Facilities in Henry G. Leong Yaumatei Community Centre and Exemptions from Payment of Charges for Use of Facilities

(1) Facilities in Henry G. Leong Yaumatei Community Centre

Facility	Features
Multi-purpose Hall	The seating capacity is up to 522, including 360 movable seats in the 1/F Hall and 162 fixed seats in the 3/F Balcony. There are 4 additional wheelchair spaces in the Balcony. The 1/F Hall can accommodate up to a maximum of 400 persons, while the 3/F Balcony can accommodate up to 176 persons, including no more than 10 standing staff of the hirer. The minimum number of participants for use of the Multi-purpose Hall is 30. Chairs, tables, exhibition boards, A4/A1 display stands, DVD player, cassette player, lighting system, sound system, piano, projector, stage banner gallows and LED Display Wall are available (Remark: Technical information of the Hall is detailed at Annex A(IV)). Hirers should deploy their own qualified technicians to operate the lighting and sound consoles as well as arrange seats and conduct venue clearance after use by themselves. Hirers are liable to compensate any damage caused to the facilities or loss. Pickleball and table tennis activities etc. held at the Multi-purpose Hall during the morning hours (9:00 a.m. to 1:00 p.m.) require a minimum of 15 participants. Pickleball posts and nets, table tennis tables/nets and barriers are available for use.
Conference Room*#	The room, the floor area of which is about 95m^2, has a seating capacity of about 120 persons. The conference table has a seating capacity of about 22 persons. Folding tables (6 pieces), chairs (120 pieces), basic P.A. system (2 wireless microphones), whiteboard, multi-media projector and screen are available.
Classroom *#	The room, the floor area of which is about 57m^2, has a seating capacity of about 50 persons. Folding tables (4 pieces), chairs (50 pieces), basic P.A. system (2 wireless microphones), whiteboard, multi-media projector and screen are available.
Meeting Room#	The room, the floor area of which is about 19m^2, has a seating capacity of about 20 persons. The conference table has a seating capacity of about 12 persons. Tables, chairs, whiteboard, projector and screen are available.
Multi-purpose Activity Room	The floor area of the Multi-purpose Activity Room is approximately 120m^2. This room is furnished as a dance studio with a sprung floor, full-length mirrors and practice bars, suitable for dance and rehearsal activities. Basic PA system (2 wireless microphones), MD player and DVD player are available.
Outdoor Multi-purpose Court# (Basketball/3x3 Basketball/Volleyball/Badminton/Pickleball Court)	Lighting is provided in the evening session (from 6:00p.m. to 10:00p.m.). Users are required to set up the volleyball/badminton/pickleball posts and nets by themselves, and to conduct venue clearance and return the net to the management office after use.
Indoor Playground#	Folding tables (10 pieces), chairs (150 pieces), basic PA system (2 wireless microphones), multi-media projector, screen, exhibition boards, table tennis tables/nets and barriers are available.

* The Conference Room and Classroom are partitioned with folding screens in between, the two rooms may be jointly rented and used by a hirer.

Portable PA systems may be provided in these venues.

(2) Exemptions from Payment of Charges for Use of Facilities

2.1 Applicants and their joint organisers/co-organisers (if any) belonging to one of the following groups may be completely exempted from charges for using the facilities for non-profit making activities (Note 1): -

a. government departments;
b. subvented welfare agencies;
c. subvented educational institutions, subvented schools and non-profit making schools;
d. offices of Legislative Councillors and District Councillors;
e. charitable institutions or trusts of a public character which are exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112) (Note 2);
f. non-profit making organisations (Note 2) which are:
   - registered under the Societies Ordinance (Cap. 151); or
   - incorporated under the Companies Ordinance (Cap. 32);

   and their Constitution or Memorandum of Association specifically provides that members do not take any share of the profits or any share of the assets upon dissolution;
g. local committees/organisations recognised by the Government, such as District Youth Community Building Committees, District Youth Development and Civic Education Committees, District Fight Crime Committees, rural committees, kaifong welfare associations, owners' corporations, owners' committees, etc.;
h. District Services & Community Care Teams (Care Teams);
i. organisations which organise an activity with the funding support from Yau Tsim Mong Community Involvement Fund; and
j. candidates standing for election to the Legislative Council, the Election Committee Subsectors and the District Councils if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

Note 1: For any fee-charging activity, the applicant should indicate the estimated balance of the activity when submitting the application form. If the activity has been exempted from charges, the applicant must submit a self-certified statement of account (at Annex C) 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 a waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges. The applicant needs not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the Yau Tsim Mong District Office (YTMDO) 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 a random check. The statement of account and all invoices and supporting documents must bear the official seal and be certified correct. Should YTMDO suspect any false information in the statement of account or the documents submitted, the case shall be referred to the departments concerned for further investigation.

Note 2: Charitable organisations which apply for exemption from charges for using the facilities should attach relevant supporting documents to the application form for consideration.

2.2 For all applications, the decisions of the Yau Tsim Mong District Officer shall be final.

2.3 For applicants which do not qualify an exemption of charges under section 2.1 above, the applicants will be charged according to the rates below –

Henry G. Leong Yaumatei Community Centre/ Facilities	**Hourly rate**	**Hourly rate (with effect from : 1.3.2026)***
Multi-purpose Hall – basic charges	$105	$120
Multi-purpose Hall – air-conditioning charges	$160	$185
Multi-purpose Hall – Light panel charges	$21	$24
Dressing Rooms (Male) – basic charges	$9	$11
Dressing Rooms (Male) – air-conditioning charges	$8.5	$10
Dressing Rooms (Female) – basic charges	$9	$11
Dressing Rooms (Female) – air-conditioning charges	$8.5	$10
Conference Room – basic charges	$51	$56
Conference Room – air-conditioning charges	$12	$13
Outdoor Multi-purpose Court – day (9am-6pm)	$59	$68
Outdoor Multi-purpose Court – night (6pm-10pm)	$61	$70
Classroom / Meeting Room / Multi-purpose Activity Room – basic charges	$53	$58
Classroom / Meeting Room / Multi-purpose Activity Room – air-conditioning charges	$13	$14
Indoor Playground – basic charges	$56	$64
Indoor Playground – air-conditioning charges	$31	$36

To save public funds and to reduce energy consumption, the Home Affairs Department would exempt applicants conforming to section 2.1 from paying the air-conditioning charge only under the following circumstances: -

a. Multi-purpose Hall: The temperature is at 25.5 ^{o}C or above; or
b. Conference Room/Classroom/Multi-purpose Activity Room/Covered Play Area: The temperature is at 25.5 ^{o}C or above; or
c. Covered Play Area: The temperature is at 25.5 ^{o}C or above.

Under other circumstances, these applicants must pay the air-conditioning charge. Please refer to section 2.3 for details.

* To mitigate the impact on activities under planning, a one-time transitional arrangement will be made. Applications received by this Department on or before 22 December 2025 for bookings on or after 1 March 2026 will still be charged the existing fees.

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Guidelines on Booking of Facilities in Henry G. Leong Yaumatei Community Centre

(1) Eligibility Criteria

1.1 The following organisations are eligible to make venue booking applications. In case more than one application for use of the same venue in the same time slot is received, the Yau Tsim Mong District Office (YTMDO) will allocate the time slot according to order of priority listed below:

(a) YTMDO and other government departments;

(b) public organisations, the Yau Tsim Mong District Council and its committees/working groups, Yau Tsim Mong District Councilors' offices, local committees of the Yau Tsim Mong District (e.g. Area Committees, District Youth Community Building Committees, District Youth Development and Civic Education Committees,, District Fight Crime Committees etc.), Yau Tsim Mong District Care Teams, kaifong welfare associations with registered addresses in the Yau Tsim Mong District and specified organisations listed in the Guidelines on Yau Tsim Mong Community Involvement Funds (including Yin Ngai Societies, Yau Tsim Mong District School Liaison Committee, Yau Ma Tei and Tsim Sha Tsui Culture and Arts Association, Yau Ma Tei and Tsim Sha Tsui Recreation and Sports Association and Mong Kok District Cultural, Recreational and Sports Association);

(c) organisations which organise an activity with the funding support from Yau Tsim Mong Community Involvement Fund;

(d) subvented welfare agencies, registered schools or educational organisations, charitable organisations, registered organisations (commercial organisations with business registration only are not classified into this category), religious organisations, owners' corporations and owners' committees with registered addresses in the Yau Tsim Mong District; and

(e) subvented welfare agencies, registered schools or educational organisations, charitable organisations, registered organisations (commercial organisations with business registration only are not classified into this category) and religious organisations with registered addresses outside the Yau Tsim Mong District as well as Legislative Councilors' offices .

