

Notes for Application
for the Use of Community Halls / Community Centres in Tai Po (Revised)

The Notes are formulated by the Working Group on Facilities Management (“the Working Group”) under the Tai Po District Council (“the TPDC”) and is executed by the Tai Po District Office (“the TPDO”).

Applicants must comply with the following regulations and conditions on the use of the venues:

(I) Eligibility Criteria for Making Applications

(1) The eligibility criteria for making applications are set out below –

- i. Subvented welfare agencies, subvented educational institutions, subvented schools or non-profit making schools, offices of the Legislative Councillors and District Councillors, charitable institutions, non-profit making organizations, local committees/organizations recognized by the Government, and Government departments.
- ii. As a rule, applications from commercial organizations are not accepted. Nevertheless, District Officer (Tai Po) / District Facilities Management Committees have discretion to approve applications from commercial organizations 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.
- iii. Non-commercial organizations are not deprived of the opportunity to use facilities in CHs/CCs simply because the activities they organize would make a profit. Applications from non-commercial organizations for organizing activities which would make a profit are not rejected if the nature of the activities is for community building and for good causes. If such applications are successful, the applicant organization should be subject to fee-charging.
- iv. Applications from individuals are not accepted.

(II) Submission of Application

- (2) An applicant who wishes to apply for the use of a community hall (“CH”) / community centre (“CC”) for holding continuous activities lasting for not more than three months, or for holding non-continuous one-off activities, shall submit an application (in duplicate) to the TPDO two quarters prior to the holding of the activities, specify the name of the joint organizer / co-organizer (if any), the purpose and the programme of the activities. For example, if the applicant wishes to apply for the use of a CH/CC from October to December (i.e. the fourth quarter of the year), he should apply between April and June (i.e. the second quarter of the year). The applicant may apply for waiver of hire charges at the same time if it and its joint organizer / co-organizer (if any) can satisfy the conditions set out at Annex I.
- (3) Each application form is for one activity only. Application forms are obtainable at the CH/CC Section of the TPDO and the homepage of the Home Affairs Department (www.had.gov.hk). If a proposed activity will last for more than three months, the applicant shall submit a fresh application for the use of the venue in the next quarter.
- (4) An applicant who wishes to hold continuous activities should apply for the use of a CH/CC according to the following sessions –

Mondays to Sundays and Public Holidays	7:00am to 9:00am 9:00am to 11:00am 11:00am to 2:00pm 2:00pm to 4:00pm 4:00pm to 6:00pm 6:00pm to 8:00pm 8:00pm to 10:00pm
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If the duration of the activity is less than the number of hours in that particular session, the applicant should state clearly the starting and ending time of the activity in the application.

- (5) The applicant shall not apply for the use of more than one CH/CC for any particular session.
- (6) The applicant who wishes to hold continuous activities shall apply for the use of

only one facility (e.g. hall, meeting room, exhibition hall etc.) of a CH/CC for any particular session.

- (7) Each applicant may apply for hiring/borrowing the facilities of a CH/CC for no more than two days in any single month for holding non-continuous one-off activities.

(III) Vetting Criteria and Payment Procedures

- (8) Non-continuous one-off activities sponsored by the TPDC are given priority. Such applicants should indicate this in the application and enclose the relevant application form for sponsorship. If the sponsorship is not approved eventually, the hired session will be cancelled.
- (9) As for activities not applicable to clause (8), applications for the use of CHs/CCs for holding activities by TPDC Members / Tai Po owners' incorporations / Tai Po mutual aid committees / Tai Po non-profit-making organizations / Tai Po charitable organizations will be given priority.
- (10) An approval letter for the use of the facilities of a CH/CC will be issued to the successful applicant. Any addition or change to the joint organizer / co-organizer as set out in the application form is not permitted without approval.
- (11) If more than one applicant apply for the use of the same facility of a CH/CC and agreement on the use of the facility cannot be reached, the right to use the facility will be determined by lot (please refer to the Annex II). The result of the lot is final and applicants should raise no objection to it.
- (12) After lot-drawing exercises, applicants may still apply for unallocated timeslots. However, any such application should reach the TPDO at least seven working days prior to the holding of the activity.
- (13) Under emergency situation (e.g. disaster, unexpected incident etc.), the TPDO may exercise discretion to approve applications submitted less than seven working days prior to the holding of the non-continuous one-off activities.
- (14) If a venue has been used by an applicant for holding continuous activities for more than two quarters (i.e. six months), the TPDO will consider giving priority to other applicants applying for use of the same venue.

