

**離島區議會**  
**地區設施管理委員會**  
**匯報文件 DFMC 3/2011 號**

**修訂離島區社區會堂設施使用指引**

**目的**

本文件旨在請各委員考慮及通過《離島區社區會堂設施使用指引》（下稱“使用指引”）及設施租用申請表（下稱“申請表”）的修訂建議。

**背景**

2. 地區設施管理委員會的其中一個職權範圍，是監督社區會堂的運作，至於社區會堂的日常運作，則由離島民政事務處負責。

**設施使用指引**

3. 有鑑於不少申請者以合辦形式申請在社區會堂／中心舉辦活動，民政事務總署為加強對社區會堂／中心設施的管理，現規定申請機構須於申請書上列明協辦機構的資料。本處將在使用指引及申請表上作出相應的修訂。現隨文夾附修訂後的使用指引及申請表，新修訂的條文以藍色字體標示，供委員審議，並概述如下：

- 申請租用社區會堂的團體須於申請書上列明團體的類別。
- 活動的主辦及協辦機構均須遵守附件二的條款，方可獲得豁免收費。由民政事務總署訂定的愉景灣社區會堂及東涌社區會堂的租用收費亦已詳列於附件二，供委員參考。

4. 申請者使用各社區會堂／中心時的風險責任條款亦已修訂，請委員審議。

**提供意見**

5. 請考慮及通過有關使用指引及申請表。歡迎各委員提出意見。

離島民政事務處

日期：2010 年 12 月

# 離島區社區會堂設施使用指引

## 愉景灣 / 東涌社區會堂

### (一) 申請資格

- 1.1 申請機構必須是合法團體或政府認可/贊助團體，例如：
  - a. 資助福利機構；
  - b. 資助教育機構及非牟利學校；
  - c. 慈善團體；
  - d. 合法團體或政府部門贊助的非牟利機構如互助委員會、街坊福利會等；
  - e. 政府認可的地方委員會(如分區委員會、青少年暑期活動統籌委員會、撲滅罪行委員會等)；
  - f. 離島區議會及屬下委員會/工作小組；
  - g. 政府部門或公營機構；
  - h. 各級議會議員。
- 1.2 其他團體/機構所作出的申請，將按照其活動內容另行審議。
- 1.3 以個人名義所作出的申請只限於租用羽毛球場。
- 1.4 所舉辦的活動必須符合**公眾利益**及遵守本會堂的使用守則。同時，活動不得與本港法律有所抵觸或擾亂公眾安寧，亦不應包括商業推廣或牟利目的。

## (二) 申請手續

- 2.1 申請表格可向愉景灣/東涌社區會堂，離島民政事務處及其網頁(<http://www.had.gov.hk>) 索取。
- 2.2 填妥之申請表格，並列明協辦機構（如有的話）、活動的目的以及程序，連同擬舉辦活動的簡介、活動程序表及收支預算須於下述指定限期內以傳真(傳真號碼：2815 2291)、郵寄或親自交回離島民政事務處(地址：統一碼頭道 38 號海港政府大樓 20 樓)，以便辦理。電話及口頭預訂場地的申請，概不受理。
- 2.3 如屬首次申請，申請機構必須於遞交申請表格時，一併提交由香港稅務局根據〈稅務條例〉第 88 條發出的豁免繳稅批准書或由香港警務處根據香港法例第 151 章第 5A(1)條〈社團條例〉發出的社團註冊證明書。
- 2.4 申請表格必須附有申請機構負責人的簽署及印鑑方為有效。
- 2.5 可供租用時間：
- |         |                |
|---------|----------------|
| 星期一至星期五 | 上午 10 時至下午 9 時 |
| 星期六、日   | 上午 10 時至下午 9 時 |
| 公眾假期    | 休息             |



### (三) 預訂離島區社區會堂設施的申請手續

3.1 有意申請使用愉景灣/東涌社區會堂設施，最早可於每一季的三個月前，按下述機制提出申請。

#### 3.2 三個月前預訂

申請人/機構每次最多可預訂場地的機制如下：

1. 以下時段的申請人可預訂最多兩日共八小時的時段：

■ 星期一至五下午五時至晚上九時

■ 星期六、日上午十時至晚上九時

2. 以下時段的申請人可預訂最多連續八星期內，每星期租用場地設施一節，每節兩小時，共不超過十六小時為限：

■ 星期一至五上午十時至下午五時

3. 如有多於一人/機構申請同一時段，則以抽籤形式分配。由民政處以傳真或郵寄方式把抽籤結果通知申請人/機構。未獲分配設施的申請人/機構，如欲預訂其他時段，須重新遞交申請。

