

**APPLICATION FOR USE OF FACILITIES IN COMMUNITY HALL / COMMUNITY CENTRE\***  
**租用 社區會堂／社區中心\* 設施申請表**

**Section A 甲部**

To: Officer in charge

致: 主管人員

Ap Lei Chau Liaison Team / Stanley / Wah Kwai Sub-office 鴨脷洲聯絡小組／赤柱／華貴分處

Application for use of:  
擬租用

(Please “✓” the  
appropriate box)

(請在適當的空格內  
填上「✓」號)

Stanley Community Hall  
赤柱社區會堂

Wah Kwai Community Centre  
華貴社區中心

Lei Tung Community Hall  
利東社區會堂

South Horizons Neighbourhood Community Centre<sup>Note 1</sup>  
海怡社區中心<sup>註1</sup>

Ap Lei Chau Community Hall<sup>Note 1</sup>  
鴨脷洲社區會堂<sup>註1</sup>

1. Applicant 申請機構

Name: (English) (英文) \_\_\_\_\_  
名稱

(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址

Fax. No.: \_\_\_\_\_  
傳真

Tel. No.: \_\_\_\_\_  
電話

2. Joint organiser(s) / Co-organiser(s) (Please fill in if appropriate) 合辦／協辦機構 (如有，請填寫)

Name: (English) (英文) \_\_\_\_\_  
名稱

(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址

Fax. No.: \_\_\_\_\_  
傳真

Tel. No.: \_\_\_\_\_  
電話

3. Date of function: \_\_\_\_\_ Time<sup>^</sup>: From \_\_\_\_\_ am / pm\* to \_\_\_\_\_ am / pm\*  
活動日期 時間<sup>^</sup>: 由上／下午\* 至上／下午\*

<sup>^</sup> Please refer to **Annex I of the “Guidelines and Conditions on the Use of Facilities Available in a CH/CC”** for details on sessions available for bookings

請參閱《租用社區會堂／社區中心設施指南和條件》附件I有關可供租用時段的詳情

4. Description of activity to be held 擬舉辦活動簡介

Name of function: (English) (英文) \_\_\_\_\_

活動名稱

(Chinese) (中文) \_\_\_\_\_

Objectives:  
目的

Target of service:  
服務對象

Estimated No. of participants:<sup>Note 2</sup>  
預計參加人數<sup>註2</sup>

Charges to participants /  
audience

Yes

No

參加者／觀眾收費

(Please “✓” the appropriate box)  
(請在適當的空格內填上「✓」號)

If yes, please state the amount chargeable per head:  
如要收費，請說明每名參加者／觀眾須繳費用款額：

Participants 參加者: \$ \_\_\_\_\_ / Audience 觀眾: \$ \_\_\_\_\_

5. Facilities applied for (Please read the corresponding **Annex 1** for the CH/CC applying for. For use of equipment, please also specify type and quantity.)

申請租用的設施 (請參閱所租用的社區會堂／社區中心相關的**附件1**。如需借用器材，請註明類別及數量。)

Venue 場地	Air Conditioning 空調	Other facilities, please specify 其他設施 (請註明)
Multi-purpose hall 多用途禮堂		
Dressing room(s) 化妝室		
Conference room <sup>Note 3</sup> 會議室 <sup>註3</sup>		
Multi-purpose activity room <sup>Notes 3, 4</sup> 多用途活動室 <sup>註3, 註4</sup>		
Badminton Court 羽毛球場		
Others 其他 (Please specify 請註明_____)		

6. Application for exemption from payment of charges:  Yes  No (Please "✓" the appropriate box)  
是否擬申請豁免收費 是 否 (請在適當的空格內填上「✓」號)

7. Declaration and Consent of the Applicant 申請機構的聲明及同意書

The applicant hereby declares that the applicant / and joint organiser(s) / co-organiser(s)\* belong(s) to the following group(s) of organisation(s). (\* Please delete as appropriate)

申請機構現謹聲明，申請機構／及合辦機構／協辦機構\* 屬於以下團體：(\*請刪去不適用者)