1.2 Applications from other organisations/institutions will be considered separately on the merit of their proposed activities.

1.3 The proposed activities must be in the public interest and conform to the guidelines on the use of Henry G. Leong Yaumatei Community Centre. Neither shall they be in breach of the law or the peace, nor shall there be any commercial or profit-making purposes.

1.4 Applications from commercial organisations are not accepted. The Yau Tsim Mong District Officer may approve applications from commercial organisations provided that the proposed activity has a clear public interest and meet the concern of the local community, and that the provision of venue in a community centre within the Yau Tsim Mong District will greatly facilitate attendance and participation in the activity by the local community.

(2) Procedure for Application/Payment of Charges

2.1 The application form may be obtained from the Yau Tsim Mong Home Affairs Enquiry Centre, Henry G. Leong Yaumatei Community Centre (CC) or Mong Kok Community Hall (CH). It may also be downloaded from the Home Affairs Department's web site (http://www.had.gov.hk/en/public_services/community_halls_centres/).

2.2 The Community Centre is available for hiring from 9:00 a.m. to 10:00 p.m., Mondays to Sundays, except the first three days of the Lunar New Year.

2.3 Advance booking of venues can be made to YTMDO three months before the quarter[1] of the function date. For instance, applications for use of venues in the second quarter (April to June) can be submitted the soonest in January that year.

2.4 Organisations wishing to make a booking may enquire by telephone (tel. no. 2399 2189) during office hours (from 8:45 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m., Mondays to Fridays) as to the availability of venues. Bookings over telephone are not accepted. Applications will be regarded as duly submitted and be processed upon receipt of completed application forms with required supporting documents. Duplicate applications will be regarded as one application only.

2.5 Application forms for advance booking are collected by YTMDO during office hours as stated above, on the first working day of each quarter starting from 8:45 a.m. Applications submitted before the prescribed period or outside office hours will not be entertained. Application forms and all necessary documents can be submitted in the following manner:

(a) By fax (fax no.: 2395 7010/ 2397 3425); or

(b) By email (email address: chcc_ytm@had.gov.hk) (only scanned true copies will be accepted by email.); or

(c) By post or in person during office hours to YTMDO. (6/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon.).

[1] The quarter refers to the period from January to March, April to June, July to September or October to December.

2.6 In the event of inclement weather, YTMDO will not accept application forms submitted in person when the Hong Kong Observatory announces that Tropical Cyclone Warning Signal No. 8 or the Black Rainstorm Warning or "extreme conditions" will be issued. Collection of application forms will be resumed during office hours, two hours after the warning is cancelled.

2.7 All applicants should submit their application forms and all necessary documents at least 5 working days before the function date. Applications made less than 5 working days before the function date will not be entertained, except under very special circumstances. The applicant should set out the joint organiser/co-organiser, if any, and specify the purpose and the programme of the proposed activity. The applicant should submit its application for a waiver of hire charges at the same time if it and its joint organiser/co-organiser, if any, can satisfy the conditions set out in Annex A(I).

2.8 All valid application forms must bear the signature of the applicant's officer-in-charge and its official stamp.

2.9 For any fee-charging activity, the applicant should indicate the estimated balance of the activity when submitting the application form. If a fee-charging activity is exempted from charges, the applicant must submit a self-certified statement of account (at Annex C) 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 a waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges. The applicant needs not attach any receipts and supporting documents to the self-certified statement of account when it is first submitted. However, as YTMDO 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 relating to 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 a 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. The statement of account, all receipts and supporting documents must bear the official seal and be certified correct. Should YTMDO suspect any false information in the documents submitted, the case shall be referred to the departments concerned for further investigation.

2.10 If a hirer fails to produce a duly certified statement of account for inspection within the specified period (one month after conclusion of the activity) upon request, YTMDO may not accept further applications from the applicant for use of the Community Centre until all required documents have been submitted and duly certified by YTMDO.

2.11 If the venue hired by the applicant has to be reserved for departmental use for some important purposes or under emergency relief arrangements (e.g. to serve as a temporary cold/heat shelter for shelter seekers or to accommodate typhoon victims) or for organising functions in the public interest, YTMDO has the right to cancel the approval granted for use of the venue at short notice and the applicant will be informed as soon as possible. Any payment made will be refunded to the applicant upon production of the receipted demand note. YTMDO will not make compensation for any loss thus incurred to the applicant.

2.12 Applications received will be considered in the following manner:

(a) Applications received within the first 7 working days of each quarter for time slots in the next quarter will be considered in accordance with the priority order in para. 1.1 above. If two or more applicants of the same priority group apply for a particular venue in the same time slot, YTMDO will allocate the time slot by drawing lots on the 15th working day. Applicants will be informed of the result within the next ten working days. Unsuccessful applicants should submit another application form to YTMDO and YTMDO will consider the application in accordance with para. 2.12(b);

(b) Applications received on or after the 8th working day of each quarter for unallocated time slots will be considered according to the order of submission and on a first-come-first-served basis. If the application is submitted by post or in person, the date and time of receipt will be recorded on the application form. To be fair to all applicants, who may submit their applications either by fax, by email, by post or in person, applications received via various channels will be arranged in the order of submission before further processing by YTMDO. As such, even if an application is submitted in person, YTMDO cannot inform the applicant the result of application on the spot or on the day of submission. Two choices of time slots can be made in each application (YTMDO will only consider the first two time slots if more than two are specified on the application form). The applicant will be informed in writing of the result of its application as soon as possible. If an applicant applies for time slots in the same quarter, and the two chosen time slots are not available, YTMDO will inform the applicant within the next working day after receiving the application. Unsuccessful applicants should submit another application form to YTMDO. Applications will be regarded as duly submitted and be processed only upon receipt of the completed application forms with required supporting documents.

The quantity of applications submitted for use of the Hall and/or the Multi-purpose Activity Room should comply with para. 2.14 below.

2.13 There are three time sessions for use of the facilities:-

- Morning session from 9 a.m. to 1 p.m.;
- Afternoon session from 1 p.m. to 5 p.m.; and
- Evening session from 5 p.m. to 10 p.m.

Usage less than four or five hours shall be counted as one full session. For one-off large-scale activities conducted at the hall with more than sixty participants, applicants can apply for two successive sessions.

2.14 Bookings of venues by eligible applicants:

- Quarterly block booking : This means weekly use of the same venue in the same time slot for a maximum of two time-sessions throughout the quarter. A minimum of two consecutive hours must be booked for each session.
- Individual booking : This means single use of a venue for a maximum of two time-sessions. A minimum of two consecutive hours must be booked for each session.

The maximum number of applications that each applicant can submit within the first 7 working days of each quarter for use of the Hall and/or the Multi-purpose Activity Room in the next quarter is set out as any one of the following application combinations:

(i) 2 block bookings with applied time slots falling on different days; or
(ii) 1 block booking and 3 individual bookings; or
(iii) 6 individual bookings.

For combinations (ii) and (iii), no more than two individual bookings should be made in the same month. In case there are unallocated time slots for the Hall or the Multi-purpose Activity Room in the month of the function date, the above booking restrictions will be lifted for individual bookings made two months or less in advance.

2.15 For the Hall, the time slots from 5 p.m. to 10 p.m. on Thursdays and all time slots on Saturdays, Sundays and public holidays are not open for quarterly block booking. For the Multi-purpose Activity Room, the time slots from 1 p.m. to 10 p.m. on Saturdays and all time slots on Sundays are not open for quarterly block booking.

2.16 The following facilities may be hired by the applicant on a group basis from 9 a.m. to 1 p.m. and 1 p.m. to 5 p.m. from Mondays to Fridays:

- Meeting Room and Multi-purpose Activity Room; and
- Conference Room and Classroom.

2.17 On condition that the eligibility criteria are satisfied and irrespective of para. 2.13 above, the owners' corporations and owners' committees of Yau Tsim Mong District may have priority among group (c) of the priority order in para. 1.1 above in using the facilities of the CH/CC in Yau Tsim Mong District once each calendar year and hiring two sessions on the same day at most for the sole purpose of convening owners' meeting, with submission of application form complying with the application timeframe as stated in para. 2.12(a) above.

2.18 Applications for use of the Hall for one or more days for one-off activities may be considered and approved on a case-by-case basis by the Yau Tsim Mong District Officer. YTMDO will inform the applicants the results of their applications in due course.

2.19 The application results informed by YTMDO in writing should be taken as final. No addition or change of joint organiser(s)/co-organiser(s) as set out in the application form is allowed without the prior approval of YTMDO.