3.3 經抽籤後，任何未經分配的時段，均以「先到先得」原則分配。

3.4 如申請人/機構證明該活動是每年舉行一次，則可在舉行活動一年前預訂場地，民政處會就申請人/機構提供的資料酌情考慮，以決定是否接納該申請。

訂租檔期	接受申請時間	截止申請時間	抽籤日期	公布日期
第一季 (一月至三月)	前一年十月 第一個工作天 上午九時	前一年十月 第五個工作天 下午五時	前一年十月 第三個星期 首個工作天	抽籤日期後 第三個工作天
第二季 (四月至六月)	該年一月 第一個工作天 上午九時	該年一月 第五個工作天 下午五時	該年一月 第三個星期 首個工作天	抽籤日期後 第三個工作天
第三季 (七月至九月)	該年四月 第一個工作天 上午九時	該年四月 第五個工作天 下午五時	該年四月 第三個星期 首個工作天	抽籤日期後 第三個工作天
第四季 (十月至十二月)	該年七月 第一個工作天 上午九時	該年七月 第五個工作天 下午五時	該年七月 第三個星期 首個工作天	抽籤日期後 第三個工作天

## (四) 設施收費 / 豁免收費機制

4.1 如申請人及協辦機構(如有的話)符合附件二所載的豁免收費條件，應在遞交表格時同時提出申請。

4.2 申請人獲免收費用而其後被發現不符合資格獲得豁免，必須補付原獲豁免的費用。

4.3 租用離島區社區會堂及其他設施收費表如下：

設施	收費(每小時)	備註
多用途禮堂 – 基本收費	\$82	提供椅子。申請人須自行聘請技術員操作燈光及音響控制系統，並須自行安排座位及事後清理場地。
多用途禮堂 – 空調收費	\$125	
多用途禮堂 – 使用燈光控制板收費	\$16	
化妝室(男或女) – 基本收費	\$5.5	
化妝室(男或女) – 空調收費	\$6.5	
會議室 – 基本收費	\$40	
會議室 – 空調收費	\$11	
羽毛球場 – 基本收費	\$59	
羽毛球場 – 空調收費	\$125	

## (五) 申請人須遵守的規則及條件

- 5.1 申請機構必須遵守附件一的使用場地守則。
- 5.2 申請機構在使用禮堂及其設施時，必須出示批准通知書、繳費收據(如需要繳費)。
- 5.3 如要取消已批准的租借申請，必須在所租借日期最少兩星期前以書面通知離島民政事務處，並闡明理由。倘獲批准，已繳款項可於日後領回。領回款項時須出示繳費收據，任何團體若在半年內有三次未能如期使用會堂的記錄而又未能提供合理解釋，則半年內不准租借社區會堂的設施。
- 5.4 如須使用會堂作重要用途或緊急救援之用，例如安置颱風災民等，離島民政事務處有權取消已批出的禮堂租借申請，惟會盡早通知有關租借團體。至於已繳付的費用，只須出示繳費收據，便可領回已繳款項。
- 5.5 若活動未有如期舉行，而申請機構又未如第 5.3 段項所述，於規定限期前提出通知，則已繳交的款項概不發還。
- 5.6 申請表格內所列各項細節如有任何更改，申請機構必須在舉辦活動兩星期前，以書面通知離島民政事務處及作出解釋。離島



民政事務處有權就有關變更的事項撤回租借禮堂/會議室設施的批准。

- 5.7 申請機構不得私下轉借場地給其他機構或其機構內的其他單位使用。倘有違規，離島民政事務處即時撤回該租借社區會堂/會議設施的批准，已繳款項概不發還。倘某機構違反是項規條多於一次，日後其租借會堂及其設施申請將不獲接納。

