

**Guidelines on the Use of Facilities Available
in Community Halls / Community Centre in North District**
(Only Applicable for Hiring the Facilities in
Community Halls(CHs)/Community Centre(CC) on or after 1 Mar 2025)

(A) Eligibility criteria

- (1) a. The eligibility criteria for the use of facilities available in Community Halls (CHs) / Community Centre (CC) in North District are as follows –
- i. North District Council and its sub-committees or working groups, charitable institutions, non-profit making organizations and other registered organizations, offices of Legislative Councillors and District Councillors, local committees/organizations recognized by the Government, e.g. District Youth Programme Committee, District Fight Crime Committees, Rural Committees, Owners' Corporations and Owners' Committees, etc., and Government departments.
 - ii. As a rule, applications from commercial organizations are not accepted. Nevertheless, District Officer (North) has discretion to approve applications from commercial organizations provided that the activity such as public consultation and briefing has a clear public interest dimension and is of public concern to the local community and that the provision of the venue in CHs/CC within the District will greatly facilitate the attendance and participation of the local community.
 - iii. Non-commercial organizations are not deprived of the opportunity to use facilities in CHs/CCs simply because the activities they organize would make a profit. Applications from non-commercial organizations for organizing activities which would make a profit are not rejected if the nature of the activities is for community building and for good causes. If such applications are successful, the applicant organization should be subject to fee-charging.
 - iv. Applications from individuals are not accepted.
- b. In principle, CHs/CC, which provide venues for a wide range of community activities for the local community have a vital role to play in community building. As such, applications are also to be assessed on the basis of nature of the activities.
- c. The North District Office (NDO) is vested with the final decision on any application.

(B) Procedure for application

- (2) The applicant organization which wishes to apply for the use of CHs/CC for holding continuous activities lasting for not more than three months, or for holding non-continuous one-off activities, shall submit an application together with estimates of income and expenditure of activities to the NDO a quarter prior to the holding of the activities, specify the name of the joint organizer/ co-organizer (if any), the purpose and the details of the activities. For example, if the applicant organization wishes to apply for the use of CHs/CC from the second quarter of the year (i.e. April to June), they should apply by the first seven working days in January. The applicant organization shall apply for waiver of fee charges at the same time with supporting documents provided (please refer to **Annex A** for the conditions for exemption of charges).

<u>Booking Period</u>	<u>Date for Submitting Applications</u>
First quarter (January to March)	First seven working days in <u>October</u> of the preceding year
Second quarter (April to June)	First seven working days in <u>January</u> of the same year
Third quarter (July to September)	First seven working days in <u>April</u> of the same year
Fourth quarter (October to December)	First even working days in <u>July</u> of the same year

- (3) The applicant organization shall submit a copy of registration documents, such as the Certificate of Registration of a Society issued by the Police Licensing Office or the relevant supporting document of exemption from tax under Section 88 of the Inland Revenue Ordinance, together with the application for the use of facilities of the CHs/CC. The address of the applicant organization shall be the same as the registration documents. In the event of change of address, the applicant organization shall submit application to the relevant offices in writing. The applicant organization shall submit the approval documents to the NDO for reference.
- (4) Each application form is for one activity only. Application forms are obtainable at the CHs/CC Section of the NDO and the homepage of the Home Affairs Department (www.had.gov.hk). If a proposed activity will last for more than three months, the applicant organization shall submit a fresh application for the use of the venue in the next quarter.
- (5) Application forms for advance booking are collected by the NDO during office hours (i.e. 9 am to 1 pm and 2 pm to 6 pm, Mondays to Fridays), on the first working day of each quarter. Applications submitted before the prescribed period or outside office hours will not be entertained. Application forms and all necessary documents can be submitted through the following channels :
- By fax (Fax No. 2675 4414);
 - In person during office hours to the NDO at 3/F, North District Government Offices, 3 Pik Fung Road, Fanling;
 - By email: north_community_service_registry@had.gov.hk (only scanned true copy of application form saved in .pdf file can be accepted by email)
- (6) The applicant organization which wishes to hold non-continuous one-off activities or continuous activities lasting for not more than three months should apply for the use of CHs/CC according to the following sessions (Please see **Annex E** for the opening hours of respective CHs/CC) -

Mondays to Fridays, and Sundays	First session	9 am to 11 am (2 hours)
	Second session	11 am to 1 pm (2 hours)
	Third session	2 pm to 4 pm (2 hours)
	Fourth session	4 pm to 6 pm (2 hours)
	Fifth session	6 pm to 8:30 pm (2.5 hours)
	Sixth session	8:30 pm to 11 pm (2.5 hours)

Bookings on Saturdays and Public Holidays (except Sundays) are not subject to the timeslot rule.

