



LKFAssociation
蘭桂坊協會

20/F On Hing Building,
No.1 On Hing Terrace,
Central, Hong Kong

T: [REDACTED]
F: [REDACTED]

06 September 2016

Mr YIP Wing-shing, BBS, MH, JP
Chairman
Central and Western District Council
11/F., Harbour Building
38 Pier Road
Central, Hong Kong

VIA POST and FAX: 2542 2696

CC:

Transport Department
Police – Central district
Lands Department

Fax: [REDACTED]
Fax: [REDACTED]
Fax: [REDACTED]

Dear Mr. Yip,

RE: Lan Kwai Fong Carnival on 19-20 November 2016

Supported by the Hong Kong Tourism Board, we are happy to announce that we will be organizing the Lan Kwai Fong Carnival on 19-20 November 2016. We would like to request permission for temporary road closure during the said period.

Lan Kwai Fong Carnival 2016 will be organized by Lan Kwai Fong Association which is a non-profit organization. This is the fifteen year we are organizing this event. It is free-of-charge to the public and it aims to support tourism in Hong Kong and promote the Central area to local and international visitors alike.

As in previous years, we are planning to set up around 80 stalls in the Lan Kwai Fong area (1-22 Lan Kwai Fong, 17-62 D'Aguilar Street, 1-17 Wing Wah Lane, Wo On Lane Lok Hing Lane Sitting-out Area).

Our contractors and suppliers will be dropping off deliveries and preparing set up starting from 07:00am on 19 November 2016 and finish dismantling at 04:00am on 21 November 2016. Some of these materials may need to be temporarily set up on the side walks and on the road. In order to ensure the safety of all visitors and pedestrians who may pass through Lan Kwai Fong during this period, we would like to request special road closure times as follows:



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 Central, Hong Kong

T: [Redacted]
 F: [Redacted]

Date For “Carnvial” Normal Pedestrianisation Hours
 (Lan Kwai Fong Street & D’Aguilar Street)

19 Nov 16 (Sat)	00:00 – 24:00 hr	00:00 – 04:00 hr & 19:00 – 24:00 hr
20 Nov 16 (Sun)	00:00 – 24:00 hr	00:00 – 04:00 hr & 19:00 – 24:00 hr
21 Nov 16 (Mon)	00:00 – 04:00 hr	00:00 – 04:00 hr

As in pervious years, we will be distributing 200 public notices to our Lan Kwai Fong neighbors for seeking their comments.

Please find attached the following information:

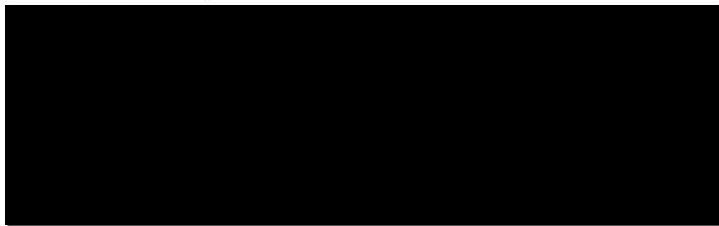
- General Information of the LKF Carnival 2016
- Location plan which indicates the area we would like to use
- Public Notices to our Lan Kwai Fong neighbours

We are very grateful to have the Central and Western District Council support our Carnival for the past years and hope to seek your continuous support this year again.

Should you require any further information, please feel free to contact [Redacted] at [Redacted].

Thank you for your assistance and continuous support!