## 備 註

- (1) 離島民政事務處有權就任何申請作出最後決定。離島民政事務處保留權利，不批准任何申請機構遞交租借社區會堂各項設備的租用申請。
- (2) 所有申請均會以「抽籤」的方法審批。離島民政事務處亦會以擬舉辦活動的內容及申請團體的性質處理各項申請。
- (3) 如有需要，離島民政事務處可即時取消已審核的租借申請或更改租借守則。
- (4) 本會堂職員有權隨時進入申請機構租借會堂的任何地方，並可根據當時情況，就繼續使用會堂設施提出附加條件。倘若申請機構不遵守該等條件，會堂職員可隨時終止其使用，並下令清場，已繳費用亦不會獲發還。

- (5) 申請機構的任何成員或其活動參加者，不論是否被邀請者，在使用社區會堂/會議室時的安危由該機構及其本人負責，假如遭受任何損傷或損失，不論此種損傷及/或損失如何造成，或是否由於香港特別行政區政府、其僱員或代理人疏忽、失職及或不履行責任所致，均無權及不得向香港特別行政區政府、其僱員或代理人索償。
- (6) 離島民政事務處保留修改此租借守則任何內容的權利，無須另行通知。

離島民政事務處  
二零一零年十二月



### 離島區社區會堂使用場地守則

1. 根據香港法例第二四十五章《公安條例》的規定，任何人士或團體如欲舉行公眾集會，而該集會的參加人數超過五十人，則須事先通知警務處處長。不過，任何為社交、康樂、文化、學術、教育、宗教或慈善目的而進行的聚集或集結，或真誠地擬為討論屬社交、康樂、文化、學術、教育、宗教、慈善、專業、業務或商務性質的論題，而以會議或研習會形式進行的聚集或集結，則不包括在公眾集會的釋義內。
2. 集會或活動必須依照申請機構當初遞交的節目程序進行。舉行的活動及發出的聲浪，不得妨礙正在會堂內舉行的其他活動及對鄰近民居造成滋擾。
3. 使用場地時，除非先獲得本處同意，否則不得在社區會堂範圍內張貼或懸掛海報、標語、旗幟或照像，亦不可高呼口號或進行任何擾亂公安的活動。
4. 社區會堂範圍內（包括禮堂、會議室及大堂）**嚴禁吸煙及飲食，亦不准燃燒任何物件。**
5. 申請機構須自行負責安排會場內的設備，例如安排座位等，並不得在會堂的牆壁、傢具及其他裝置上加上任何釘子或難於清理的物品，例如油漆等。如會堂的設備、傢具或結構有任何損毀，申請機構須**負責賠償**。
6. 不得在會堂內進行任何募捐、售賣，競投或拍賣物品等活動，持有許可證者除外。
7. 除非獲得離島民政事務處的同意，不得在會堂內加建任何建築物，如祭壇等。
8. 申請機構必須確保參加人數**不超過**申請表格內註明的預計參加人數，或會堂可容納的最高人數限額（即 450 人）。否則會堂職員為公眾安全著想，有權對參加人數加以控制或即時終止申請機構使用該場地，以及要求申請機構清理該場地。
9. 申請機構於獲批准使用會堂及其設施舉辦的活動，必須與申請

表格內註明的活動內容、程序及目的相符。

10. 在活動進行期間，申請機構須負責維持良好秩序及紀律，並須於活動完畢後負責清理場地，否則會堂會向申請機構收取清潔費用。
11. 申請機構若於場地內舉辦需要向參加者收費的活動，必須於活動舉辦後一個月內，向離島民政事務處遞交已簽署及核實的收支帳項表，以供離島民政事務處審閱。
12. 申請機構須自行替所舉行的活動購買保險。
13. 不得在禮堂地板黏貼膠紙及加上釘子，以免損及地板，如在會堂內移動雜物或設施，敬請小心。
14. 嚴禁在舞台上的拉幕扣上或貼上任何物件或懸掛橫額。
15. 如因上演戲劇或舉行其他表演而需使用舞台燈光及音響設備，可於申請租用場地時，一併提出申請，如獲批准，申請機構須自行聘用合格技師，以及對任何損毀負全責。
16. 除非事前獲得會堂職員許可，否則不得在場地任何地方裝置附加電器及照明設備。
17. 燈光系統一旦接上電源後，在任何情況下都不得移動，以免損及機件及危及人身安全。
18. 如欲調校燈光，必須預先通知及疏散台前的工作人員，並須在社區會堂的當值人員在場下進行。根據機電工程署的指示，燈光架上嚴禁掛上任何物體，以免燈光架負荷過重而下墮，亦不可將反光紙及顏色紙張貼在任何的燈光設施上。
19. 使用團體如欲借用檯、椅、化粧間、燈光、音響或其它設備，請事先通知離島民政事務處職員以便安排。使用場地的負責人須確保場地及各項設備的清潔及完整，並於離場時，將所有檯、椅及借用的物品放回原處或交回社區會堂的當值人員，並將所有垃圾妥善處理。如社區會堂設施/借用物品有所損毀，本處將保留追究責任的權利。
20. 使用團體的任何成員及活動參加者必須自行保管其個人及團體的財物，倘有任何遺失或損壞，本處恕不負責。