- (7) Bookings for non-continuous one-off activities or continuous activities lasting for not more than three months are available between Mondays and Fridays, and on Sundays. Individual bookings which are not subject to the timeslot rule are available on Saturdays and Public Holidays (except Sundays) only.
- (8) To ensure better use of public resources, each organization is allowed to use not more than two

timeslots for holding non-continuous one-off activities and four timeslots for holding continuous activities per week. Bookings on Saturdays and Public Holidays (except Sundays) for non-continuous one-off activities need not be counted. In addition, bookings for multi-purpose hall and meeting room / activity room will be counted separately.

- (9) The applicant organization shall not apply for the use of more than one CHs/CC for any particular timeslot.

(C) **Vetting criteria and payment procedures**

- (10) Applications received will be considered according to the following manner:
- a. Applications received within each quarter's first seven working days for timeslots in the next quarter will be considered in accordance with the priority order set out below –
 - i. Government departments ;
 - ii. North District Council and its sub-committees or working groups ;
 - iii. Offices of Legislative Councillors, Offices of North District Councillors, charitable institutions, non-profit making organizations and local committees/organizations recognized by the Government, e.g. District Youth Programme Committee, District Fight Crime Committees, Rural Committees, Owners' Corporations and Owners' Committees, etc., in the North District.
{Point to note : Priority will be accorded to applications by local organizations in the Area according to their registration address. The registration location of local organizations are demarcated as Sheung Shui / Cheung Wah / Fanling South / Luen Wo Hui / Ta Kwu Ling / Sha Tau Kok / Queens Hill Area. In view that no hall is provided in the North District Community Centre, applications for the use of multi-purpose hall of Luen Wo Hui Community Hall from local organizations within areas of Sheung Shui and Luen Wo Hui will be accorded with same priority. }
 - iv. Charitable institutions and non-profit making organizations outside the North District;
 - v. Other registered organizations in the North District; and
 - vi. Other registered organizations outside the North District.
 - b. If two or more organizations of the same priority group apply for the same timeslot, the NDO will allocate the timeslot by drawing lots in the latter half of the first month of each quarter at the NDO. The detailed arrangements will be announced on the website of the Home Affairs Department in due course. Staff members of the NDO would be in charge of the exercises of lot drawing. Each applicant organization may delegate one representative to monitor the lot drawing procedures. Each person can only represent one organization, otherwise his capacity as a representative shall be deemed null and void. The results of lot drawing are indisputable. In the event of special circumstances, the lot drawing may not be opened to the applicant organizations and the arrangements in such cases will be announced on the website of the Home Affairs Department. For non-continuous one-off activities, the NDO will advise the organizations concerned within the next ten working days upon lot drawing. For continuous activities, the NDO will advise the organizations concerned within the next twenty-one working days upon lot drawing. Unsuccessful applicant organizations can submit another application form to the NDO and the NDO will consider the application according to para. 10(c).
 - c. Applications received on each quarter's eighth working day and onwards for unallocated timeslots will be considered according to the order of submission and on a first-come-first-served basis. All organizations should submit their application forms and all necessary documents at least seven working days before the activity date. Applications made less than seven working days before the activity date will not be entertained. To be fair to all applicant organizations, which may submit their applications by fax, email or in person, applications received via various channels will be arranged in the order of submission before further processing by the NDO. As

such, the applicant organization cannot be informed of the outcome of its application on the day of submission, or on the spot, even though it is submitted in person. If the chosen timeslot is not available, the NDO will inform the organization within the next ten working days after receiving the application. The unsuccessful applicant organization can submit another application form to the NDO. Applications will be processed only upon receipt of an application form.