- (15) Each applicant shall not apply for the use of a particular CH/CC for more than ten hours a week or else the TPDO has the right to give priority to other applicants.
- (16) The applicant shall not provide commercial services of any kind in a CH/CC or else he shall be subject to cancellation of his right to use the venue with immediate effect.
- (17) If a fee-charging activity has been exempted from charges, the applicant must submit a self-certified statement of account (at Annex III) within one month after conclusion of the activity to prove that no profit has been made from the activity. If the applicant 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 need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the TPDO 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. 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 District Office for inspection upon request, it will be required to pay back the exempted charges.
- (18) On approval of the application, a Demand Note will be sent to the applicant if payment is required.
- (19) The applicant shall settle the charges as soon as possible by any of the payment methods stated on the Demand Note. A receipted Demand Note will serve as a permit for the use of the venue and the facilities and shall be presented to the officer-in-charge of the CH/CC before the scheduled activities can commence. No cash should be handed to any officer of the CH/CC.
- (20) The applicant shall be refused the use of the venue and the facilities if the receipted Demand Note or the letter of approval (where payment has been exempted) cannot be produced at the venue.

(IV) Rules and Conditions on the Use of Venues

- (21) The TPDO will issue to a successful applicant an approval letter for the use of the

facilities of a CH/CC for individual activities. The approval letter should be kept in safe custody. No replacement will be issued should the approval letter is lost.

- (22) The actual number of participants of an activity held in the hall, meeting room and exhibition hall of a CH/CC shall not be less than the following -
- i. Hall – 10 persons if it is hired for playing badminton or table tennis; 16 persons for other activities;
 - ii. Meeting room – 8 persons;
 - iii. Exhibition hall – 12 persons.

The TPDO has the right to take over the venue if the applicant fails to meet the above requirement and he shall submit a written report giving reasonable explanation to the TPDO within two working days from the use of the venue.

- (23) The activities must be held in accordance with the programmes previously submitted to the TPDO. The activities or the noises generated by the activities must not disturb other activities taking place in the same CH/CC.
- (24) 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 CH/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.
- (25) The applicant shall assume responsibilities 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 material on the walls, furniture and other equipment of the venue. The applicant shall be liable to pay for any damage to the equipment, furniture or fabric of the venue.
- (26) The applicant shall restore the facilities to their original conditions and clean up the place after use.
- (27) The applicant shall not use a CH/CC for holding any activity that contravenes the Laws of Hong Kong.
- (28) Pursuant to Section 3 of the Smoking (Public Health) Ordinance (Cap. 371),

smoking is prohibited inside the venue.

(29) To ensure fire safety, the following regulations and conditions shall be followed by the applicant:

i. For both indoor and outdoor activities

- The premises are used for the designated activities /functions
- No change is made to the structural design or layout of the premises that will increase the designated capacity of the premises or render escape difficult in the event of emergency
- Open-flame cooking is prohibited inside the venue
- No decoration of readily combustible materials is used
- Chairs, if provided for the audience, should be battened together in groups of not less than four and not more than fourteen per row
- Power supply cables should be so located that they will not constitute a hazard to the audience/attendees
- No scenery or decoration of a readily combustible nature should be erected on the stage
- No hydrogen-filled balloon of a readily combustible nature should be put up 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, should be substantially constructed to such a safety standard as required by the Buildings Department/Architectural Services Department and sited at least 6 metres from other buildings
- Only electric lighting should be used for illumination purpose
- Mill 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/CO₂ fire extinguisher should be provided at the following locations:
 - command post; and
 - main entrance