Applicant 申請機構	Joint organiser / Co-organiser 合辦／協辦機構	(Please "✓" the appropriate box) (請在適當的空格內填上「✓」號)
<input type="checkbox"/>	<input type="checkbox"/>	1. subvented welfare agencies 資助福利團體 (Note 註)
<input type="checkbox"/>	<input type="checkbox"/>	2. subvented educational institutions, subvented schools or non-profit making schools 資助教育機構、津貼學校或非牟利學校 (Note 註)
<input type="checkbox"/>	<input type="checkbox"/>	3. offices of the Legislative Councillors and District Councillors 立法會議員辦事處和區議員辦事處
<input type="checkbox"/>	<input type="checkbox"/>	4. charitable organisations 慈善團體 (Note 註)
<input type="checkbox"/>	<input type="checkbox"/>	5. non-profit making organisations 非牟利團體 (Note 註)
<input type="checkbox"/>	<input type="checkbox"/>	6. local committees recognized by the Government 政府認可地方委員會
<input type="checkbox"/>	<input type="checkbox"/>	7. Government Departments 政府部門

(Note: Please submit valid supporting documents)

(註：請提交有效證明文件)

(If more than one joint organiser / co-organiser, please use a separate sheet to list out their groups of organisations as required above.)

(如多於一個合辦／協辦機構，請按以上格式，另紙列明有關機構所屬的團體類別。)

For the purpose of complying 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, the applicant declares that:

為遵守《中華人民共和國香港特別行政區維護國家安全法》(下稱「《香港國安法》」)及其他現行法律，申請機構現謹聲明：

- (a) neither the applicant itself, its employees, agents, co-organisers, contractors nor any other persons admitted to the part(s) of the CH/CC hired by the applicant shall engage in any act or activity, which is likely to constitute or is 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, in such part(s) of the CH/CC; and  
申請機構本身及獲准進入其租用的社區會堂／社區中心場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士，均不會在該(等)社區會堂／社區中心場地內從事根據《香港國安法》或香港特別行政區(下稱「香港特區」)其他有關法律屬可能構成或可能導致危害國家安全罪行的行為或活動，或以其他方式作出不利於國家安全的行為或活動；以及

- (b) the applicant itself and its employees, agents, co-organisers, contractors and all other persons admitted to the part(s) of the CH/CC hired by the applicant shall comply with the laws of the HKSAR in respect of all acts and activities held in such part(s) of the CH/CC.

申請機構本身及獲准進入其租用的社區會堂／社區中心場地內的其僱員、代理人、協辦機構、承辦商及所有其他人士在該(等)社區會堂／社區中心場地內從事的所有行為和活動，均符合香港特區的法律。

The applicant understands that the District Office may at any time, whenever such need arises with respect to the duty to safeguard national security, withdraw approval for the application, 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 and under such circumstances the applicant shall vacate the CH/CC immediately. The applicant further understands that any conduct which may endanger national security or breach other laws in force will be reported to the law enforcement agencies.

申請機構明白，民政事務處可隨時在有維護國家安全的職責需要時，撤回批准、即時終止讓申請機構使用社區會堂／社區中心，以及沒收其租用社區會堂／社區中心的已繳費用。在此等情況下，申請機構須立即離開社區會堂／社區中心。申請機構亦明白，任何可能危害國家安全或違反其他現行法律的行為均會向執法機關呈報。

The applicant understands that in applying for exemption from payment of charges for use of facilities, the applicant and the joint organiser/co-organiser (if any) should satisfy the conditions set out in Annex II of the “Guidelines and Conditions on the Use of Facilities Available in a CH/CC” and should not take any profit out of the activity.

申請機構明白，如申請豁免租用設施的收費，申請機構及合辦/協辦機構(如有的話)須符合《租用社區會堂／社區中心設施指南和條件》附件 II 所載的條件，並且不可從活動獲取收益。

The applicant hereby declares that all the above information given in this application is true and correct and that the applicant has read and agreed to observe the requirements and conditions for use of the above facilities as set out in the “Guidelines and Conditions on the Use of Facilities Available in a CH/CC” and its Annex II attached to this form. The applicant fully understands and acknowledges that any breach of any of the requirements or conditions will result in the cancellation of the right to use the CH/CC immediately without compensation of any kind.