- (11) An approval letter for the use of the facilities of CHs/CC will be issued to the successful applicant organization by post or email. Any addition or change to the joint organizer/ co-organizer as set out in the application form is not permitted without approval. The NDO will issue to a successful applicant organization an approval letter for the use of the facilities of CHs/CC for individual activities. The approval letter should be kept in safe custody. No replacement will be issued should the approval letter is lost.
- (12) On approval of the application, a Demand Note for the settlement of the charges will be sent to the applicant organization if payment is required.
- (13) The applicant organization shall settle the charges as soon as possible by any of the payment methods stated on the Demand Note. The applicant organization shall keep properly the receipted Demand Note or payment receipt and present it to the staff of the NDO on duty at CHs/CC as a permit when the scheduled activity commences or for using the facilities. No cash should be handed to the staff of the NDO.
- (14) The applicant organization shall be refused the use of the facilities if the receipted Demand Note or the letter of approval (where payment has been exempted) cannot be produced at the venue.
- (15) Notification of cancellation of the proposed activities given **seven working days** in advance may be accepted. Necessary action will be taken to refund any payment already made on production of receipted Demand Note. If an applicant organization fails to turn up without the notification as required, any amount paid will be forfeited.
- (16) If the venue has to be reserved for departmental use under emergency maintenance or relief arrangement: for example, to accommodate typhoon victims, shelter seekers when the facility is turned into a temporary cold/heat shelter, the applicant organization so affected will be informed as soon as possible. Any payments made will be refunded on production of receipted Demand Note or payment receipt.
- (17) If a fee-charging activity has been exempted from charges, the applicant organization must submit a self-certified statement of account (at **[Annex B]**) within one month after conclusion of the activity to prove that no profit has been made from the activity. If the applicant organization is found not eligible for waiver of charges after such waiver has been granted, it will be required to pay back the exempted charges. The applicant organization need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant organization must retain the receipts and supporting documents for the activity for **two years**. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check. If the applicant organization fails to provide the receipts/supporting documents to District Office for inspection upon request, it will be required to pay back the exempted charges.

(D) Regulations and conditions to be followed by applicant organization

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

- (i) The applicant organization 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 organization.
- (ii) The applicant organization shall further declare and ensure that all acts and activities engaged in the part(s) of the CH/CC hired by the applicant organization shall comply with the laws in force in the HKSAR.
- (iii) Conduct which may endanger national security or breach other laws in force in the HKSAR will be reported to the law enforcement agencies.

(19) The applicant organization shall take note of the capacity limitation of the hall in CHs as follows -

Community Hall	Multi-purpose Hall		
	Area (square meter)	Maximum number of seats	Minimum number of participants
Cheung Wah CH	220	320	10
Luen Wo Hui CH	350	350	10
Wo Hing CH	460	450	10
Sha Tau Kok CH	80	60	10
Ta Kwu Ling CH	170	100	10
Queens Hill CH	420	450	10

The maximum number of participants depends on venue arrangement, nature of activities and safety consideration.

(20) To ensure fire safety, the following regulations and conditions should be followed by the applicant organization:

- a. For both indoor and outdoor activities
 - The premises are used for the approved activities/functions.
 - No change is made to the structural design or layout of the premises that will increase the designated capacity or render escape difficult in the event of emergency.
 - No decoration of readily combustible materials is used.
 - The power supply cable should be so located that it will not constitute a hazard to the audience/attendees.
 - No scenery or decorations of readily combustible nature should be erected on the stage.
 - No hydrogen-filled balloon of readily combustible nature should be erected on site.
 - All exit doors shall remain unlocked.
 - All staircases, exits and corridors shall be kept free from obstruction and be adequately illuminated.

b. For outdoor activities

- The stage, if any, should be substantially constructed to such a safety standard as required by the Buildings Department/Architectural Services Department and sited at least 6m from other buildings.
- Only electric lighting should be used for illumination purpose.
- Mill barriers should be set up to bar off audience/attendees from performing area, P.A. and lighting control booth.
- One 9-litre water/CO₂ fire extinguisher should be provided at the following locations:
 - ✧ at the command post; and
 - ✧ at the main entrance.

(21) The NDO reserves the right to request the applicant organization to provide an activity plan. The activity must be held in accordance with the programme previously submitted by the applicant organization.

(22) The applicant organization shall notify the NDO in writing at least seven working days prior to the holding of the activity if it wishes to alter the use of the venue as specified in the application form to allow time for the NDO to make appropriate arrangements.