(V) **Lighting, Sound and Other Equipment**

- (30) The lighting equipment on stage is generally not for loan, and the applicant shall provide 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 use of the venue. Upon approval, the applicant should make available an experienced technician or operators to operate the control panel and notify the officer-in-charge of the CH/CC. The applicant shall assume full responsibility for any damage caused.
- (31) According to the guidelines issued by the Environment Bureau, the room temperature of all air-conditioned government offices and premises should be set at 25.5°C. Hence, starting from 1 November 2004, the room temperature of the halls and conference rooms in all CHs/CCs has been set at 25.5°C. A party who wishes to lower the temperature of a CH/CC during an activity shall submit an application to the TPDO together with the application for the use of facilities of the CH/CC. The TPDO will consider whether to allow lowering the temperature based on the following criteria:
- i. The number of participants of the activity reaches 50% of the seating capacity of the CH/CC (see Annex IV);
 - ii. The activity is a sports/physical activity (e.g. dancing, Taichi, Chinese opera etc.), AND the number of participants of the activity reaches:
 - (a) 45 or above (for the Hall of Tai Po Community Centre ONLY); OR
 - (b) 40 or above (for the Hall of other Community Halls/ Centres in Tai Po).

(VI) **Monitoring the Use of Venues and Cancellation of Bookings**

- (32) The TPDO is vested with the responsibilities and power to manage and monitor the use of CHs/CCs.
- (33) The applicant shall notify the TPDO in writing at least seven working days prior to the holding of the activity if he wishes to alter the use of the venue as specified in the application form to allow time for the TPDO to make appropriate arrangements.
- (34) The applicant shall notify the TPDO in writing at least seven working days prior to

the holding of the activity if he wishes to cancel the booking to allow time for the TPDO to make appropriate arrangements. Any payment made will be refunded on production of the receipted Demand Note.

- (35) Staff members of the TPDO shall have the right to enter, at anytime, any part of a CH/CC hired by the applicant and impose additional conditions on its continued use in the light of prevailing circumstances. If the applicant fails to observe these conditions, the staff members may terminate his right of use at anytime and have the venue cleared.
- (36) 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. 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 organizer / co-organizer in the district in the next two quarters or the use of the facilities in CH/CC may be revoked immediately where circumstances warrant. Details of the Demerit Points System are at Annex V.
- (37) If the venue hired/borrowed by the applicant is required for setting up an emergency relief centre (for typhoon, flooding etc.) or a temporary shelter (e.g. heat shelter, cold shelter etc.) or for holding activities organized by the Government, the applicant’s booking will be cancelled and the TPDO will issue a notice to the applicant in this regard. Any payment made will be refunded on production of the receipted Demand Note.
- (38) The TPDO has the right to refuse the use of the venue or facilities of a CH/CC by any applicant. The TPDO also has the right to withdraw the approval granted to the applicant for using the venue by giving prior notice to the applicant and approve the use of the unoccupied venue by other applicants.
- (39) The TPDO is not liable to any loss incurred as a result of its withdrawal of the approval granted to the applicant for use of the venue. Nevertheless, any payment made will be refunded on production of the receipted Demand Note.
- (40) If the applicant fails to turn up without the notification required by clause (34)

above, any amount paid will be forfeited. Persistent cancellation of bookings may jeopardize his future applications.

(VII) Copyright

- (41) 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/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 Annex VI. 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.
- (42) Subject to clause (41), 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.
- (43) 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 CH/CC.
- (44) For the purpose of clauses (43), “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.

- (45) 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.

(VIII) Legal Liabilities

- (46) 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 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'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 the CH/CC by the applicant or any of its Related Persons.

- (47) 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 the CH/CC by the applicant or any of its Related Persons, including any loss, damage, injury or death referred to in clause (46) 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.

- (48) 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.
- (49) For the purposes of clauses (46), (47) and (48), “negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Cap.71).
- (50) 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. The District Office 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.
- (51) 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 (47) and (48)) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.

Tai Po District Office
February 2017

Rates of Charges and Exemption from Payment of Charges for Use of Community Halls / Community Centres

Exemption from Payment of Charges for Use of Facilities in Community Halls and Community Centres

- (1) The facilities may be made available to other Government departments and this Department free of charge.
- (2) Organizations 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 Councillors and District Councillors;
 - (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 organizations which are registered under the Societies Ordinance (Cap. 151); or incorporated under the 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/organizations recognized 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.
- (3) Candidates standing for election to the Legislative Council 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.