2.20 Upon approval of the application, a demand note for settlement of charges will be sent to the applicant if payment is required.

2.21 The applicant should settle the demand note as soon as possible. The receipted demand note will serve as a facilities use permit. It should be presented to the duty officer of the Community Centre before commencement of the scheduled activity. No cash should be handed to any staff member of the Community Centre.

2.22 Priority will be accorded to government departments where the use of facilities in the Community Centre is required for operational reasons.

2.23 Regarding the venue charges, please make telephone enquiries to YTMDO (tel. no. 2399 2189), or refer to the "Rates of Charges for Use of Facilities in Community Halls/Community Centres" and the notice posted in Henry G. Leong Yaumatei Community Centre.

(3) Other Regulations and Conditions for Compliance by Applicants

3.1 Compliance with the Law of the People's Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (National Security Law) and other laws in force:

(a) The applicant shall declare and ensure that no acts or activities which are likely to constitute or are likely to cause the occurrence of an offence endangering national security under the National Security Law or other relevant laws of the Hong Kong Special Administrative Region (HKSAR), or which would otherwise be contrary to the interest of national security, shall be engaged in the part(s) of the CH/CC hired by the applicant.

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

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

3.2 Applicants must follow the guidelines on the use of the venue and the Fire Services Department's guidelines on the use of facilities in the Community Centre as stipulated in Annex A(III).

3.3 A hirer is not allowed to use the facilities in the Community Centre if the letter of approval or the receipted demand note (where payment is required) cannot be produced on the spot.

3.4 Notification of cancellation of the booking should be made to YTMDO in writing at least 14 working days in advance, together with the reason for cancellation, subject to para. 3.5 below. Upon approval of the cancellation, any payment made will be refunded on production of the receipted demand note.

3.5 For an application which is made close to the date of the activity (i.e. the time window between the date of approval for booking and the activity is less than 14 working days), notification of cancellation should be made to YTMDO in writing within **48 hours** of receipt of booking approval.

3.6 If the scheduled activity is cancelled and the hirer has not given notice in advance as required in paras. 3.4 and 3.5 above, any amount paid will be forfeited. Repeated cancellations may jeopardise future applications.

3.7 Any change to the entries made in the application form must be reported to YTMDO in writing at least 7 working days in advance, together with explanations. YTMDO has the right to withdraw the approval granted for use of facilities in the Community Centre in light of the changes.

3.8 Use of venue by other organisations or other units within the applicant is not allowed without the prior approval of YTMDO. In case of a breach, the approval granted for use of facilities in the Community Centre will be withdrawn immediately and any amount paid will be forfeited.

3.9 In the event of breach of any guidelines, regulations and conditions, in addition to the consequences set out in note (9) below, demerit points will be given for the breach. Demerit points are given for each breach and counted individually, irrespective of whether the breach happened in the same activity. The number of demerit points attracted depends on the seriousness of the breach, ranging from 3 points for "Minor Breaches", 5 points for "Serious Breaches" to 10 points for "Very Serious Breaches". Once an applicant has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking Henry G. Leong Yaumatei Community Centre and Mong Kok Community Hall in the next two quarters, and the approval granted to it for use of facilities in the Community Centre can be withdrawn immediately where circumstances warrant. Details of the demerit point system are at Annex D. Examples showing the calculation of demerit points are at Annex E.

3.10 If the applicant commits a most severe breach in using the facilities of the Community Centre, such as causing serious damage to the facilities or injury to or death of any person, or ignoring the instruction of the staff members to return the venue to YTMDO for emergency use, the case will be reverted to the Yau Tsim Mong District Officer for adjudication. The breaching applicant may be permanently banned from hiring any venue of Henry G. Leong Yaumatei Community Centre and Mong Kok Community Hall, and the approval granted to it for use of facilities in the Community Centre can be withdrawn immediately.

3.11 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 F. 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.

3.12 (a) Subject to para. 3.11, 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.

(b) 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.

3.13 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.

3.14 For the purpose of paras. 3.11 – 3.13, "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.

Notes

(1) The final decision on any application is vested in YTMDO. YTMDO shall have the right not to grant the use of the Community Centre to any applicant.

(2) In principle, all applications will be approved on a priority/lot drawing/first-come-first-served basis (see para. 2.12 for details). YTMDO will also consider applications on the merits of the proposed activities and the nature of the applicant .

(3) If necessary, YTMDO may instantly cancel any processed application or amend the guidelines on booking of facilities.

(4) Staff members of the Community Centre shall have the right to enter, at any time, any part of the venue used by the applicant and impose additional conditions for its continued use of the venue in light of prevailing circumstances.

(5) 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 Community Centre, 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:

(a) 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

(b) 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 arises directly or indirectly in connection with, out of or in relation to the use of the Community Centre by the applicant or any of its related persons.

(6) The applicant shall indemnify the Government and keep the Government fully and effectively indemnified against:

(a) 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

(b) 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 Community Centre by the applicant or any of its related persons, including any loss, damage, injury or death referred to in clause (5) 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.

(7) The applicant shall indemnify the Government 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.

(8) For the purposes of clauses (5), (6) and (7), "negligence" shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).

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

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

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

(10) 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) and (7)) which shall survive the same and shall continue to be binding on the applicant and shall remain in full

force and effect.

(11) The Community Centre will be closed when Tropical Cyclone Warning Signal No. 8 or above or “extreme conditions” is in force. After the warning is cancelled, applicants having booked the facilities can make telephone enquiries to YTMDO (tel. no. 2399 2189) or Henry G. Leong Yaumatei Community Centre (tel. no. 2770 0404) during office hours.

(12) All activities being conducted in the Community Centre should cease when the Black Rainstorm Warning is issued by the Hong Kong Observatory, but the participants should stay inside the Community Centre for their own safety.

(13) To facilitate public enquiries on the activities held in the Community Centre and the details of participation, a register is kept in the office of the Community Centre listing the daily programmes together with the names of the persons in charge of individual activities and their enquiry telephone numbers. If the organiser does not agree to the above arrangement, it can make a request to YTMDO for non-disclosure of such information

(14) YTMDO reserves the right to amend these guidelines without further notice.

Yau Tsim Mong District Office
November 2026

Henry G. Leong Yaumatei Community Centre
Guidelines on Use of Venue

General requirements

(1) The gathering or activities must be held in accordance with the programme previously submitted by the applicant. Activities conducted and any noise produced thereby must not interfere with other activities that are going on in the Community Centre or cause nuisance to the residents in the neighbourhood.

(2) The applicant shall not post or hang posters, slogans, banners or portraits when using the facilities in the Community Centre, unless with the prior consent of the Yau Tsim Mong District Office (YTMDO).

(3) Smoking, cooking, lighting of fire or using fireworks are strictly prohibited in the premises of the Community Centre.

(4) No eating and drinking is allowed inside the Community Centre unless prior permission has been given by YTMDO. Applicants intending to serve drinks and/or food in the Indoor Playground, Outdoor Multi-purpose Court, Meeting Room, Conference Room or Classroom must seek YTMDO's approval in advance. Upon the prior approval of YTMDO, non-alcohol drinks and light refreshment could be served in the above venues. However, no flame cooking/heating is allowed under any circumstances. With the exception of drinking water, no eating and drinking is permitted inside the Multi-purpose Activity Room and the Hall.

(5) The applicant is responsible for physical arrangements (e.g. seating) on site and shall assume liabilities thereof. It shall not put any nails or any other materials that are difficult to remove (e.g. paints) on the flooring, walls, furniture and other equipment. No sprinkling of powder on the floor is allowed. The applicant shall be liable to compensate any damage caused to any equipment, furniture or fabric of the building.

(6) No donation, sales, bidding or auction activities shall be conducted in the Community Centre unless the applicant has obtained permits issued by the relevant government departments.

(7) No additional structures (e.g. altar) shall be erected in the Community Centre unless with the consent of YTMDO.

(8) The applicant must ensure that the number of participants does not exceed the expected number stated in the application form or the maximum capacity of the venue. Failing that, staff members of the Community Centre have the right to control the number of participants. They may stop the applicant from using the venue immediately and have the place cleared for the sake of public safety.

(9) The applicant using the venue as approved must conduct its activities in accordance with the nature, programme and purpose of the gathering stated in the application form.

(10) No ball game activities are allowed in the Hall (except for light ball games). If other indoor sports activities are held in the Hall, the applicant must ensure that the flooring is not damaged. Participants in sports activities must wear sports shoes. If dance activities are held in the Hall, participants must wear gymnastics shoes/canvas shoes. Participants of other activities should also not wear shoes that may damage the flooring.