(23) The applicant organization shall not post or hang any posters, slogans, banners or portraits; conduct auction, fund-raising or sales activity; eat; use self-provided electric appliances or lighting equipment; allow animals except guide dogs in the CH/CC when using the facilities, unless prior approval from the NDO has been obtained. Smoking, cooking, lighting of fire or using fireworks, sprinkling powder and sticking tapes on the floor are prohibited. The applicant shall maintain good order and discipline during the activity.

The applicant organization shall ensure all joint/co-organizing and supporting organizations printed on posters, slogans and banners posted or hanged in the CH/CC have also submitted proving documents of registration under the Societies Ordinance (Cap. 151) or incorporated under the Companies Ordinance (Cap. 622).

(24) The applicant organization shall assume responsibilities for physical arrangement such as seating, and shall not put any nails or any other materials that are difficult to remove such as lacquer, paints or other similar material on the walls, furniture and other equipment. The applicant organization shall not move the physical arrangement unless prior approval from the NDO has been obtained. The applicant organization shall be liable to pay for any damage to any equipment, furniture, or fabric of the building.

(25) The applicant organization shall restore the facilities to their original conditions and clean up the place after use.

(26) The applicant organization shall not use CHs/CC for holding any activity that contravenes the laws of the HKSAR.

(27) Pursuant to Section 3 of the Smoking (Public Health) Ordinance (Cap. 371), smoking is prohibited inside the venue.

(28) The applicant organization may provide its own sound equipment. If audio-visual or stage lighting equipment within the CHs/CC is required for the staging of drama or any other kind of performances, application for its use must be submitted along with the application for the venue. Upon approval, the applicant organization should make available an experienced technician or operator to operate the control panel and notify the officer in charge of the CHs/CC. The applicant organization shall assume full responsibility for any damage caused.

(29) According to the guidelines issued by the Environment and Ecology Bureau, the room temperature of

all air-conditioned government offices and premises should be set at 25.5°C. Hence, starting from 1 November 2004, the room temperature of the halls and conference rooms in all CHs/CC has been set at 25.5°C. A party who wishes to lower the temperature of a CH/CC during an activity shall submit an application to the NDO together with the application for the use of facilities of the CHs/CC. The NDO will consider whether to allow lowering the temperature based on certain factors, e.g. nature of activities, number of participants, etc.

- (30) Staff members of the NDO shall have the right to enter, at any time, any part of the CHs/CC used by the applicant organization and impose additional conditions for its continued use in the light of prevailing circumstances.
- (31) In the event of breach of any guidelines, regulations and conditions, in addition to the consequences set out in clause 41 below, demerit points will be given. Demerit points are given for each breach and counted individually, irrespective of whether the breach happened in the same activity. Each breach will attract demerit points ranging from 3 points for “Minor Breaches”, 5 points for “Serious Breaches” to 10 points for “Very Serious Breaches”, having regard to the seriousness of the breach. Once an applicant organization has accrued a total of 10 or more demerit points within 12 months, it will be banned from booking all CHs/CC and using CH/CC facilities as joint organizer/co-organizer in the district in the next two quarters or the use of the facilities in CHs/CC may be revoked immediately where circumstances warrant. Details of the Demerit Points System are at [Annex C].
- (32) 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 D]. 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.
- (33) a. Subject to clause (32), 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.
- (34) For the purpose of “Regulations and conditions to be followed by applicant organization”, “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.
- (35) 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.

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

- (37) The applicant organization shall indemnify 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 CHs/CC by the applicant organization or any of its Related Persons including any loss, damage, injury or death referred to in clause (36) 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.

- (38) The applicant organization shall indemnify and keep the Government fully and effectively indemnified against any loss of or damage to any property of the Government or of any of its employees, agents or contractors or any injury to or death of any employee, agent or contractor of the Government arising out of the Negligence of the applicant organization or any of its Related Persons.

- (39) For the purposes of clauses (36), (37) and (38), “Negligence” shall have the same meaning as that assigned to it in section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).

- (40) The applicant shall further observe and comply with any additional rules, advice, regulations and special conditions as may be prescribed by the District Offices or DCs/DFMCs from time to time in relation to the use of CH/CC as the circumstances may require and ensure that its employees, agents, co-organizers, 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 or DCs/DFMCs 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.

- (41) The NDO reserves the right for final decision on any application/request for use of the venues and facilities of the CHs/CC in North District.
- (42) 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 37 and 38) which shall survive the same and shall continue to be binding on the applicant and shall remain in full force and effect.
- (43) If the applicant organization hire the CHs/CC for the purpose of photoshoot or video recording, application shall be submitted fourteen working days in advance.