21. 不可在禮堂進行球類活動，如需在禮堂舉行其他室內體育活動，申請團體須確保不會損壞地板物料，而參與體育活動的人士必須穿著運動鞋。如在禮堂進行舞蹈活動，參與人士必須穿著技巧鞋。參與其他活動的人士所穿著的鞋子亦不可對地板物料造成任何損壞。
22. 使用團體須於離場時將大型垃圾如花籃、紙皮箱等搬往垃圾收集站。而較細小的垃圾，經妥善處理後，可放於會堂內，留待清潔工人清理。任何垃圾不可擺放在社區會堂門口的廢紙箱旁或社區會堂旁的通道。
23. 使用團體請自備及配戴工作證以資識別。
24. 使用團體若要使用更衣室的儲物櫃時，請事先向本堂職員申請。倘存放的財物有任何遺失或損壞，本處恕不負責。
25. 為確保消防安全，申請人須遵照下列規則及條件：
  - a. 租用的場所必須用作舉行指定的娛樂活動／項目。
  - b. 不得更改所租場所的結構設計或間隔，致令場所的負荷量超出指定限度，或對緊急逃生構成困難。
  - c. 不得使用易燃的裝飾物。
  - d. 如設置觀眾座椅，須把座椅分組放置，每組不少於 4 張，每行不多於 14 張。
  - e. 電線須放置在適當地方，以免對觀眾或參加者構成危險。
  - f. 不得在舞台設置易燃的布景或裝飾物。
  - g. 不得在場內掛設易燃的充氣氫氣球。
  - h. 所有出口門均不得上鎖。
  - i. 所有樓梯、出口及走廊均須保持暢通無阻，並有足夠照明。
26. 申請人以及其成員、合伙人、僱員、承辦商、代理人及持牌人(下稱申請人的“有關連人士”)，不論是否應邀者，在使用或身處社區會堂期間，概須自行承擔風險。政府或其任何僱員、代理人或承辦商，均無須為下列任何事項或就下列任何事項負上任何法律責任：
  - (i) 不論何種原因(不論是否因為政府及其任何僱員、代理人或其他人士的任何作為、不作為、失責或疏忽)導致申請人或其任何有關連人士的任何財產有所損失或損壞；或
  - (ii) 申請人或其任何有關連人士受傷或死亡(除非該等傷亡是由政府或其任何僱員或代理人疏忽所致)，



而上述事情均由於申請人或其任何有關連人士使用社區會堂而直接或間接引起的，或源於或關於申請人或其任何有關連人士使用社區會堂而直接或間接引起的。

27. 申請人須就下列事項對政府作出彌償，並全面而有效地持續作出彌償：

(i) 任何及所有共同或各別向政府威脅作出、提出或成立的申索(不論是否全部或部分成功、妥協、和解、撤回或中止)、訴訟、調查、索求、法律程序或判決(下稱“申索”);

(ii) 政府因任何申索或就任何申索須支付或招致的任何及所有關於法律責任的費用、損失賠償、損害賠償、訟費、收費或開支(包括所有法律費用及其他判給費用、訟費、付款、收費或開支)，

而上述事情均由於申請人或其任何有關連人士使用社區會堂而直接或間接引起的，或源於或關於申請人或其任何有關連人士使用社區會堂而直接或間接引起的，包括上文第 3(j)條所提述的任何損失、損壞、受傷或死亡(除非該等傷亡是由政府或其任何僱員或代理人疏忽所致)。