(11) Participants of activities held in the Multi-purpose Activity Room must wear gymnastics shoes/canvas shoes or sports shoes not with black rubber soles so as not to damage the flooring.

(12) The applicant shall maintain good order and discipline during the activity. Chanting of slogans and activities that disturb public order are prohibited. The applicant shall restore the facilities to their original condition and clean up the place after use. Otherwise, a cleaning fee will be charged by the Community Centre.

(13) The applicant is responsible for taking out insurance cover for the activity.

(14) No adhesive tapes, nails or talcum powder shall be used to avoid damage to the flooring of the Hall or the Multi-purpose Activity Room. Please take care when moving miscellaneous items or equipment in the Hall or the Multi-purpose Activity Room

(15) No placing of tables or chairs in the Multi-purpose Activity Room is allowed so as to avoid damage to the flooring.

(16) Attaching/sticking objects or hanging banners on stage curtains is prohibited.

(17) Applicants intending to use any facilities such as tables, chairs, dressing rooms, lighting and/or sound equipment, etc. should indicate on the application form or make a request in writing to YTMDO in advance for necessary arrangements. The applicant's designated person-in-charge on site should ensure that the venue and its facilities remain clean and intact. Upon leaving the venue, he should ensure that all tables, chairs and items on loan are put back in their original locations or returned to the duty officer of the Community Centre, and that all rubbish is properly disposed of. In case any damage is caused to the facilities/items on loan, YTMDO reserves the right to take action against the liable party.

(18) Upon leaving the venue, the hirer should remove all rubbish to refuse collection points. No rubbish should be placed inside the Community Centre or outside its entrance.

(19) If use of lockers in the changing rooms is required, applicants are advised to bring their own locks and submit an application to the staff members of the Community Centre in advance. The Community Centre is not responsible for any loss or damage of property stored in the lockers.

(20) Applicants are advised to provide work permits for their workers, which should be worn by them to facilitate identification.

(21) No animals except guide dogs in the Community Hall/Community Centre is allowed when using the facilities unless prior approval is obtained from YTMDO.

(22) To ensure fire safety, the applicant shall comply with the following regulations and conditions:

For both indoor and outdoor activities

a. The premises are used for the designated activities/functions.

b. No change is made to the structural design or layout of the premises that will increase the designated capacity or render

escape in the event of emergency difficult.

c. No decoration with readily combustible materials is allowed.

d. Chairs, if provided for the audience, should be battened together in groups of not less than 4 and not more than 14 per row.

e. The power supply cable should be so located that it will not constitute a hazard to the audience/attendees.

f. No scenery or decorations of a readily combustible nature should be erected on the stage.

g. No filling up of balloons with hydrogen or display of hydrogen-filled balloons is allowed on site.

h. All exit doors shall remain unlocked.

i. All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.

For outdoor activities

a. The stage, if any, should be substantially constructed to such a safety standard as required by the Buildings Department/ the Architectural Services Department and sited at least 6 metres away from other buildings.

b. Only electric lighting should be used for illumination purpose.

c. Mill barriers should be set up to bar off the audience/attendees from the performing area, the P.A. system and the lighting control console.

d. One 9-litre water/CO_2 fire extinguisher should be provided at the following locations:

- the command post; and
- the main entrance.

Technical operation requirements

(23) Any brought-in electrical installation shall be mechanically and electrically safe and should meet the relevant safety requirements. All electrical appliances and equipment should be connected to the built-in power sockets in the Community Centre. No other power supply connections are allowed.

(24) Only qualified personnel commissioned or permitted by the applicant are allowed to operate the sound control console, the lighting control console, the follow spots, the flying system and the projection equipment in the Hall. Where qualified, such person(s) should: a) be trained and possess the knowledge to operate the equipment, as well as have the relevant working experience; b) be knowledgeable about the regulations and requirement relevant to the operation tasks and ensure their compliance; and c) have a clear understanding of the equipment and the operation environment. The applicant shall undertake all the responsibility for the safe use and continued good condition of the equipment under the operation of its permitted personnel, as well as bear the liability for compensation for any loss of and damage to the equipment. The applicant may make prior appointment with YTMDO for the operation personnel to conduct a site visit to the venue and study the equipment on site.

(25) In holding non-performance activities (e.g. meetings) requiring simple light and sound arrangement in the Hall, the applicant may use the pre-set lighting settings and the movable P.A. system. However, the applicant is not allowed to adjust the lights, change the lighting settings stored in the lighting control console and use the sound system in the Hall.

(26) The lighting equipment on the stage is generally not for loan. Any adjustment to the lighting equipment like altering the angles of the lights should be undertaken by a registered electrician. The lighting system, once connected to the power supply should not be relocated under any circumstances to avoid mechanical damage to the system and any threat to personal safety.

(27) If lighting adjustment is required in the Hall, the front stage workers must be notified in advance and evacuated. The adjustment should be done in the presence of the duty officer of the Community Centre. In accordance with the instructions of the Electrical and Mechanical Services Department, the lighting stand must be free from hanging objects, lest it will fall due to overloading, and reflective paper or colour paper should not be mounted on the lighting equipment.

(28) With the prior approval granted by YTMDO, the applicant may use its own light and sound equipment in the Hall. In such a case, the applicant shall ensure that the control console is manned by an experienced technician or controller and keep the duty officer of the Community Centre informed. To protect the house equipment from any potential damage caused by system incompatibility, the brought-in lights must not be hung onto the light bars on the stage or connected to the existing lighting system of the Hall, while the brought-in sound equipment must be set up independently from the sound system in the Hall. The applicant shall assume full responsibility for any damage caused during the activity.

Yau Tsim Mong District Office

November 2026

Annex A(IV)

Technical Information of the Hall of Henry G. Leong Yaumatei Community Centre

Seats	1/F Hall - with a seating capacity of 360 stackable chairs 3/F Balcony - 162 seats and 4 wheelchair spaces	
Stage surface	Deep brown hardboard	
Flying system	House curtain (wine red colour/fly)	Electrical driven, fixed speed
	Side masking (wine red colour)	2 per side
	Rear curtain (wine red colour/draw)	Manual
	Cyclorama (white)	Fixed
	Manual banner bar (around 6 metres/ 20 feet)	1
Side stage	Unavailable	
Rear stage	Unavailable	
Storage space	Unavailable	
Crossover	Through the side doors of the stage	
Dressing rooms	- Located on M/F of the low block (one level below the stage) - One male and one female dressing rooms are fixed with mirrors, dressing lights, basins, lockers and wardrobes - Two toilets and a shower room are located outside the dressing rooms (one of the toilets is inside the shower room) - The facilities are suitable for disabled users	
Vertical platform	From auditorium to stage	1
	From dressing rooms to stage	1
Lighting	Lighting console: Zero 88, Jester 24/48 Plug-in sockets for lighting console	1 (rear of auditorium) Stage, side and rear of auditorium, and rear of balcony
	Dimmers: 12 Ch. X 3 kW dimmer rack Macostar DDP123E	Stage 4
	Fresnel: 650W LDR Tempo f650 plus 1200W LDR Nota f1200 plus	Stage 3 16
	Ellipsoidal spotlight 15/35º: 1000W Colortran 650-095	Auditorium 16
	Ellipsoidal spotlight 30/55º: 1000W Altman SHAKESPEARE S6-3055Z	Stage 6
	Floodlight: 500W LDR Rima A500	Stage 16
	Follow spots: 1200W PSL Lancer G22	Balcony 2
	Effect projector (cloud effect): OptiKinetic GoBoPro GS2042	Stage 1

Sound	Control console: Behringer X32 Digital Mixing Console	Stage 1
	Accessory electronics (pre-aligned, fixed equipment): Crestron AV4 Control Processor Crestron TSW-770-B-S 7” Control Touch Panel Behinger S16 Stage Box AUDIO TECHNICA ATH-AD500X Headphone TOA A2060 Mixing Power AMP Kiss Box MIDI2TR Midi Control Vitbest M2-0808-H2 8x8 HDMI Matrix	Audio cabinet 1 2 2 1 1 1 1
	Active subwoofer: JBL VRX915S 15” Line Array Subwoofer	Auditorium 2
	Array Speaker: JBL VRX928LA-1 2-way 8” Line Array Speaker	Auditorium 6
	Middle & Rear Speakers: JBL PRX412M	House/Balcony 8
	Stage Monitor Speaker: JBL PRX412M	Stage 2
	Wired Microphone: Audio Technica XM5S Handheld Mic	 6
	Wireless Microphone: TOA WM-5225 Hand-held Mic TOA WM-5325 Wireless Transmitter TOA WM-4000H Headset Mic TOA YP-M5310 Tie-clip Mic	 8 7 7 7
DVD player	Panasonic DMP-BDT180 Blu-ray Player	1 (Stage Equipment Rack)
Multi-media projector	Epson EB-L1505U (operation with remote control device) HDMI input sockets	1 (balcony) Front stage, side of auditorium and rear of balcony
Electric screen	Da-Lite electric screen	1 (in front of house curtain)
LCD Monitor	LG 20” LCD Monitor	1 (stage)
LCD Television	LG 42” LCD TV	1
Piano	Sunshine Upright Piano	1 (stage)
Communications	Intercom system for the stage, auditorium and dressing rooms are available	
LED Display Wall	Absen LED Wall (7m x 4m) HDMI input sockets	1 (stage) Front stage and side of auditorium