申請機構謹此聲明，在本表格填寫的一切資料均屬真實及正確。申請機構已細閱本表格所夾附的「租用社區會堂／社區中心設施指南和條件」及其附件 II 所載的租用上述設施的規定及條件，並同意遵從各項規定。申請機構完全明白並確認，如違反有關規定或條件，其使用社區會堂／社區中心的權利會立即被撤銷，而申請機構亦不會獲得任何形式的賠償。

Official stamp of applicant  
申請機構的正式印鑑

Signature 簽署: \_\_\_\_\_

Name 姓名 : \_\_\_\_\_

Position 職位 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

\* Please delete as appropriate 請刪去不適用者

Note: 註

1. The South Horizons Neighbourhood Community Centre is managed by the Southern District Arts and Culture Association under the “Scheme on the Lease of Community Halls / Community Centres with Management Responsibility to Non-Government Organisations” (the Scheme). Under the Scheme, the Association has priority over the use of the multi-purpose hall, conference room and multi-purpose activity room of the Community Centre from 6:00 p.m. to 10:00 p.m. on Thursday, 5:00 p.m. to 10:00 p.m. on Friday and 1:00 p.m. to 6:00 p.m. on Saturday.

南區文藝協進會透過「社區會堂／社區中心由非政府機構租用及負責管理的計劃」(下稱「計劃」)管理海怡社區中心。在此計劃下，該會可於星期四晚上六時至十時、星期五下午五時至晚上十時及星期六下午一時至六時優先使用該中心的多用途禮堂，會議室及多用途活動室。

The Ap Lei Chau Community Hall is managed by the Southern District Recreation and Sports Association under the “Scheme on the Lease of Community Halls / Community Centres with Management Responsibility to Non-Government Organisations” (the Scheme). Under the Scheme, the Association has priority over the use of the multi-purpose hall of the Community Hall from 9:00 a.m. to 10:00 p.m. from Tuesday to Thursday; and the use of the conference room from 12:00 noon to 10:00 p.m. on Tuesday, 9:00 a.m. to 10:00 p.m. on Wednesday and 12:00 noon to 10:00 p.m. on Thursday.

南區康樂體育促進會透過「社區會堂／社區中心由非政府機構租用及負責管理的計劃」(下稱「計劃」)管理鴨脷洲社區會堂。在此計劃下，該會可於星期二至四上午九時至晚上十時優先使用該會堂的禮堂，另可於星期二中午十二時至晚上十時、星期三上午九時至晚上十時及星期四中午十二時至晚上十時優先使用會議室。

2. The maximum capacities of the multi-purpose hall and multi-purpose activity room of the Community Halls / Community Centres in the Southern District are as follows:

南區各社區會堂／社區中心的用途禮堂及多用途活動室的最高可容納人數如下：

Community Hall / Community Centre 社區會堂／社區中心	Multi-purpose hall 多用途禮堂	Multi-purpose activity room 多用途活動室
Wah Kwai Community Centre 華貴社區中心	300	30
South Horizons Neighbourhood Community Centre 海怡社區中心	250	30
Ap Lei Chau Community Hall 鴨脷洲社區會堂	250	N/A 不適用
Lei Tung Community Hall 利東社區會堂	250	10
Stanley Community Hall 赤柱社區會堂	300	N/A 不適用

3. The multi-purpose activity room in Wah Kwai Community Centre could also serve as a conference room.  
華貴社區中心的多用途活動室亦可作會議室用途。
4. The multi-purpose activity room in South Horizons Neighbourhood Community Centre could also serve as waiting room for performers.  
海怡社區中心的多用途活動室亦可作為表演者的等候室。
5. Information provided in this form will be used for assessment of application, notification of results, calculation of utilisation rates, collection of fees (if any) and record keeping purposes.  
本表格所載的資料，會用於評估申請、把結果通知申請者、計算使用率、收取費用 (如需要的話) 以及保存有關的紀錄。
6. 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, Southern District Office (Address: 1/F, Ocean Court, 3 Aberdeen Praya Road, Aberdeen, Hong Kong).