28. 如源於申請人或其任何有關連人士疏忽，而引致政府或其任何僱員、代理人或承辦商的任何財產有所損失或損壞，或政府任何僱員、代理人或承辦商受傷或死亡，申請人須向政府作出彌償，並全面而有效地持續作出彌償。

29. 就第 27 條及第 28 條而言，“疏忽”的涵義與《管制免責條款條例》(第 71 章)第 2(1)條給予該詞的涵義相同。

30. 政府有權不批准任何申請人使用社區會堂(包括其場地及設備)。

離島民政事務處

二零一零年十二月

## 社區會堂設施收費表及豁免收費詳情

### 豁免收費詳情

- (1) 民政事務總署及政府其他部門可免費使用有關設施。
- (2) 屬於下列其中一種類別的機構如使用有關設施以舉辦非牟利活動，則可獲完全豁免收費：
  - (i) 資助福利機構；
  - (ii) 資助教育機構、津貼學校及非牟利學校；
  - (iii) 立法會議員辦事處和區議員辦事處；
  - (iv) 慈善團體如博愛醫院、仁愛堂、獲合法團體或政府部門贊助的非牟利機構如互助委員會、幼青會、鄉事委員會、街坊福利會等等；
  - (v) 政府認可的地方委員會，如青少年暑期活動分區統籌委員會、分區撲滅罪行委員會等等。
- (3) 立法會和區議會的候選人如申請在提名結束後至選舉日期間，使用有關設施以舉辦選舉會議，則可獲完全豁免收費。

### 租用愉景灣/東涌社區會堂設施收費表

設施	收費(每小時)	備註
多用途禮堂-基本收費	\$82	提供椅子。如有需要，申請人須自備擴音系統、自行聘請技術員操縱燈光控制板，並須自行安排座位。
多用途禮堂-空調收費	\$125	
多用途禮堂-使用燈光控制板	\$16	
化妝室(男或女)-基本收費	\$5.5	
化妝室(男或女)-空調收費	\$6.5	
會議室-基本收費	\$40	提供椅子及白板
會議室-空調收費	\$11	
羽毛球場-基本收費	\$59	
羽毛球場-空調收費	\$125	
地下會議室-基本收費	\$44	
地下會議室-空調收費	\$10	

# **Guidelines on the Use of Facilities in Community Hall of Islands District Discovery Bay / Tung Chung Community Hall**

## **(1) Eligibility for application**

- 1.1 Applicant must be a lawful organization or an organization approved/sponsored by the government, such as:
- a. Subvented welfare agencies;
  - b. Subvented educational institutions and non-profit making schools;
  - c. Charitable organizations;
  - d. Lawful organization or a non-profit-making organization sponsored by the government departments, such as Mutual Aid Committees, Kai Fong Welfare Associations;
  - e. Local Committees approved by the government (such as Area Committee, Summer Youth Programme District co-ordinating Committees, District Fight Crime Committees, etc.);
  - f. Islands District Council or its sub-committees or working groups;
  - g. Government departments or public organizations;
  - h. Councilors' offices of various tiers.
- 1.2 Applications from other organizations/institutions will be considered separately on the merit of the activities.
- 1.3 Applications from individuals will be restricted to the badminton court only and priority will be given to the organizations as listed above.
- 1.4 The proposed activities must be in line with the public interest and conform to the guidelines on the use of the Discovery Bay / Tung Chung Community Hall. Neither shall they be in breach of the law or disrupting public order, nor shall there be any commercial or profit-making purposes.

## **(2) Application Procedures**

- 2.1 The application form may be obtained at the Community Halls, Islands District Office and Sub-offices during office hours or downloaded from the website of Home Affairs Department (<http://www.had.gov.hk>). For enquiries, please call 2852 4338.
- 2.2 Completed application form shall set out the co-organizer, if any, specifying the purpose and the programme of the proposed activities and shall be submitted along with brief introduction, programme rundown and estimate of income and expenditure of the activity within the timeframe specified below by fax (Fax No. 2815 2291), by mail or in person to the Islands District Office (Address: 20<sup>th</sup> Floor, Harbour Building, 38 Pier Road, Central, Hong Kong). Telephone or verbal advance booking of venue will not be accepted.
- 2.3 If it is the first time the organization submits its application, the organization must also submit the approval letter for exemption of tax issued by the Inland Revenue Department in accordance with Inland Revenue Ordinance (section 88), or the Certificate of Registration of Society issued by the Hong Kong Police Force in accordance with Societies Ordinance (Section 5A(1)).