Facilities in Mong Kok Community Hall and Exemptions from Payment of Charges for Use of Facilities

(1) Facilities in Mong Kok Community Hall

Facility	Features
Multi-purpose Hall	The Hall can accommodate up to a maximum of 350 persons and the seating capacity is up to 250 persons. The minimum number of persons for use of the Hall is 15. Chairs, tables, basic A.V./P.A. system (16 microphones), piano, projector, plasma display, whiteboard, 20 exhibition boards, basic stage lighting, stage banner gallows (around 4.9m or 16') and LED Display Wall are available. Hirers should deploy their own technicians to operate the A.V./P.A. system and arrange seats as well as conduct venue clearance after use by themselves. Hirers are liable to pay for any damage caused to the facilities or loss. Multi-purpose elevated platforms for use as a one-, two- or three-tier platform (6 flipping platform units in total, each measures 61cm in height, 122cm in width and 114cm in depth) are available for group photo-taking or choir performances, etc.
Conference Room	The room has a capacity of about 20 persons. The conference table has a seating capacity of about 16 persons. Chairs, conference table, whiteboard, projector and screen are available.

(2) Exemptions from Payment of Charges for Use of Facilities

2.1 Applicants and their joint organisers/co-organisers (if any) belonging to one of the following groups may be completely exempted from charges for using the facilities for non-profit making activities (Note 1): -

a. government departments;
b. subvented welfare agencies;
c. subvented educational institutions, subvented schools and non-profit making schools;
d. offices of Legislative Councillors and District Councillors;
e. charitable institutions or trust of a public character which are exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112) (Note 2);
f. non-profit making organisations (Note 2) which are:
   ˙ registered under the Societies Ordinance (Cap. 151); or
   ˙ incorporated under the Companies Ordinance (Cap. 32);
   and their Constitution or Memorandum of Association specifically provides that members do not take any share of the profits or any share of the assets upon dissolution;
g. local committees/organisations recognised by the Government, such as District Youth Community Building Committees, District Youth Development and Civic Education Committees, District Fight Crime Committees, rural committees, kaifong welfare associations, owners' corporations, owners' committees, etc.;
h. District Services & Community Care Teams (Care Teams);
i. organisations which organise an activity with the funding support from Yau Tsim Mong Community Involvement Fund; and
j. candidates standing for election to candidates standing for election to the Legislative Council, the Election Committee Subsectors and the District Councils if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

Note 1: For any fee-charging activity, the applicant should indicate the estimated balance of the activity when submitting the application form. If the activity has been exempted from charges, the applicant must submit a self-certified statement of account (at Annex C) 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 a waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges. The applicant needs not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the Yau Tsim Mong District Office (YTMDO) 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 a random check. The statement of account and all invoices and supporting documents must bear the official seal and be certified correct. Should YTMDO suspect any false information in the statement of account or the documents submitted, the case shall be referred to the departments concerned for further investigation.

Note 2: Charitable organisations which apply for exemption from charges for using the facilities should attach relevant supporting documents to the application form for consideration.

2.2 For all applications, the decisions of the Yau Tsim Mong District Officer shall be final.

2.3 For applicants which do not qualify an exemption of charges under section 2.1 above, the applicants will be charged according to the rates below –

Mong Kok Community Hall/ Facilities	**Hourly rate**	**Hourly rate (with effect from : 1.3.2026)***
Multi-purpose Hall – basic charges	$105	$120
Multi-purpose Hall – air-conditioning charges	$100	$115
Dressing Rooms (Male) – basic charges	$9	$11
Dressing Rooms (Male) – air-conditioning charges	$8.5	$10
Dressing Rooms (Female) – basic charges	$9	$11
Dressing Rooms (Female) – air-conditioning charges	$8.5	$10
Conference Room – basic charges	$51	$56
Conference Room – air-conditioning charges	$12	$13

To save public funds and to reduce energy consumption, the Home Affairs Department would exempt applicants conforming to section 2.1 from paying the air-conditioning charge for using the Hall only if the temperature is at 25.5 ºC or above. Under other circumstances, these applicants must pay the air-conditioning charge for using the Hall. Please refer to section 2.3 for details.

* To mitigate the impact on activities under planning, a one-time transitional arrangement will be made. Applications received by this Department on or before 22 December 2025 for bookings on or after 1 March 2026 will still be charged the existing fees.

Guidelines on the Booking of Facilities in Mong Kok Community Hall

(1) Eligibility Criteria

1.1 The following organisations are eligible to make venue booking applications. In case more than one application for use of the same venue in the same time slot is received, the Yau Tsim Mong District Office (YTMDO) will allocate the time slot according to the order of priority listed below:

(a) YTMDO and other government departments;

(b) public organisations, the Yau Tsim Mong District Council and its committees/working groups, Yau Tsim Mong District Councilors' offices, local committees of the Yau Tsim Mong District (e.g. Area Committees, District Youth Community Building Committees, District Youth Development and Civic Education Committees, District Fight Crime Committees, etc.), Yau Tsim Mong District Care Teams, kaifong welfare associations in the Yau Tsim Mong District and specified organisations listed in the Guidelines on Yau Tsim Mong Community Involvement Funds (including Yin Ngai Societies, Yau Tsim Mong District School Liaison Committee, Yau Ma Tei and Tsim Sha Tsui Culture and Arts Association, Yau Ma Tei and Tsim Sha Tsui Recreation and Sports Association and Mong Kok District Cultural Recreational and Sports Association);

(c) organisations which organise an activity with the funding support from Yau Tsim Mong Community Involvement Fund;

(d) subvented welfare agencies, registered schools or educational organisations, charitable organisations, registered organisations (commercial organisations with business registration only are not classified into this category), religious organisations, owners' corporations and owners' committees with registered addresses in the Yau Tsim Mong District; and

(e) subvented welfare agencies, registered schools or educational organisations, charitable organisations, registered organisations (commercial organisations with business registration only are not classified into this category) and religious organisations with registered addresses outside the Yau Tsim Mong District as well as Legislative Councilors' offices.

1.2 Applications from other organisations/institutions will be considered separately on the merits of their proposed activities.

1.3 The proposed activities must be in the public interest and conform to the guidelines on the use of Mong Kok Community Hall. Neither shall they be in breach of the law or the peace, nor shall there be any commercial or profit-making purposes.

1.4 Applications from commercial organisations are not accepted. The Yau Tsim Mong District Officer may approve applications from commercial organisations provided that the proposed activity has a clear public interest and meet the concern of the local community, and that the provision of venue in a community hall within the Yau Tsim Mong District will greatly facilitate attendance and participation in the activity by the local community.

(2) Procedure for Application/Payment of Charges

2.1 The application form may be obtained from the Yau Tsim Mong Home Affairs Enquiry Centre, Henry G. Leong Yaumatei Community Centre (CC) or Mong Kok Community Hall (CH). It may also be downloaded from the Home Affairs Department's web site (http://www.had.gov.hk/en/public_services/community_halls_centres/).

2.2 The Community Hall is available for hiring from 9:00 a.m. to 10:00 p.m., Mondays to Sundays, except the first three days of the Lunar New Year.

2.3 Advance booking of venues can be made to YTMDO three months before the quarter[2] of the function date. For instance, applications for use of venues in the second quarter (April to June) can be submitted the soonest in January that year.

2.4 Applicants wishing to make a booking may enquire by telephone (tel. no. 2399 2189) during office hours (from 8:45 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m., Mondays to Fridays) as to the availability of venues. Bookings over telephone are not accepted. Applications will be regarded as duly submitted and be processed upon receipt of completed application forms with required supporting documents. Duplicate applications will be regarded as one application only..

2.5 Application forms for advance booking are collected by YTMDO during office hours as stated above, on the first working day of each quarter starting from 8:45 a.m. Applications submitted before the prescribed period or outside office hours will not be entertained. Application forms and all necessary documents can be submitted in the following manner :

(a) By fax (fax no.: 2395 7010/ 2397 3425); or

(b) By email (email address: chcc_ytm@had.gov.hk) (only scanned true copies will be accepted by email.); or

(c) By post or in person during office hours to YTMDO. (6/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon.)

