



LKFAssociation
蘭桂坊協會

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

T. + [REDACTED]
F. [REDACTED]

11 September 2017

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: [REDACTED] and [REDACTED]

CC:

Transport Department
Police – Central district
Lands Department

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

Dear Mr. Yip,

Lan Kwai Fong Christmas Market - 2nd and 3rd December 2017

Supported by the Hong Kong Tourism Board, we are happy to announce that we will be organizing the first-ever Lan Kwai Fong Christmas Market on 2nd and 3rd December 2017. We are writing to solicit your approval of extending pedestrianisation hours in Lan Kwai Fong during the captioned weekend.

The first Lan Kwai Fong Christmas Market aims to support tourism in Hong Kong and promote Central area to local and international visitors alike.

We are planning to set up around 52 stalls in the Lan Kwai Fong area (1-22 Lan Kwai Fong, 17-62 D'Aguilar Street, 1- 17 Wing Wah Lane and Wo On Lane). Set up will commence at 7 am on 2nd December and dismantling will be completed by 4 am on 4th December 2017.

In order to enable a smooth set up arrangement and to provide a clear message to vehicles and for the safety of all visitors and pedestrians who may pass through Lan Kwai Fong during this period, we would like to request continuous road closure during the following hours:

<u>Date</u>	<u>For Christmas Market</u>	<u>Normal Pedestrianisation Hours</u> (Lan Kwai Fong Street and D-Aguilar Street)
2 and 3 December 2017 (Sat and Sun)	00:00 to 24:00	00:00 to 05:00 & 19:00 to 24:00
4 December 2017 (Mon)	00:00 to 04:00	00:00 to 05:00



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

Enclosed please find the below documents for your reference:

- General Information of Lan Kwai Fong Christmas Market
- Location plan which indicates the area we would like to use
- Public Notices to our Lan Kwai Fong neighbors

We are very grateful to have the Central and Western District Council's support on our previous events in Lan Kwai Fong and hope to seek your continuous support this year again.

Should you require any further information, please do not hesitate to contact Ms. Akira Cheung at [REDACTED].

Thank you for your assistance and continuous support!

Yours sincerely,



Tommy Fong
Association Director
Lan Kwai Fong Association

.Encl



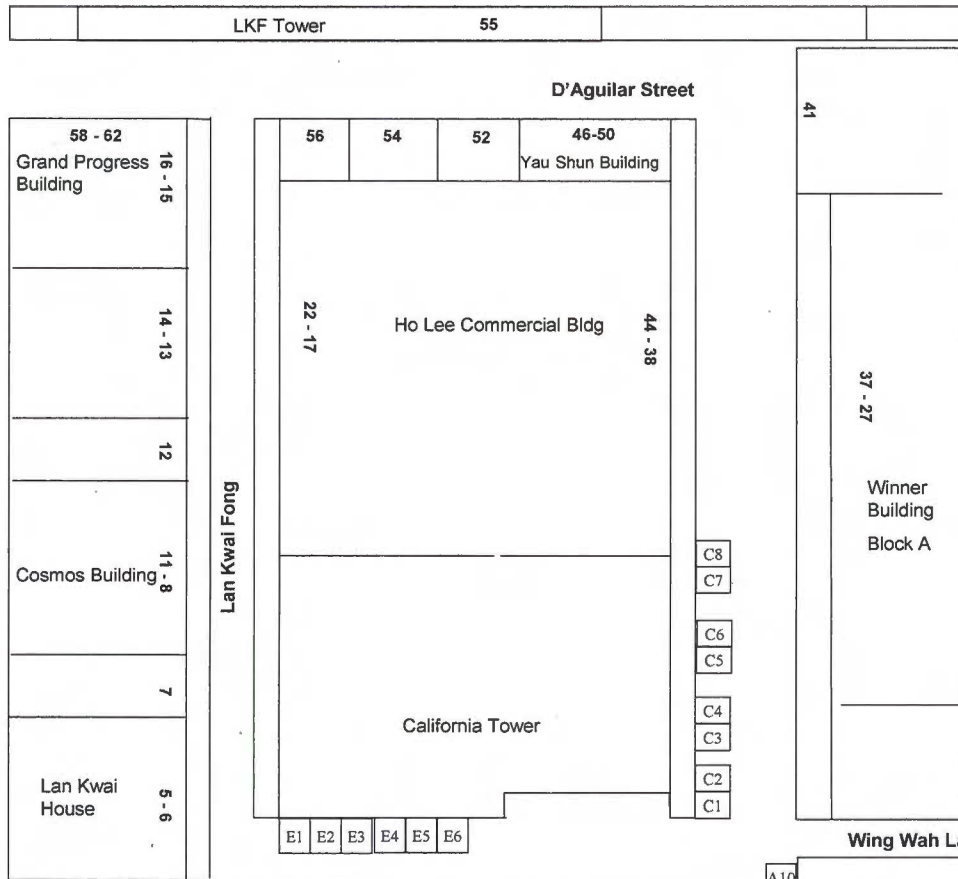
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Lan Kwai Fong Christmas Market

General Information

Date	2 nd and 3 rd December 2017
Time	<u>Stall Operating Times:</u> 2 nd December (Sat): 1pm to 12am 3 rd December (Sun): 1pm to 10pm <u>Vehicle Road Closure Time:</u> 2 nd December (Sat): Whole Day 3 rd December (Sun): Whole Day till 5am (4 th December)
Theme	Lan Kwai Fong Christmas Market
Number of Booth	52
Visitors	Open to Public
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) <i>One spotlight to light the stall</i>
Stall Varieties	(1) Food and Liquor stalls (2) Interactive games stalls (3) Retail stalls (4) Photo Booths
Outdoor Decoration	Lan Kwai Fong area will be decorated with theme-related materials to create a festive atmosphere
Entertainment	Street performance will be scheduled all day long such as live music and dance to enhance the festivities. Festive games such as snacks eating competition and Thai boxing learning.
Performance Areas	(1) Lok Hing Lane Temporary Sitting-Out Area
Publicity	Press Conference in mid-November <i>(Venue to be confirmed)</i>
Sponsors	Sansiri
Enquiry	Lan Kwai Fong Association Akira Cheung (Tel: [REDACTED]) Katherine Chu (Tel: [REDACTED]) Tommy Fong (Tel: [REDACTED])