2.4 All valid application forms must bear the signature of the organization's officer-in-charge together with its official stamp.

2.5 The following sessions are for use of the Hall:-  
Monday – Friday 10:00 a.m. – 9:00 p.m.  
Saturday and Sunday 10:00 a.m. – 9:00 p.m.  
Public Holiday Closed

**(3) Application Procedures for Hiring Facilities in Discovery Bay / Tung Chung Community Hall**

3.1 Advance booking can be made to the Islands District Office three months prior to each quarter according to the mechanism specified below.

**3.2 Prior Booking (three months in advance)**

The booking mechanism governing the maximum number of venues to be booked in each application is as follows:-

1. The following timeslots are available for booking for a maximum of two days, totaling not more than eight hours.

Monday – Friday, 5:00 p.m. – 9:00 p.m.

Saturday, Sunday, 10:00 a.m. – 9:00 p.m.

2. The following timeslots are available for booking for a period of a timeslot of two hours per week, consecutively not more than eight weeks (totaling not more than sixteen hours).

Monday – Friday, 10:00 a.m. – 5:00 p.m.

3. If there are more than one application for the same timeslot, allocation will be determined by drawing lots. Applicant will be notified of the results by facsimile or by post.

3.3 After lots are drawn, unallocated timeslots will be allocated on a first-come-first-served basis. Applicants who wish to book another timeslot have to resubmit their applications.

3.4 If the applicant can prove that the activity is an annual event, booking of venue can be made one year in advance. The Islands District Office will determine whether to approve the application in accordance with the information provided by the applicant.

Booking Period	Date and Time of Application	Deadline for Application	Date of Drawing Lots	Date of announcement of results
First Quarter (January–March)	9:00 a.m., on the first working day in October of the preceding year	5:00 p.m., on the fifth working day in October of the preceding year	The first working day of the third week in October of the preceding year	The third working day after drawing of lots
Second Quarter (April–June)	9:00 a.m., on the first working day in January of the same year	5:00 p.m., on the fifth working day in January of the same year	The first working day of the third week in January of the same year	The third working day after drawing of lots
Third Quarter (July–September)	9:00 a.m., on the first working day in April of the same year	5:00 p.m., on the fifth working day in April of the same year	The first working day of the third week in April of the same year	The third working day after drawing of lots
Fourth Quarter (October–December)	9:00 a.m., on the first working day in July of the same year	5:00 p.m., on the fifth working day in July of the same year	The first working day of the third week in July of the same year	The third working day after drawing of lots

**(4) Exemptions from Payment of Charges for Use of Facilities**

- 4.1 The applicant should submit its application for waiver of hire charges at the same time if he and his co-organizer, if any, can satisfy the conditions set out in Annex II.
- 4.2 If the applicant is found not eligible for waiver of hire charges after such waiver has been granted, he will be required to pay back the exempted charges.
- 4.3 The charges for using the Community Hall and other facilities are as follows:-

<u>Facility</u>	<u>Rate (per hour)</u>	<u>Remarks</u>
Multi-purpose Hall - basic charge	\$82	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	\$125	
Multi-purpose Hall - using the lighting panel	\$16	
Dressing Room (Male or Female) - basic charge	\$5.5	Chairs and blackboard provided.
Dressing Room (Male or Female) - air-conditioning charge	\$6.5	
Conference Room - basic charge	\$40	
Conference Room - air-conditioning charge	\$11	
Badminton Court - basic charge	\$59	
Badminton Court - air-conditioning charge	\$125	
Meeting Room - basic charge	\$44	
Meeting Room - air-conditioning charge	\$10	

