SKDO will process the applications in accordance with the procedures below:
- |                            |  |
|----------------------------|--|
| The 1st to 5th working day | collection of application forms            |
| The 9th working day        | drawing of lots                            |
| The 13th working day       | announcement of results after drawing lots |
- (b) Drawing of lots will be conducted at the conference room of Hang Hau Community Hall or other conference rooms of SKDO (depending on actual circumstances) at 10:00 a.m. The results will be posted at the corresponding CH/CC/AC. Successful applicants will be notified in writing.
- (c) From the 1st to 13th working day of the month for drawing lots, only applications for use of venues in the next quarter will be processed. Applicants may apply for the unallocated time slots starting from the 14th working day. These applications will be processed on a “first come, first served” basis.
- (d) In the event of the issue of Tropical Cyclone Warning Signal No. 8 or above or Black Rainstorm Warning Signal on the above working days, the application process will be postponed accordingly.

**Rates of Charges and Exemption from Payment of Charges for  
Use of Community Halls / Community Centre / Activity Centre in  
Sai Kung District**  
(with effect from 1.6.2021)

**1. Details of Exemption from Payment of Charges**

- (a) The facilities may be made available to other Government departments and this Department free of charge.
- (b) Organisations belonging to one of the following groups may be completely exempted 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 Councillors and District Councillors;
  - iv. charitable institutions or trusts 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); 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 Programme Committees, District Fight Crime Committees, Mutual Aid Committees, Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, etc.;
  - vii. candidates standing for election to the Legislative Council and the District Councils who apply for using the facilities for electoral meetings during the period between close of nomination(s) and election day.

**2. Rates of Charges for Use of Facilities**

Rate (\$ per hour)	The Sai Kung Jockey Club Town Hall	Hang Hau CH	Kin Choi CH, Sheung Tak CH and King Lam Neighbourhood Community Centre	Lohas Park CH	Tsui Lam CH	Chi Shin AC
Multi-purpose Hall - basic charge	\$90					
Multi-purpose Hall - air-conditioning charge	\$180	\$140	\$116	\$116	\$89	\$89
Multi-purpose Hall - basic charge (Partitioned portion that includes/excludes the stage)	---	\$54/\$36	---	\$55/\$35	---	Room A: \$20 Room B: \$30 Room C: \$40
Multi-purpose Hall - air-conditioning charge (Partitioned portion that includes/excludes the stage)	---	\$89/\$38	---	\$116/\$89	---	Room A: \$20 Room B: \$30 Room C: \$39
Badminton Court - basic charge	\$68					---
Badminton Court - air-conditioning charge	Same as air-conditioning charges of multi-purpose halls					---
Multi-purpose Hall - using the lighting panel	\$18					---
Dressing Room (Male or Female) - basic charge	\$6.5					---
Dressing Room (Male or Female) - air-conditioning charge	\$7					---
Conference Room - basic charge	---	\$44				
Conference Room - air-conditioning charge	---	\$10				
Activity Room - basic charge	\$48	---				
Activity Room - air-conditioning charge	\$11	---				
Outdoor Play Area day time (9:00 a.m. to 6:00 p.m.) / evening (6:00 p.m. to 10:00 p.m.) (Lighting provided)	\$51/\$53	---				

## **Licence Agreements with Copyright Licensing Bodies**

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 [PPSEAL] and Hong Kong Recording Industry Alliance Limited [HKRIA] for the performance of copyright literary and musical works, playing and showing of sound recordings, music videos and karaoke videos at CHs/CCs/ACs. 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/ACs are controlled or administered by these licensing bodies and its performance, playing and/or showing is not excluded by the relevant licence agreements as extracted below.

### **Exclusions / Reservation of Rights**

#### **CASH – Exclusions**

The licence hereby granted shall not extend to nor authorise the following –

- (a) any Visual Music Performances by means of Video Wall;
  - (b) any public performance or causing any public performance of the Society's Repertoire to be visible beyond the precincts of the Premises;
  - (c) any reproduction of the Society's Repertoire; and
  - (d) any copyright in respect of any sound recordings.
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#### **PPSEAL – Exclusions**

- (a) This Licence does not authorise the Licensee(s) to do any act which could be an infringement of any copyright subsisting in the works reproduced upon the sound recordings, music videos and/or karaoke videos.
  - (b) This Licence does not extend to nor may it be deemed to authorise the reproduction, remixing, rerecording or editing of the sound recordings, music videos and/or karaoke videos.
  - (c) This Licence does not permit the Licensee(s) to use any unauthorised copies of the sound recordings, music videos and/or karaoke videos.
  - (d) This Licence expressly does not cover those works which do not fall within the repertoire of PPSEAL.
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#### **HKRIA – Reservation of Rights**