North District Office
December 2024

Annex A

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

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

- (1) The facilities may be made available to other Government departments and this Department free of charge.
- (2) Organizations belonging to one of the following groups may be completely exempt from charges for using the facilities for non-profit making activities-
 - (i) subvented welfare agencies;
 - (ii) subvented educational institutions, subvented schools and non-profit making schools;
 - (iii) offices of Legislative Councillors and District Councillors;
 - (iv) charitable institutions or trust of a public character which are exempt from tax under section 88 of the Inland Revenue Ordinance (Cap.112);
 - (v) non-profit making organizations which are either registered under the Societies Ordinance (Cap. 151) or incorporated under the Companies Ordinance (Cap. 622), and their Constitutions or Memoranda of Association specifically provide that members do not take any share of the profits or any share of the assets upon dissolution;
 - (vi) local committees/organizations recognized by the Government, such as District Youth Programme Committees, District Fight Crime Committees, Rural Committees, Kaifong Welfare Associations, Owners' Corporations, Owners' Committees, etc.
- (3) Candidates standing for election to the Legislative Council and the District Councils may be given total exemption if they apply for permission to use the facilities for electoral meetings during the period between close of nomination(s) and election day.

Rates of Charges for Use of Facilities in Community Halls / Community Centres (with effect from : 1-3-2025)

<i>Facility</i>	<i>Rate (per hour)</i>	<i>Remarks</i>
Multi-purpose Hall - basic charge	\$105	Chairs provided. Applicant to provide public address system and his own technician to operate the lighting panel, if necessary, and to arrange for seating.
Multi-purpose Hall - air-conditioning charge		
- Sha Tau Kok Community Hall	\$44	
- Ta Kwu Ling Community Hall	\$44	
- Cheung Wah Community Hall	\$135	
- Luen Wo Hui Community Hall	\$160	
- Wo Hing Community Hall	\$160	
- Queens Hill Community Hall	\$160	
Multi-purpose Hall - using the lighting panel	\$21	
Dressing Room (Male or Female) - basic charge	\$9	
Dressing Room (Male or Female) - air-conditioning charge	\$8.5	
Conference Room - basic charge	\$51	Chairs provided.
Conference Room - air-conditioning charge	\$12	
Basketball Court - day time	\$58	.
Basketball Court - evening	\$72	Lighting provided in the evening.
Badminton Court - basic charge	\$78	
Badminton Court - air-conditioning charge	Same as air-conditioning charges of multi-purpose halls	
Classroom / Meeting Room / Activity Room - basic charge	\$53	
Classroom / Meeting Room / Activity Room - air-conditioning charge	\$13	

To: North District Office (Fax.: 2675 4414)

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

Statement of Account

Section A : Basic Information

Name of Community Hall/Community Centre: _____ Application No.: _____

Facility hired: _____ Name of activity: _____

Applicant Organization: _____

Date of activity: _____ Period of activity: _____

Number of participant: _____

Section B : Balance (up to _____)

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

Section C : Details of Income

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

Section D : Details of Expenditure

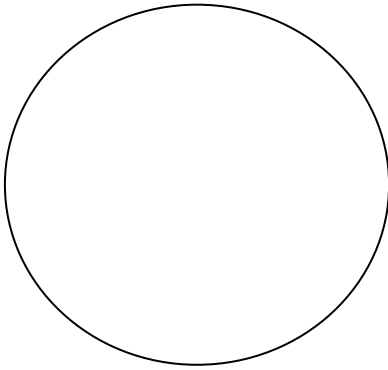
Items	Total Expenditure (\$)
1.	
2.	
3.	
4.	
5.	
Total :	

Section E : Declaration by Authorized Person of Applicant Organization

1. I hereby declare that all the information given in the above sections are true and accurate. All incomes (including sponsorship and donation) have been fully listed in Section C.
2. Applicant organization and joint organizer/ co-organizer(s)(if any)

have not made any profit from the activity.