Yours sincerely




Spencer Chan
 Association Director
 Lan Kwai Fong Association

.Encl



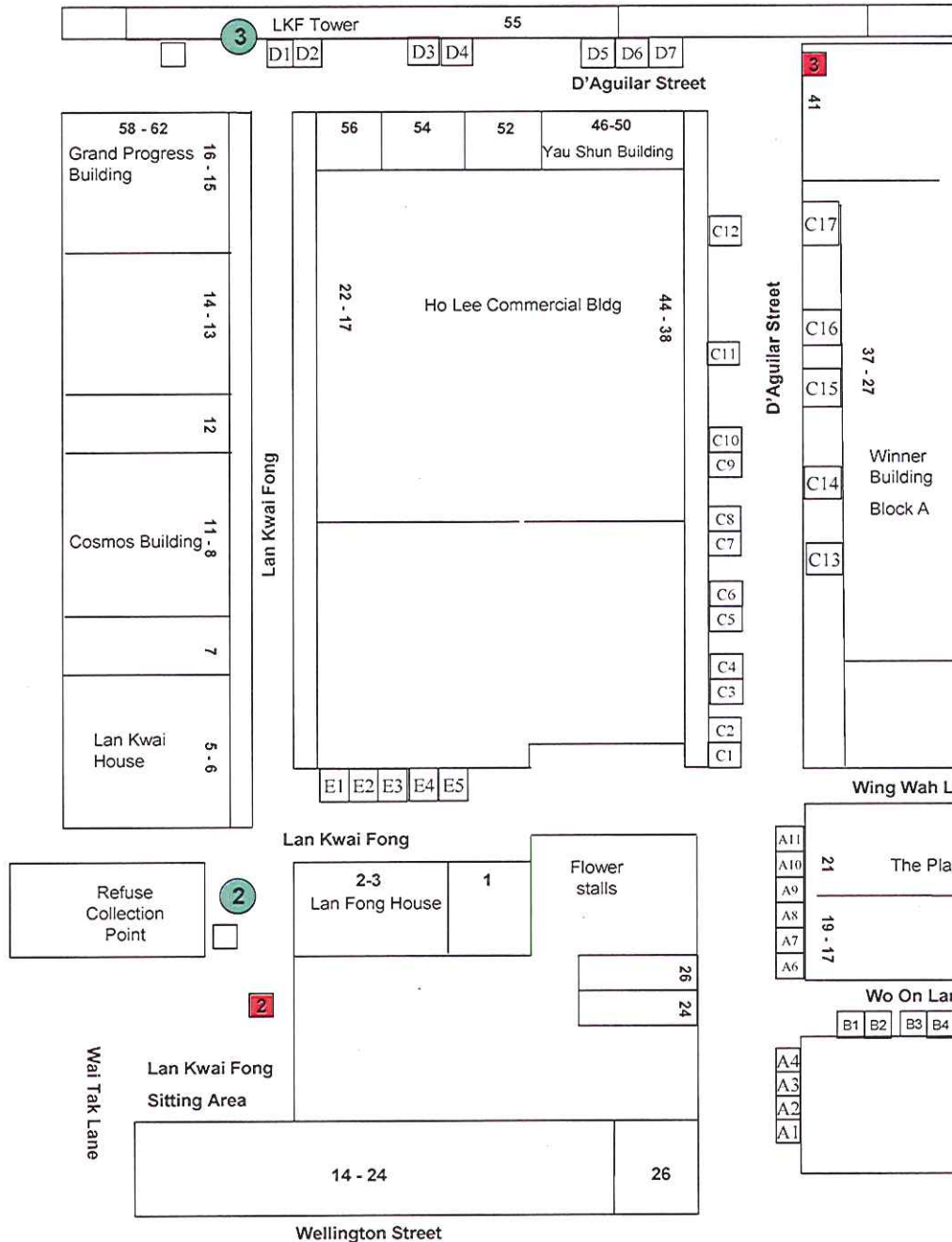
Lan Kwai Fong Carnival 2016

General Information

Date	19 and 20 November 2016
Time (Stall opening time)	19 November 2016 (Saturday) 13:00-00:00 20 November 2016 (Sunday) 13:00- 22:00
Vehicle Road Closure Time	19 November 2016 (Saturday) Whole day 20 November 2016 (Sunday) whole day until 05:00 (21 November 2016)
Theme	Lan Kwai Fong Carnival
Streets	Lan Kwai Fong D'Aguilar Street - between Wyndham and Wellington Wo On Lane Wing Wah Lane Lan Kwai Fong Sitting Out Area Lok Hing Lane Park
No of Stalls	80 (To be confirmed)
Stall Set Up	One banquet table/size: 1.6m (L) X 0.6m (W) X 0.74m (H) One marquee/size: 2m (L) X 2m (W) X 2.5m (H) One spotlight to light the stall
Stall Varieties	(a) Food/liquor stall; for LKFA members only (b) Non-food/liquor stall; selling handicrafts, accessories etc (c) Interactive stall; face painting, caricaturist etc
Outdoor Decoration	LKF area will be decorated in theme-related and fire-proof materials to create the atmosphere.
Entertainment	Street performance will be scheduled all day long such as bands, magicians and dancers to enhance the festivities.
Performance Areas	1) Lok Hing Lane Temporary Sitting-Out Area 2) Outside RCP 3) Outside the LKF Tower
Enquiry	Lan Kwai Fong Association 