Lan Kwai Fong Christmas Market



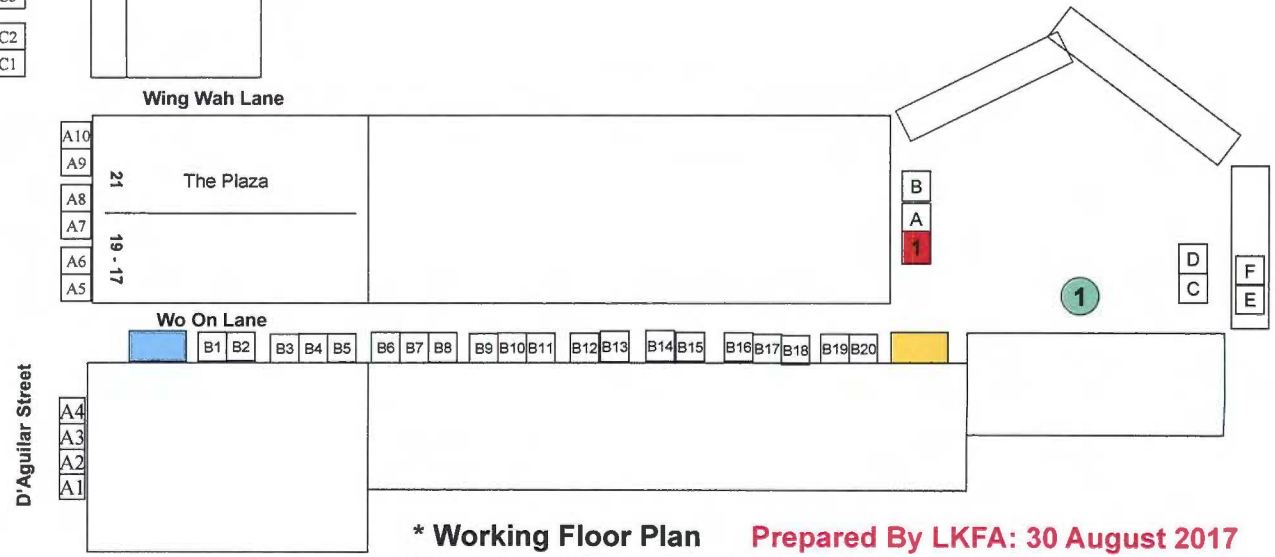
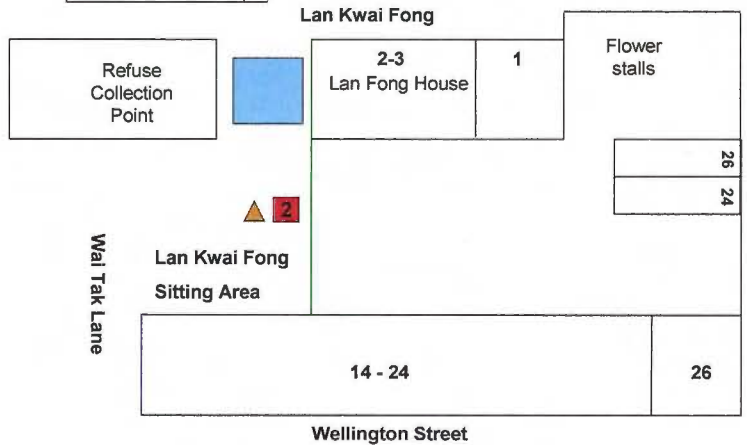
-  = Performance Stages (1)
-  = Photo Ops
-  = First Aid Booths (1, 2)
-  = Resting High-top (Cans)
-  = Booth services

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- Amphitheatre
 4572mm (L) x 2440mm (W) x 3040mm (H)



*** Working Floor Plan Prepared By LKFA: 30 August 2017 For Internal Planning Purpose Only**

備忘錄

日期: 2017年9月11日
致: 蘭桂坊各大商戶及住戶
由: 蘭桂坊協會
主題: 2017年12月2-3日 - 「蘭桂坊冬日市集」

蘭桂坊各大商戶及住戶

很高興通知大家「蘭桂坊冬日市集」將於2017年12月2-3日隆重舉行。

活動詳情, 請參閱下列資料:

時間及地點

時間: 2017年12月2日(星期六) - 下午1時至凌晨12時
2017年12月3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12月1日(星期五)晚上7時起至12月4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冬日市集, 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, 歡迎致電熱線 2523-8010。

蘭桂坊協會

MEMO

Date: 11 September 2017
To: Lan Kwai Fong Neighbours
From: Lan Kwai Fong Association
Subject: Lan Kwai Fong Christmas Market : 2-3 December 2017

Dear Lan Kwai Fong Neighbours

We are happy to announce that Lan Kwai Fong will be organizing Lan Kwai Fong Christmas Market on 2-3 December 2017.

Please find below details of the event for your information:

Time & Place

Time: (Saturday) 2 December 2017 - 1:00PM to 12:00AM
(Sunday) 3 December 2017 - 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) 1 December 2017 from 7:00 PM to (Monday) 4 December 2017 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 Christmas Market, 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 hotline 2523-8010.

Regards
Lan Kwai Fong Association