Rates of Charges for Use of Facilities in Community Halls / Community Centres (with effect from : 1.4.2012)

<i>Facility</i>	<i>Rate (per hour)</i>	<i>Remarks</i>
Multi-purpose Hall - basic charge	\$90	Chairs provided. Applicant to provide public address system and his own Technician to operate the lighting panel if necessary, and to arrange for seating.
Multi-purpose Hall - air-conditioning charge	Please refer to the table on rates of 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	Chairs and blackboard provided.
Conference Room - air-conditioning charge	\$10	
Basketball Court - day time	\$46	Lighting provided in the evening.
Basketball Court - evening	\$63	
Badminton Court - basic charge	\$68	Same as air-conditioning charges of multi-purpose halls
Badminton Court - air-conditioning charge	Same as air-conditioning charges of multi-purpose halls	
Classroom / Meeting Room / Activity Room - basic charge	\$48	
Classroom / Meeting Room / Activity Room - air-conditioning charge	\$11	
Covered Play Area - basic charge	\$49	
Covered Play Area (Henry G. Leong Yaumatei Community Centre)- air-conditioning charge	\$25	
Exhibition Hall (Tai Po Community Centre)	\$55	
Exhibition Hall (Tai Po Community Centre) - air-conditioning charge	\$19	
Outdoor Play Area (Sai Kung Jockey Club Town Hall)- day time (9:00 a.m. to 6:00 p.m.)	\$51	Equipped with lighting facilities and 2 numbers of weather proof 13A socket outlets. Lighting provided in the evening.
Outdoor Play Area (Sai Kung Jockey Club Town Hall)- evening (6:00 p.m. to 10:00 p.m.)	\$53	

Rates of Charges for Use of Air-Conditioning Facilities for Multi-purpose Halls

<i>District</i>	<i>Name of Community Hall/Centre</i>	<i>Rate of charge for use of air-conditioning facilities for hall \$ / per hour</i>	<i>District</i>	<i>Name of Community Hall/Centre</i>	<i>Rate of charge for use of air-conditioning facilities for hall \$ / per hour</i>
Central & Western	Sai Yin Pun Community Complex CH	140	Islands	Discovery Bay CH	140
Eastern	Hing Wah CH	89	North	Tung Chung CH	140
	Yue Wan CH	89		Sha Tau Kok CH	38
Southern	Causeway Bay CC	140		Ta Kwu Ling CH	38
	Aldrich Bay CH	116		Cheung Wah CH	116
	Quarry Bay CH	140		Luen Wo Hui CH	140
	Siu Sai Wan CH	140		Wo Hing CH	140
	Lei Tung CH	116	Sai Kung	Tsui Lam CH	89
	South Horizons NCC	116		Kin Choi CH	116
	Ap Lei Chau CH	116		King Lam NCC	116
	Wah Kwai CC	140		Sheung Tak CH	116
	Stanley CH	89		Sai Kung Jockey Club Town Hall	180
	Wan Chai	Leighton Hill CH	116		Lohas Park CH
Kowloon City	Hung Hom CH	140	Sha Tin	Hang Hau CH	140
	Kai Tak CH	140		Kwong Yuen CH	89
Kwun Tong	Lam Tin (W) ECC	38		Pok Hong CH	89
	Kwun Tong CC	116		Lek Yuen CH	116
	Lok Wah ECC	116		Hin Keng NCC	116
	Shun Lee ECC	116		Sha Kok CH	116
	Sai Tso Wan NCC	116		Chun Shek CH	116
	Kai Yip CH	116		Sun Tin Wai CH	116
	Lam Tin (E) CH	140		Wo Che CH	116
	Yau Tong Community Hall	140		Heng On ECC	140
Sham Shui Po	Tai Hang Tung CC	116	Tai Po	Lung Hang ECC	140
	Pak Tin CH	116		Lee On CH	140
	Shek Kip Mei CH	116		Mei Tin CH	140
	Cheung Sha Wan CC	140		Fu Shin CH	89
	Nam Cheong District CC	140		Tai Yuen CH	89
	Lai Kok CH	140		Fu Heng NCC	116
	Lai Chi Kok CH	140		Tai Wo NCC	116
	Mei Foo CH	140		Wan Tau Tong NCC	116
Wong Tai Sin	Wong Tai Sin CC	89	Tsuen Wan	Kwong Fuk CH	116
	Choi Wan ECC	140		Tai Po CC	140
	Chuk Yuen ECC	140		Princess Alexandra CC	116
	Fung Tak ECC	140		Lei Muk Shue CH	140
	Tsz Wan Shan CH	140		Shek Wai Kok CH	140
	Tsz Wan Shan (S) ECC	89	Tuen Mun	Tuen Mun Town Centre CH	38
	Tung Tau CC	140		Shan King CH	89
Yau Tsim Mong	Mong Kok CH	89		Tai Hing CH	116
	Henry G. Leong Yaumatei CC	140		Kin Sang CH	116
Kwai Tsing	Kwai Fong CH	89	Yuen Long	On Ting/Yau Oi CC	140
	Kwai Shing CH	89		Leung King ECC	140
	Lai King CH	89		Butterfly Bay ECC	140
	Tai Wo Hau ECC	116		Tseng Choi Street CH	116
	Cheung Hang CH	116		Wu Shan Road CH	180
	Tsing Yi Estate CH	116		Lung Yat CH	140
	Cheung Fat ECC	140		Tin Shui ECC	89
	Shek Lei CH	140		Long Ping CH	116
	Cheung Ching ECC	140		Tin Yiu ECC	140
					Tin Ching CH
			Tin Fai Road CH	160	