[2] The quarter refers to the period from January to March, April to June, July to September or October to December.

2.6 In the event of inclement weather, YTMDO will not accept application forms submitted in person when the Hong Kong Observatory announces that Tropical Cyclone Warning Signal No. 8 or the Black Rainstorm Warning or "extreme conditions" will be issued. Collection of application forms will be resumed during office hours, two hours after the warning is cancelled.

2.7 All applicants should submit their application forms and all necessary documents at least 5 working days before the function date. Applications made less than 5 working days before the function date will not be entertained, except under very special circumstances. The applicant should set out the joint organiser/co-organiser, if any, and specify the purpose and the programme of the proposed activity. The applicant should submit its application for a waiver of hire charges at the same time if it and its joint organiser/co-organiser, if any, can satisfy the conditions set out in Annex B(I).

2.8 All valid application forms must bear the signature of the applicant's officer-in-charge and its official stamp.

2.9 For any fee-charging activity, the applicant should indicate the estimated balance of the activity when submitting the application form. If a fee-charging activity is exempted from charges, the applicant must submit a self-certified statement of account (at Annex C) 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 a waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges. The applicant needs not attach any receipts and supporting documents to the self-certified statement of account when it is first submitted. However, as YTMDO 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 relating to 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 a 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. The statement of account, all receipts and supporting documents must bear the official seal and be certified correct. Should YTMDO suspect any false information in the documents submitted, the case shall be referred to the departments concerned for further investigation.

2.10 If a hirer fails to produce a duly certified statement of account for inspection within the specified period (one month after conclusion of the activity) upon request, YTMDO may not accept further applications from the applicant for use of the Community Hall until all required documents have been submitted and duly certified by YTMDO.

2.11 If the venue hired by the applicant has to be reserved for departmental use for some important purposes or under emergency relief arrangements (e.g. to serve as a temporary cold/heat shelter for shelter seekers and to accommodate typhoon victims) or for organising functions to be held in the public interest, YTMDO has the right to cancel the approval granted for use of the venue at short notice and the applicant will be informed as soon as possible. Any payment made will be refunded to the applicant upon production of the receipted demand note. YTMDO will not make compensation for any loss thus incurred to the applicant.

2.12 Applications received will be considered according to the following manner:

(a) Applications received within the first 7 working days of each quarter for time slots in the next quarter will be considered in accordance with the priority order in para. 1.1 above. If two or more applicants of the same priority group apply for a particular venue in the same time slot, YTMDO will allocate the time slot by drawing lots on the 15th working day. Applicants will be informed of the result within the next ten working days. Unsuccessful applicants should submit another application form to YTMDO and YTMDO will consider the application in accordance with para. 2.12(b);

(b) Applications received on or after the 8th working day of each quarter for unallocated time slots will be considered according to the order of submission and on a first-come-first-served basis. If the application is submitted by post or in person, the date and time of receipt will be recorded on the application form. To be fair to all applicants, who may submit their applications either by fax, by email, by post or in person, applications received via various channels will be arranged in the order of submission before further processing by YTMDO. As such, even if an application is submitted in person, YTMDO cannot inform the applicant the result of application on the spot or on the day of submission. Two choices of time slots can be made in each application (YTMDO will only consider the first two time slots if more than two are specified on the application form). The applicant will be informed in writing of the result of its application as soon as possible. If an applicant applies for time slots in the same quarter, and the two chosen time slots are not available, YTMDO will inform the applicant within the next working day after receiving the application. Unsuccessful applicants should submit another application form to YTMDO. Applications will be regarded as duly submitted and be processed only upon receipt of the completed application forms with required supporting documents.

The quantity of applications submitted for use of the Hall should comply with para. 2.14 below.

2.13 There are three time sessions for use of the facilities:-

- Morning session from 9 a.m. to 1 p.m.;
- Afternoon session from 1 p.m. to 5 p.m.; and
- Evening session from 5 p.m. to 10 p.m.

Usage less than four or five hours shall be counted as one full session. For one-off large-scale activities conducted at

the hall with more than thirty participants, applicants can apply for two successive sessions.

2.14 Bookings of venues by eligible applicants:

- Quarterly block booking : This means weekly use of the same venue in the same time slot for a maximum of two time-sessions throughout the quarter. A minimum of two consecutive hours must be booked for each session.

- Individual booking : This means single use of a venue for a maximum of two time-sessions. A minimum of two consecutive hours must be booked for each session.

  The maximum number of applications that each applicant can submit within the first 7 working days of each quarter for use of the Hall in the next quarter is set out as any one of the following application combinations:
  (i) 2 block bookings with applied time slots falling on different days; or
  (ii) 1 block booking and 3 individual bookings; or
  (iii) 6 individual bookings.
  For combinations (ii) and (iii), no more than two individual bookings should be made in the same month. In case there are unallocated time slots for the Hall in the month of the function date, the above booking restrictions will be lifted for individual bookings made two months or less in advance.

2.15 For the Hall, the time slots from 5 p.m. to 10 p.m. on Tuesdays and Thursdays and all time slots on Saturdays, Sundays and public holidays are not open for quarterly block booking. For the Conference Room, the time slots from 5 p.m. to 10 p.m. on Mondays and Fridays are not open for quarterly block booking.

2.16 The Multi-purpose Hall and Conference Room may be hired by the applicant on a group basis from 9 a.m. to 1 p.m. and 1 p.m. to 5 p.m. from Mondays to Fridays.

2.17 On condition that the eligibility criteria are satisfied and irrespective of para. 2.13 above, the owners' corporations and owners' committees of Yau Tsim Mong District may have priority among group (c) of the priority order in para. 1.1 above in using the facilities of the CH/CC in Yau Tsim Mong District once each calendar year and hiring two sessions on the same day at most for the sole purpose of convening owners' meeting, with submission of application form complying with the application timeframe as stated in para. 2.12(a) above.

2.18 Applications for use of the Hall for one or more days for one-off activities may be considered and approved on a case-by-case basis by the Yau Tsim Mong District Officer. YTMDO will inform the applicants the results of their applications in due course.

2.19 The application results informed by YTMDO in writing should be taken as final. No addition or change of joint organiser(s)/co-organiser(s) as set out in the application form is allowed without the prior approval of YTMDO.

2.20 Upon approval of the application, a demand note for settlement of charges will be sent to the applicant if payment is required.

2.21 The applicant should settle the demand note as soon as possible. The receipted demand note will serve as a facilities use permit. It should be presented to the duty staff of the Community Hall before commencement of the scheduled activity. No cash should be handed to any staff member of the Community Hall.

2.22 Priority will be accorded to government departments where the use of facilities in the Community Hall is required for operational reasons.

2.23 Regarding the venue charges, please make telephone enquiries to YTMDO (tel. no. 2399 2189), or refer to the "Rates of Charges for Use of Facilities in Community Halls/Community Centres" and the notice posted in Mong Kok Community Hall.

(3) Other Regulations and Conditions for Compliance by Applicants

3.1 Compliance with the Law of the People's Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (National Security Law) and other laws in force:

(a) The applicant shall declare and ensure that no acts or activities which are likely to constitute or are likely to cause the occurrence of an offence endangering national security under the National Security Law or other relevant laws of the Hong Kong Special Administrative Region (HKSAR), or which would otherwise be contrary to the interest of national security, shall be engaged in the part(s) of the CH/CC hired by the applicant.

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

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

3.2 Applicants must follow the guidelines on the use of the venue and the Fire Services Department's guidelines on the use of facilities in the Community Hall as stipulated in Annex B(III).

3.3 A hirer is not allowed to use the facilities in the Community Hall if the letter of approval or the receipted demand note (where payment is required) cannot be produced on the spot.

3.4 Notification of cancellation of the booking should be made to YTMDO in writing at least 14 working days in advance, together with the reason for cancellation, subject to para. 3.5 below. Upon approval of the cancellation, any payment made will be refunded on production of the receipted demand note.

3.5 For an application which is made close to the date of the activity (i.e. the time window between the date of approval for booking and the activity is less than 14 working days), notification of cancellation should be made to YTMDO in writing within **48 hours** of receipt of booking approval.

3.6 If the scheduled activity is cancelled and the hirer fails to give notice in advance as required in paras. 3.4 and 3.5 above, any amount paid will be forfeited. Repeated cancellations may jeopardise future applications.