在本表格提供的個人資料會用作處理租用社區會堂／社區中心設施的申請，可能會為此目的而向有關方面披露。如欲更改或查閱在本表格提供的個人資料，請致函南區民政事務處(地址：香港香港仔香港仔海傍道三號逸港居一樓)公開資料主任。

## Section B 乙部

To: \_\_\_\_\_  
致 (Approving Officer 批核人員)

The above application is / is not\* recommended. The following charges are recommended / waived\* on the grounds that the applicant (and the joint organiser(s) / co-organiser(s))\* belong(s) to \_\_\_\_\_ organisation (HAD Standing Circular No. 3/2012 refers)\*.  
現建議／不建議\* 批准上述申請。另建議收取／豁免\* 以下收費，原因是申請機構(及合辦機構／協辦機構)\* 屬於 \_\_\_\_\_ 團體(請參閱民政事務總署常務通告第 3/2012 號)\*。

<u>Facility 設施</u>	<u>Basic charge 基本收費</u>	<u>Air-conditioning charge 空調收費</u>
Multi-purpose hall 多用途禮堂	\$ _____ x _____ hrs 小時=\$ _____	\$ _____ x _____ hrs 小時=\$ _____
Dressing room(s) 化妝室	\$ _____ x _____ hrs 小時=\$ _____	\$ _____ x _____ hrs 小時=\$ _____
Conference room 會議室	\$ _____ x _____ hrs 小時=\$ _____	\$ _____ x _____ hrs 小時=\$ _____
Multi-purpose activity room 多用途活動室	\$ _____ x _____ hrs 小時=\$ _____	\$ _____ x _____ hrs 小時=\$ _____
Others 其他 ( _____ )	\$ _____ x _____ hrs 小時=\$ _____	\$ _____ x _____ hrs 小時=\$ _____
Sub-total 小計:	\$ _____	\$ _____
Total 總計:	\$ _____	\$ _____

Standard notification letter is attached. 標準通知書隨本表格夾附。

Remarks (if any) \_\_\_\_\_  
備註(如有的話)

Date: \_\_\_\_\_  
日期 ( \_\_\_\_\_ )  
*EO / LO\* in charge 主管行政主任／聯絡主任\**

## Section C 丙部

To: EO / LO\* in charge \_\_\_\_\_ (via Accounts Office, Southern District Office if fees are charged)  
主管行政主任／聯絡主任\* (如收取費用，經南區民政事務處會計組遞交)

The application 申請

has not been approved.  
不獲批准。

and exemption of charges as set out in Section B above have been approved.  
已獲批准，另乙部所載收費已獲豁免。

has been approved at charges as set out in Section B above. A copy of the standard notification letter is attached.  
已獲批准，應繳乙部所載的收費。標準通知書文本已隨本表格夾附。

Date: \_\_\_\_\_  
日期 ( \_\_\_\_\_ )  
*Approving Officer 批核人員*

## Section D 丁部

To: EO / LO\* in charge \_\_\_\_\_  
致: \_\_\_\_\_ 主管行政主任／聯絡主任\*

Demand Note No. \_\_\_\_\_ issued on \_\_\_\_\_  
繳款通知書編號 發出日期

Date: \_\_\_\_\_  
日期 (Post title 職位: \_\_\_\_\_)

*Accounts Office, Southern District Office  
南區民政事務處會計組*

## Section E 戊部

Proposed activities cancelled. Original receipted Demand Note returned to F&S Section, HQs / Accounts Office, Southern District Office\* for processing of refund under covering memo ref \_\_\_\_\_ dated \_\_\_\_\_.  
擬舉辦活動已經取消。註明款項收訖的繳款通知書正本已隨便箋(檔號: \_\_\_\_\_)  
(發出日期: \_\_\_\_\_) 交回總部財務及物料供應組／南區民政事務處會計組\*，以便處理退款。

Date: \_\_\_\_\_  
日期 ( \_\_\_\_\_ )  
*EO / LO\* in charge 行政主任／聯絡主任\**

\* Delete as appropriate 請刪去不適用者