- (a) All rights in the Works that are owned or controlled by HKRIA and/or its members and not expressly licenced to the Licensee under the Licence are hereby expressly reserved.
- (b) Nothing contained in the Terms and Conditions shall be construed as authorising the Licensee to: -
  - i. include any Work in any broadcast, or copy, reproduce, remix, re-record, edit or otherwise deal with any Work, or do any other act which may infringe the copyright subsisting in any Work for any purpose whatsoever; or
  - ii. use any unauthorised copies of the Works to publicly perform any Works.
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**Demerit Points System**  
**for Community Halls / Community Centre / Activity Centre in Sai Kung District**

<i>Items</i>	<i>Breaches of Regulations and Conditions</i>	<i>Seriousness of Breach</i>	<i>Demerit Points</i>
1	Number of participants below the minimum requirement.	Minor Breaches	3
2	Late for 15 minutes or more.		
3	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 District Office.		
4	Cancellation of allocated time slot with less than 10 working days' advance notice before the date of the activity. <sup>Note 1</sup>		
5	Failed to submit an application for approval for alteration of the nature of activity or addition/change of joint organiser(s)/co-organiser(s) 7 working days or more before the date of the activity.		
6	Failed to produce the approval letter for use of facilities at CHs/CC/AC.		
7	Failed to vacate the venue on time.		
8	Number of participants exceeds the maximum capacity of respective CH/CC/AC.	Serious Breaches	5
9	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	Failed to turn up.		
11	Altered the nature of activity without prior approval of District Office.		
12	Provide false information or omit information about eligible joint organiser(s)/co-organiser(s), or serve as joint organiser(s)/co-organiser(s) without prior approval from District Office. <sup>Note 2</sup>		
13	Permanent damage of the facilities, such as PA system, hardware that needs replacement. The organisation is also subject to the charges for the replacement of equipment.	Very Serious Breaches	10 (or revoked immediately if applicable)
14	Serious misconduct or breaches, such as smoking, cooking, lighting of fire, or using fireworks.		
15	Transfer of the allocated time slot to another organisation without authorisation, or accept the transfer of the allocated time slot without authorisation. <sup>Note 2</sup>		
16	Holding of fee-charging activities against the original claim of non-fee charging.		
17	Conducting auction, fund-raising, sales activity without prior approval of District Office.		
18	Addition of ineligible joint organiser(s)/co-organiser(s), or serving as ineligible joint organiser(s)/co-organiser(s). <sup>Note 2</sup>		

Note 1: Taking into consideration of the time required for processing application, the penalty applies equally to an applicant whose application is made less than 10 working days from the day of the activity.

Note 2: A progressive demerits point system will be applied for breaches of item 12, 15 and 18. Please refer to paragraphs 7(b), 7(c) and 7(d) of the Guidelines for details.

**Guidelines for Displaying Poster and Banner  
in Community Halls / Community Centre / Activity Centre in Sai Kung District**

**1. General**

- (a) Posters should not exceed 42cm x 60cm (A2 size) in area, while banners should not exceed 3 feet x 8 feet in area.
- (b) Only posters/banners of activities to be held in the Community Halls / Community Centre / Activity Centre (CHs/CC/AC) concerned will be considered for display at the respective CH/CC/AC.
- (c) Each poster and banner can be displayed for a maximum of two weeks, counting from the first day of display. However, if the first day of display is less than two weeks before the last day of the activity, the poster/banner will be removed sooner.

**2. Displaying poster**

- (a) The organisation should hand in the poster(s) to the staff at CHs/CC/AC for handling.
- (b) Upon receipt of the poster(s), SKDO staff will write down the date of receipt and arrange to display them in the designated location of CHs/CC/AC.

**3. Displaying banner**

- (a) The banner(s) must be displayed in the designated location of CHs/CC/AC.
- (b) The organisation with approved banner(s) for display should arrange to hang and remove the banner(s) on its own.
- (c) While hanging the banner(s), the organisation concerned is not allowed to drill any hole or conduct any other works that may damage the fence, exterior wall or structure of CHs/CC/AC. The organisation should also ensure that the works are carried out safely without posing threats to passers-by and users of CHs/CC/AC.
- (d) During the display period, the organisation concerned should conduct regular inspections to ensure that the banner(s) is/are hung properly. If a banner is found still on display after the allowed period, loosen or may affect passers-by or environmental hygiene, Sai Kung District Office will remove the banner immediately without prior notice. The banner will not be retained after removal and no compensation will be made.