Notice on Allocation of the Use of Community Halls / Community Centres
in Tai Po District

1. An applicant who wishes to apply for the use of a community hall (“CH”) / community centre (“CC”) for holding continuous activities lasting for not more than three months, or for holding non-continuous one-off activities, shall submit an application (in duplicate) to the TPDO two quarters prior to the holding of the activities, specify the name of the co-organizer (if any), the purpose and the programme of the activities. For example, if the applicant wishes to apply for the use of a CH/CC from October to December (i.e. the fourth quarter of the year), he should apply between April and June (i.e. the second quarter of the year).
2. If more than one applicant apply for the use of the same facility of a CH/CC and agreement on the use of the facility cannot be reached, non-continuous one-off activities sponsored by the TPDC will be given priority. As for other applications, the right to use the facility will be determined by the following priorities -
 - i. TPDC Members / Tai Po owners’ incorporations / Tai Po mutual aid committees / Tai Po non-profit-making organizations / Tai Po charitable organizations;
 - ii. Other non-government organizations and non-profit-making local organization in Tai Po District;
 - iii. Other non-government organizations and non-profit-making local organization in other Districts.
3. If more than one applicant of the same priority apply for the use of the same facility of a CH/CC, the right to use the facility will be determined by drawing lots. However, applicant holding non-continuous one-off activity would have priority over those holding continuous activities.
4. The time and venue of lot-drawing exercises will be announced and posted on the notice boards of CHs/CCs in Tai Po District. Applicants should take heed of the announcements and may delegate representatives to monitor the lot-drawing procedures.
5. The results of lot-drawing decide the right to use the facilities, and are indisputable.
6. After lot-drawing exercises, applicants may still apply for unallocated timeslots and such applications are accepted on a ‘first-come, first-served’ basis. However, any such application should reach the TPDO at least seven working days prior to the holding of the activity.

To: Tai Po District Office

Exemption of Charges for Use of Facilities in Community Hall/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 (\$)
<i>e.g. 1 : Participants' fee</i>			
<i>e.g. 2 : Sponsorship by Company X</i>			
1.			
2.			
3.			
4.			
5.			
Total :			

Section D : Details of Expenditure

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

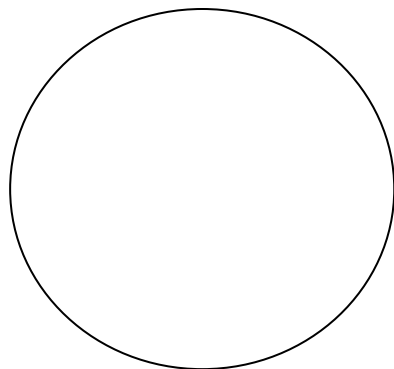
Section E : Declaration by Authorized Person of Applicant Organization

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 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 hall/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 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 centres. 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, Tai Po District Office, 2/F Tai Po Government Officer Building, 1 Ting Kok Road, Tai Po.