Lan Kwai Fong Carnival 2016

19th and 20th November 2016



 = Performance Stages (1,2&3)

 = First Aid Booths (1,2&3)

 = Booth services

Marquee & Table Sizes:

Marquee: 2m (L) X 2m (W) X 2.5m (H)
 Banquet table: 1.6m (L) x 0.6m (W) x 0.74m(H)

Performance Stage Size:

Performance Stage #1- Lok Hing Lane Sitting out area
 180" (L) X 84" (W) X 12" (H)
 Performance Stage #2 - Outside RCP
 3.6M(W) X 2.4M(D) X 0.9M(H)
 Performance Stage #3 - Outside LKF Tower
 144" (L) x 96" (D) x 18" (H)

* Working Floor Plan Prepared By LKFA: 24 August 2016
 For Internal Planning Purpose Only

備忘錄

日期: 2016年10月19日
致: 蘭桂坊各大商戶及住戶
由: 蘭桂坊協會
主題: 2016年11月19-20日 - 「蘭桂坊嘉年華」

蘭桂坊各大商戶及住戶

很高興通知大家「蘭桂坊嘉年華」將於2016年11月19-20日隆重舉行。

活動詳情, 請參閱下列資料:

時間及地點

時間: 2016年11月19日(星期六) - 下午1時至凌晨12時
2016年11月20日(星期日) - 下午1時至晚上10時
地點: 蘭桂坊街頭(包括蘭桂坊、德己立街及和安里一帶)

擬定特別封路措施

原定「行人專用區」開放時間, 將會延至下列時段:
由11月18日(星期五)晚上7時起至11月21日(星期一)凌晨5時止

戶外攤位

蘭桂坊地區每一個角落, 將會設置戶外攤位及帳篷

表演項目及娛樂

一連串的精彩表演及特別音樂播放, 亦將會在蘭桂坊進行

環境(垃圾處理)

為了協助我們提供一個更優質, 更清潔的環境舉行蘭桂坊嘉年華, 敬請各商戶及住戶妥善地處理垃圾及請不要將垃圾棄置在街上(*垃圾應放置在威靈頓街, 渣打銀行對面)。

如有任何意見及查詢, 歡迎於11月18日, 下午6時前致電 [REDACTED]。

蘭桂坊協會

MEMO

Date: 19 October 2016
To: Lan Kwai Fong Neighbours
From: Lan Kwai Fong Association
Subject: Lan Kwai Fong Carnival 2016 : 19 - 20 November 2016

Dear Lan Kwai Fong Neighbours

We are happy to announce that Lan Kwai Fong will be organizing Lan Kwai Fong Carnival on 19-20 November 2016.

Please find below details of the event for your information:

Time & Place

Time: (Saturday) 19 November 2016 - 1:00PM to 12:00AM
(Sunday) 20 November 2016 - 1:00PM to 10:00PM
Place: Lan Kwai Fong area – (D'Aguilar Street, Lan Kwai Fong and Wo On Lane)

Proposed Special Road Closure

(Friday) 18 November 2016 from 7:00 PM to (Monday) 21 November 2016 05:00 AM

Booth Set Up

There will be booths and marquees set up throughout Lan Kwai Fong area

Activities and Entertainment

There will be interactive entertainers and music throughout Lan Kwai Fong area.

Environment (Rubbish Arrangement)

Help us to keep the street clean during Carnival, please make good arrangement to manage your rubbish and please don't leave any rubbish on the street. Please make all rubbish deposits via Wellington Street (Opposite Standard Chartered Bank).

Should you have any views or questions, please contact us at [REDACTED] on or before 6:00PM 18 November 2016.

Regards
Lan Kwai Fong Association