3.7 Any change to the entries made in the application form must be reported to YTMDO in writing at least 7 working days in advance, together with explanations. YTMDO has the right to withdraw the approval granted for use of facilities in the Community Hall in light of the changes.

3.8 Use of the venue by other organisations or other units within the applicant is not allowed without the prior approval of YTMDO. In case of a breach, the approval granted for use of facilities in the Community Hall will be withdrawn immediately and any amount paid will be forfeited.

3.9 In the event of breach of any guidelines, regulations and conditions, in addition to the consequences set out in note (9) below, demerit points will be given for the breach. Demerit points are given for each breach and counted individually, irrespective of whether the breach happened in the same activity. Each breach will attract demerit points ranging from 3 points for "Minor 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 community hall facilities in the district where it reaches or exceeds the demerit point threshold in the next two quarters, and the approval granted to it for use of facilities in the Community Hall can be withdrawn immediately where circumstances warrant. Details of the demerit point system are at Annex D. Examples showing the calculation of demerit points are at Annex E.

3.10 If the applicant commits a most severe breach in using the facilities of the Community Hall, such as causing serious damage to the facilities or injury to or death of any person, or ignoring the instruction of the staff members to return the venue to YTMDO for emergency use, the case will be reverted to the Yau Tsim Mong District Officer for adjudication. The breaching organisation may be permanently banned from hiring any venue of Henry G. Leong Yaumatei Community Centre and Mong Kok Community Hall, and the approval granted to it for use of facilities in the Community Hall can be withdrawn immediately.

3.11 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 F. 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.

3.12 (a) Subject to para. 3.11, 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.

(b) 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.

3.13 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.

3.14 For the purpose of paras. 3.11 – 3.13, "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.

Notes

(1) The final decision on any application is vested in YTMDO. YTMDO shall have the right not to grant the use of Community Hall to any applicant.

(2) In principle, all applications will be approved on a priority/lot drawing/first come-first-served basis (see para. 2.12 for details). YTMDO will also consider applications on the merits of the proposed activities and the nature of the applicant .

(3) If necessary, YTMDO may instantly cancel any processed application or amend the guidelines on booking of facilities.

(4) Staff members of the Community Hall shall have the right to enter, at any time, any part of the venue used by the applicant and impose additional conditions for its continued use of the venue in light of prevailing circumstances.

(5) 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 Community Hall, 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:

(a) 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

(b) 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 Community Hall by the applicant or any of its related persons.

(6) The applicant shall indemnify the Government and keep the Government fully and effectively indemnified against:

(a) 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

(b) 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 Community Hall by the applicant or any of its related persons, including any loss, damage, injury or death referred to in clause 5 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.

(7) The applicant shall indemnify the Government 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.

(8) For the purposes of clauses (5), (6) and (7), "negligence" shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).

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

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

Without the 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.

(10) 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) and (7)) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.

(11) The Community Hall will be closed when Tropical Cyclone Warning Signal No. 8 or above or "extreme conditions" is

in force. After the warning is cancelled, applicants having booked the facilities can make telephone enquiries to YTMDO (tel. no. 2399 2189) or Mong Kok Community Hall (tel. no. 2787 4086) during office hours.

(12) All activities being conducted in the Community Hall should cease when the Black Rainstorm Warning is issued by the Hong Kong Observatory, but the participants should stay inside the Community Hall for their own safety.

(13) To facilitate public enquiries on the activities held in the Community Hall and the details of participation, a register is kept in the office of the Community Hall listing the daily programme together with the names of the persons in charge of individual activities and their telephone numbers. If the organiser does not agree to the above arrangement, a request to YTMDO for non-disclosure of such information.

(14) YTMDO reserves the right to amend these guidelines without further notice.

Yau Tsim Mong District Office

November 2026

Mong Kok Community Hall
Guidelines on Use of Venue

(1) The gathering or activities must be held in accordance with the programme previously submitted by the applicant. Activities conducted and any noise produced thereby must not interfere with other activities that are going on in the Community Hall or cause nuisance to the residents in the neighbourhood.

(2) The applicant shall not post or hang posters, slogans, banners or portraits when using the facilities of the Community Hall, unless with the prior consent of the Yau Tsim Mong District Office (YTMDO).

(3) Smoking, cooking, lighting of fire or using fireworks are strictly prohibited in the premises of the Community Hall.

(4) No eating and drinking is permitted inside the Multi-purpose Hall, with the exception of drinking water. With the prior approval of YTMDO, applicants could serve non-alcohol drinks and light refreshment in the lobby area in front of the Management Office or inside the Conference Room. However, no flame cooking/heating is allowed under any circumstances.

(5) The applicant is responsible for physical arrangements (e.g. seating) on site and shall assume liabilities thereof. It shall not put any nails or any other materials that are difficult to remove (e.g. paints) on the walls, furniture and other equipment. No sprinkling of powder on the floor is allowed. The applicant shall be liable to compensate any damage caused to any equipment, furniture or fabric of the building.

(6) No donation, sales, bidding or auction activities shall be conducted in the Community Hall unless the applicant has obtained permits issued by the relevant government departments.

(7) No additional structures (e.g. altar) shall be erected in the Community Hall unless with the consent of YTMDO.

(8) The applicant must ensure that the number of participants does not exceed the expected number stated in the application form or the maximum capacity of the venue. Failing that, staff members of the Community Hall have the right to control the number of participants. They may stop the applicant from using the venue immediately and have the place cleared for the sake of public safety.

(9) The applicant using the venue as approved must conduct its activities in accordance with the nature, programme and purpose of the gathering stated in the application form.

(10) No ball game activities are allowed in the Multi-purpose Hall (except for light ball games). If other indoor sports activities are held in the Multi-purpose Hall, the applicant must ensure that the flooring is not damaged. Participants in sports activities must wear sports shoes. If dance activities are held in the Hall, participants must wear gymnastics shoes/canvas shoes. Participants of other activities should also not wear shoes that may damage the flooring.

(11) The applicant shall maintain good order and discipline during the activity. Chanting of slogans or holding activities that disturb public order are prohibited. The applicant shall restore the facilities to their original condition and clean up the place after use. Otherwise, a cleaning fee will be charged by the Community Hall.

(12) The applicant is responsible for taking out insurance cover for the activity.

(13) No adhesive tapes or nails shall be used to avoid damage to the flooring of the Multi-purpose Hall. Please take care when moving miscellaneous items or equipment in the Multi-purpose Hall.

(14) Attaching/sticking objects or hanging banners on stage curtains is prohibited.

(15) The lighting equipment on the stage is generally not for loan. If the lighting and sound equipment on the stage is required for staging drama or any other kind of performances, application for use should be submitted along with the venue application form. Upon approval, the applicant shall ensure that the control console is manned by an experienced technician or controller and keep the duty officer of the Community Hall informed. The applicant shall assume full responsibility for any damage caused during the activity.

(16) The total electricity loading of the additional electric appliances and lighting equipment must not exceed 6600 kW.

(17) The lighting system, once connected to the power supply, should not be relocated under any circumstances so as to avoid mechanical damage to the system and any threat to personal safety.

(18) If lighting adjustment is required, the front stage workers must be notified in advance and evacuated. The adjustment should be done in the presence of the duty officer of the Community Hall. In accordance with the instructions of the Electrical and Mechanical Services Department, the lighting stand must be free from hanging objects, lest it will fall due to overloading; and reflective paper or colour paper should not be mounted on the lighting equipment.

(19) Applicants intending to use any facilities such as tables, chairs, dressing rooms, lighting and/or sound equipment, etc. should indicate on the application form or make a request in writing to YTMDO in advance for necessary arrangements. The applicant's designated person-in-charge on site should ensure that the venue and its facilities remain clean and intact. Upon leaving the venue, he should ensure that all tables, chairs and items on loan are put back in their original locations or returned to the duty officer of the Community Hall, and that all the rubbish is properly disposed of. In case any damage is caused to the facilities/items on loan, YTMDO reserves the right to take action against the liable party.

(20) Upon leaving the venue, the hirer should remove all rubbish to refuse collection points. No rubbish should be placed inside the Community Hall or outside its entrance.

(21) If use of lockers in the changing rooms is required, applicants are advised to bring their own locks and submit an application to the staff members of the Community Hall in advance. The Community Hall is not responsible for any loss or damage of property stored in the lockers.

(22) Applicants are advised to provide work permits for their workers, which should be worn to facilitate identification.

(23) No animals except guide dogs in the Community Hall/Community Centre is allowed when using the facilities unless prior approval

is obtained from YTMDO.