<u>Community Hall / Community Centre (Hall)</u>	<u>Seating Capacity</u>	<u>Number of Participants Required for Lowering the Temperature</u>
Tai Po Community Centre	350 persons	175 persons (50% of the seating capacity) 45 persons (involving sports/physical activities)
Fu Heng Neighbourhood Community Centre	300 persons	150 persons (50% of the seating capacity) 40 persons (involving sports/physical activities)
Tai Wo Neighbourhood Community Centre	300 persons	150 persons (50% of the seating capacity) 40 persons (involving sports/physical activities)
Wan Tau Tong Neighbourhood Community Centre	300 persons	150 persons (50% of the seating capacity) 40 persons (involving sports/physical activities)
Tai Yuen Community Hall	300 persons	150 persons (50% of the seating capacity) 40 persons (involving sports/physical activities)
Fu Shin Community Hall	300 persons	150 persons (50% of the seating capacity) 40 persons (involving sports/physical activities)
Kwong Fuk Community Hall	300 persons	150 persons (50% of the seating capacity) 40 persons (involving sports/physical activities)

Demerit Points System

(A) Structure

Items	Breaches of Regulations and Conditions	Seriousness of Breach	Demerit Points
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 DO.		
4	Cancellation of allocated timeslot with less than 7 working days' advance notice before the date of the activity. ^{Note}		
5	Failed to submit an application for approval for alteration of the nature of activity or addition/change of joint organizer(s) /co-organizer(s) 7 working days or more before the date of the activity. ^{Note}		
6	Failed to produce the approval letter for use of facilities in CH/CC.		
7	Failed to vacate the venue on time.		
8	Number of participants exceeds the maximum capacity of respective CH/CC.	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 or addition/change of eligible joint organizer(s)/co-organizer(s) without prior approval of DO.		
12	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	Serious misconduct or breaches, such as smoking, cooking, lighting of fire, or using fireworks.		
14	Transfer of the allocated timeslot to another organization.		
15	Holding of fee-charging activities against the original claim of non-fee charging		
16	Conducting auction, fund-raising, sales activity without prior approval of DO.		
17	Addition of ineligible joint organizer(s)/co-organizer(s).		

Note: Taking into consideration of the time required for processing application, the penalty applies equally to an applicant whose application is made less than 12 working days from the day of the activity.

(B) Rules under the Demerit Points System

1. The Demerit Points System is district-based.
2. Under the Demerit Points System, an applicant organization or hirer will get demerit points for breaching regulations and conditions. Demerit points are given for each breach and counted individually, irrespective of whether the breach takes place in the same activity. Each breach will attract demerit points ranging from 3 points for a “Minor Breach”, 5 points for a “Serious Breach” to 10 points for a “Very Serious Breach”, having regard to the seriousness of the breach. For an application which includes a co-organizer, only the applicant organization or hirer will be served the demerit points for breaches of regulations and conditions.
3. Once an organization or hirer has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs/CCs within the same District in the next two quarters following the next quarter. All the points that led to the ban will be cleared. Demerit points arising from new breaches of guidelines and regulations will be counted afresh. If the organization concerned has been allocated other sessions in the present quarter or the next quarter, it may continue to use the allocated sessions up to the quarter(s) concerned unless otherwise directed.
4. In the event that an organization commits two or more breaches in the same activity, the highest demerit points incurred in that activity will be counted first for the purpose of imposing a ban from booking of CH/CC facilities, as under paragraph 3 above. The remaining lower demerit points incurred from the other breaches committed in the same activity, which have not been counted for imposing the ban, will be carried forward.
5. An organization which is found to have breached the regulations and conditions will be issued with a standard warning letter stipulating the nature of breach, the demerit points served and the validity period. A summary of all breaches will also be listed in the letter. The consequences of accruing 10 points or more by the organization will also be stated in the letter.
6. The organization concerned may submit a written representation for District Officer (Tai Po)’s consideration within two weeks from the issue date of the warning letter. District Officer (Tai Po) has the authority not to give any demerit points if he/she finds the representation justified.

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