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



Official stamp of
applicant organization

Signature : _____

Name : _____

Post : _____

Name of Organization : _____

Date : _____

Remarks:

1. This statement of account is only applicable to fee-charging activity which has been exempted from charges for use of facilities in community hall/community centre.
2. If a fee-charging activity has been exempted from charges, the applicant organization must submit a self-certified statement of account within one month after conclusion of the activity.
3. The applicant organization need not attach any receipts/supporting documents to the self-certified statement of account when it is first submitted. However, as the District Office will conduct random checks on statements of account of fee-charging activities which have been exempted from charges, the applicant organization must retain the receipts and supporting documents for the activity for two years. Production of such receipts and supporting documents for examination is required if the self-certified statement of account in respect of the activity is selected for random check.
4. The personal data provided in this form will be used for processing of applications for use of facilities in community halls/community centres. They may be disclosed to relevant parties for the same purpose. For correction of or access to personal data thus provided, please write to the Access to Information Officer, North District Office, 3/F., North District Government Offices, 3 Pik Fung Road, Fanling, New Territories.

Annex C

Demerit Points System

(A) Structure

Items	Breaches of Regulations and Conditions	Seriousness of Breach	Demerit Points
1	Number of participants fails to meet 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/slogans or eating inside the venue without obtaining prior approval of the North District Office.		
4	Cancellation of allocated timeslot with less than 7 working days' advance notice before the date of the activity. ^(Note 1)		
5	Failing to submit an application for approval for alteration of the nature of activity or addition/change of joint organizer(s) /co-organizer(s) 7 working days or more before the date of the activity. ^(Note 1)		
6	Failing to produce the approval letter for use of facilities in CHs/CC.		
7	Failing to vacate the venue on time.		
8	Number of participants exceeds the maximum capacity of respective CHs/CC.	Serious Breaches	5
9	Failing 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	Failing to turn up.		
11	Altering the nature of activity or addition/change of eligible joint organizer(s)/co-organizer(s) without prior approval of the North District Office.		
12	Causing permanent damage to the facilities, such as PA system, hardware that needs replacement. The organization is also subject to the charges for the replacement of equipment.	Very Serious Breaches	10 (or revoked immediately if applicable)
13	Serious misconduct or breaches, such as smoking, cooking, lighting of fire, or using fireworks.		
14	Transfer of the allocated timeslot to another organization.		
15	Holding of fee-charging activities against the original claim of non-fee charging.		
16	Conducting auction, fund-raising, sales activity without prior approval of the North District Office.		
17	Addition of ineligible joint organizer(s)/co-organizer(s).		

(Note 1): This regulation is also applicable to applications submitted with less than 7 working days before the date of activity.

(B) Rules under the Demerit Points System

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

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The opening hours and information of the Community Centre/Community Halls under the North District Office are as follows.

	Cheung Wah Community Hall	Luen Wo Hui Community Hall	Wo Hing Community Hall	North District Community Centre	Sha Tau Kok Community Hall	Ta Kwu Ling Community Hall	Queens Hill Community Hall	
Address	Cheung Wah Estate, Fanling	G/F, 9 Wo Mun Street, Luen Wo Hui, Fanling	G/F., Fanling South Government Complex, No. 7 Wo Ming Lane, Fanling	2 Lung Wan Street, Sheung Shui	55 Shun Hing Street, Sha Tau Kok	G/F, Ta Kwu Ling Rural Centre Gov't Building, No. 136, Ping Che Road	G/F, Queens Hill Community Complex, 6 Lung Chun Road, Fanling	
Opening Hours	9 am to 11 pm (closed during 1 pm to 2 pm (except Saturdays and Public Holidays)), Mondays to Sundays & Public Holidays (Not applicable to the first three days of the Lunar New Year). Advanced booking is required.							
Facilities Available for Hire	Assembly Hall	✓	✓	✓	✗	✓	✓	✓
	Badminton Court (Inside the Hall)	✓	✓	✓	✗	✗	✗	✓
	Basketball Court (Outdoor)	✗	✗	✗	✓	✗	✗	✗
	Dressing Room (Male/Female)	✓	✓	✓	✗	✓	✓	✓
	Conference Room	✓	✓	✓ (Note)	✓	✓	✓	✓
	Activity Room	✗	✗	✗	✗	✗	✓	✗
	Stage Meeting Room	✗	✓	✓ (Note)	✗	✗	✗	✓

(Note): Conference Room and Stage Meeting Room at Wo Hing Community Hall are opened as Study Room during specified period, please refer to the website of the Home Affairs Department or notice posted in the hall.