(24) To ensure fire safety, the applicant shall comply with the following regulations and conditions:

For both indoor and outdoor activities

a. The premises are used for the designated activities/functions.

b. No change is made to the structural design or layout of the premises that will increase the designated capacity or render escape in the event of emergency difficult.

c. No decoration of readily combustible materials is allowed.

d. Chairs, if provided for the audience, should be battened together in groups of not less than 4 and not more than 14 per row.

e. The power supply cable should be so located that it will not constitute a hazard to the audience/attendees.

f. No scenery or decorations of a readily combustible nature should be erected on the stage.

g. No filling up of balloons with hydrogen or display of hydrogen-filled balloons is allowed on site.

h. All exit doors shall remain unlocked.

i. All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.

For outdoor activities

a. The stage, if any, should be substantially constructed to such a safety standard as required by the Buildings Department/the Architectural Services Department and sited at least 6 metres away from other buildings.

b. Only electric lighting should be used for illumination purpose.

c. Mill barriers should be set up to bar off audience/attendees from the performing area, the P.A. system and the lighting control console.

d. One 9-litre water/ CO_2 fire extinguisher should be provided at the following locations:

- the command post; and
- the main entrance

Yau Tsim Mong District Office

November 2026

Annex C

To: Yau Tsim Mong District Office

Exemption of Charges for Use of Facilities
in Henry G. Leong Yau Ma Tei Community Centre/Mong Kok Community Hall —
Statement of Account

Section A : Basic Information

Name of Community Hall/Community Centre: _____

Facility Rented: _____ Name of Activity: _____

Applicant: _____

Date of Activity: _____ Period of Activity: _____

Number of participants: _____

Section B : Balance (up to _____)

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

Section C : Details of Income

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

Section D : Details of Expenditure

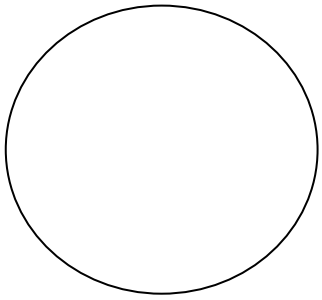
Items	Expenditure ($)
1.	
2.	
3.	
4.	
5.	
Total :	

Section E： Declaration by Authorized Person of Applicant

1. I hereby declare that all the information given above is true and accurate. All incomes (including sponsorships and donations) have been fully listed in Section C.

2. Applicant and joint organiser(s)/co-organiser(s) (if any)

☐ have not made any profit from the activity.
☐ have made a profit from the activity and agree to pay venue hire charges to the Government.



Official chop of applicant

Signature : _____

Name : _____

Post : _____

Name of Organisation : _____

Date : _____

Remarks:

1. This statement of account is only applicable to fee-charging activities which have been exempted from charges for use of facilities in community halls/community centres.
2. If a fee-charging activity has been exempted from charges, the applicant must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant needs not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the Yau Tsim Mong District Office (YTMDO) 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 a 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 of YTMDO (address: 6/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon).

Annex D

Demerit Points System
Henry G. Leong Yaumatei Community Centre (CC)/ Mong Kok Community Hall (CH)

(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 (i) 14 working days' advance notice before the date of the activity; or (ii) in the case of an application approved with less than 14 working days' advance notice before the date of the activity, the cancellation notice is not made within 48 hours from receipt of the booking approval.		
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 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 organiser(s)/co-organiser(s) without prior approval of DO.		
12	Permanent damage of the facilities, such as PA system, hardware that needs replacement. The applicant 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 organisation.		
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 organiser(s)/co-organiser(s).		

(B) Rules under the Demerit Points System

1. The Demerit Points System is district-based.

2. Under the Demerit Points System, an applicant 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 happened 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 joint organiser/co-organiser, only the applicant or hirer will be served the demerit points for breaches of regulations and conditions.

3. Once an applicant or hirer has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs/CCs in the same District in the next two quarters. All the points that led to the ban will then be cleared. Demerit points arising from new breaches of guidelines and regulations will be counted afresh. If the applicant concerned has been allocated other sessions in the present quarter and/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 applicant commits two or more breaches in the same activity, the breach that incurred the highest demerit points will be counted first for the purpose of imposing a ban on booking of CH/CC facilities, as under paragraph 3 above. The remaining lower demerit points incurred from the other breach(es) committed in the same activity, which have not been counted for imposing the ban, will be carried forward.

5. An organisation 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 applicant will also be stated in the letter.

6. The applicant concerned may submit a written representation for the District Officer's consideration within two weeks from the issue date of the warning letter. The District Officer has the authority not to give any demerit points if he/she finds the representation justified.

7. If the applicant commits a most severe breach in using the facilities of the CH/CC, such as causing serious damage to the facilities or injury to or death of any person, or ignoring the instruction of the staff members to return the venue to YTMDO for emergency use, the case will be reverted to the Yau Tsim Mong District Officer for adjudication. The breaching applicant may be permanently banned from hiring any venue of Henry G. Leong Yaumatei Community Centre and Mong Kok Community Hall, and the approval granted to it for use of facilities in the Community Centre/Community Hall can be withdrawn immediately.

Annex E

Henry G. Leong Yaumatei Community Centre (CC)/ Mong Kok Community Hall (CH)
Examples of Calculating Demerit Points

Assuming that advance booking is allowed, that applications for use of CH/CC facilities are processed on a quarterly basis and that timeslots are allocated through a ballot system, an applicant who wished to use a CH/CC facility in Q4 of 2011 was allowed to submit an application at the beginning of Q3 of 2011. The Yau Tsim Mong District Office would notify successful applicants in writing accordingly.

Example A

No. of points	3	5	3
Date of breach	1.6.2010	10.1.2011	5.6.2011
Total demerit points accrued	3	8	8

As at 5.6.2011, only 8 points had been accrued within a period of 12 months because the 3 points incurred on 1.6.2010 had lapsed by 1.6.2011.

Example B

No. of points	3	5	3
Date of breach	1.6.2010	10.1.2011	28.5.2011
Total demerit points accrued	3	8	11

As at 28.5.2011, 11 points had been accrued within a period of 12 months. A ban on bookings of CH/CC facilities in the next two quarters (i.e. Q4 of 2011 and Q1 of 2012) was imposed. All the 11 points arising from the 3 breaches were cleared. Assuming that the applicant concerned had other successful bookings of CH/CC facilities in the remainder of Q2 and also Q3 of 2011, it may continue to use the allocated sessions up to Q3 of 2011 unless otherwise directed. Demerit points arising from new breaches of guidelines and regulations will be counted afresh after 28.5.2011.

Example C

No. of points	3	5	3	10
Date of breach	1.6.2010	10.1.2011	28.5.2011	30.6.2011
Total demerit points accrued	3	8	11	10

Following Example B above, the applicant committed a 10-point breach on 30.6.2011. Another ban on bookings in the two quarters following the two quarters under the first ban was imposed, i.e. the applicant will not be allowed to make venue booking applications for a total period of 12 months.

2. In the event that an applicant commits two or more breaches in the same activity, the breach that incurred the highest demerit points will be counted first. The remaining lower demerit points incurred from the other breach(es) committed in the same activity will be carried forward. Details are illustrated below.

Example D

No. of points	3	3	3 5	5 3
Date of breach	1.6.2010	10.1.2011	28.5.2011	3.4.2012
Total demerit points accrued	3	6	11+3 (3 points carried forward)	11

On 28.5.2011, two separate breaches were found in the same activity. Since the highest demerit points incurred in this activity was 5, the 5-point breach was counted first while the 3-point breach would be carried forward. 11 points were then accrued when 5 points were added to the original 6 points accrued on 10.1.2011. A ban on bookings in the next two quarters (bookings for use of CH/CC facilities in Q4 of 2011 and Q1 of 2012) was imposed and the 11 points arising from the 3 breaches would be cancelled after the ban was imposed. The remaining 3 points from the remaining breach incurred in the same activity on 28.5.2011 would then be carried forward. On 3.4.2012, another two breaches were found. Since the addition of the 3 points brought forward from 28.5.2011 and the 8 points incurred on 3.4.2012 resulted in an accrual of 11 points within 12 months, both new breaches were counted, thus necessitating the issue of another ban.

Annex F

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. 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 as extracted below.

Exclusions / Reservation of Rights

CASH – Exclusions

The licence hereby granted shall not extend to nor authorize 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.

PPSEAL – Exclusions

(a) This Licence does not authorize 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 authorize 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 unauthorized 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.

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 authorizing 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 unauthorized copies of the Works to publicly perform any Works.
(c) The Licensee expressly undertakes and warrants not to commit the acts specified in paragraph (b) above.
(d) HKRIA and its members expressly reserve their rights and remedies against Licensee in respect of any unauthorized activity or infringement of intellectual property rights.