**(5) Regulations and conditions applicable to the applicant**

- 5.1 The applicant must abide by the regulations governing the use of venue as stipulated in Annex I.
- 5.2 The applicant must produce the letter of approval and the receipt for payment as requested by the Demand Note (where payment is required), before proceeding to use the community hall and its the facilities.
- 5.3 Notification of cancellation of the booking must be given to the Islands District Office in written form at least **2 weeks in advance of date of use**, providing the **reason(s) for cancellation**. Upon approval, payment(s) made will be refunded on presentation of the receipt. Three cancellations **without reasonable explanation within a period of six months** will render the organization ineligible for hiring the facilities in the community hall for **half a year**.
- 5.4 If the venue has to be reserved for departmental use under emergency relief arrangements (for example, to accommodate typhoon victims), the Islands District Office has the right to cancel the approval granted and the organizations concerned will be informed as soon as possible. Any payment made will be refunded on production of the receipt.
- 5.5 If a hirer fails to turn up without the giving notification as required in para. 5.3 above, fees paid will not be refunded.
- 5.6 Notification of any change to the entries made in the application form must be given to the Islands District Office in writing at least 2 weeks in advance, together with explanation. The Islands District Office has the right to withdraw the approval granted for the use of facilities in the community hall in view of the proposed changes.
- 5.7 The applicant **must not on its own** let the venue to other organizations or other units within the organization. In case of any breaches, the approval granted for the use of facilities in the community hall will be withdrawn immediately and fees paid will be forfeited. Repeated breaches will render the organization not eligible for future applications.



### Remarks

- (1) The final decision on any application is vested in the Islands District Office, which reserves the right not to approve the application for the use of facilities in the Community Hall submitted by any organizations.
- (2) All applications will be determined by drawing of lots. The Islands District Office will also consider the applications on the merits of the proposed activities and nature of the applicant organizations.
- (3) If necessary, the Islands District Office may instantly cancel any approved hiring or amend the guidelines on the use of the 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 organization and impose additional conditions for its continued use in the light of prevailing circumstances. If the applicant fails to observe these conditions, the staff members may terminate the right of use at any time and any fees paid will be forfeited.
- (5) The applicant, its members and/or participants in its activity, whether as an invitee or otherwise, whilst using the Community Hall, shall be responsible for their own safety. They shall not have the right to and shall not make any claim for injury or damage against the Government of the Hong Kong Special Administrative Region, its servants or agents howsoever such injury and/or damage are occasioned, whether or not such injury or damage is in any way due to any negligent act, breach of duty, default and/or omission on the part of the Government of the Hong Kong Special Administrative Region, its servants or agents.
- (6) The Islands District Office reserves the right to amend these guidelines without further notice.

Islands District Office

December 2010



**Discovery Bay / Tung Chung Community Hall**  
**Guidelines on the Use of the Venue**

1. Under Public Order Ordinance, Chapter 245 Laws of Hong Kong, any individual or group wishing to hold public meetings has to notify the Commissioner of Police in advance if the meeting is going to take place with the presence of more than 50 people. Any gathering or assembly of persons convened or organized exclusively for social, recreational, cultural, academic, educational, religious or charitable purposes or as a conference or seminar bona fide intended for discussing social, recreational, cultural, academic, educational, religious, charitable, professional, business or commercial topics are excluded from the interpretation of public meetings.
2. 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 taking place in the Community Hall or cause nuisance to the residents in the neighbourhood.
3. No posters, slogans, banners or portraits are to be posted or hung when using the Community Hall, unless with the prior agreement of the Islands District Office. Chanting of slogans and activities that disturb public order are prohibited.
4. Eating, smoking and burning of any articles are strictly prohibited in the Community Hall (such as the Hall, Conference Room and Lobby).
5. The applicant is responsible for physical arrangements (such as seating) in the Community Hall, and shall not put any nails or any other materials that are difficult to remove (such as paints) on the walls, furniture and other equipment. The applicant shall be liable to pay for any damage caused to any equipment, furniture or structure of the building.
6. No donation, sales, bidding or auction activities shall be conducted in the Community Hall, with the exception of permit-holders.
7. Unless agreed upon by the Islands District Office, no additional structures (such as altar) shall be erected in the Community Hall.
8. The applicant must ensure that the number of participants does not exceed the expected number of participants stated in the application form or the maximum capacity of the venue (i.e. 450 people). For the sake of public safety, staff members of the Community Hall have the right to apply control over the number of participants, or terminate the applicant's use of the venue immediately and the applicant shall have to clean the venue.
9. The organization approved to use the venue and its facilities must conduct its activities in accordance with the nature, programme and purpose as stated in the application form.
10. The applicant shall maintain good order and discipline during the activities and clean the place after use, otherwise a cleaning fee will be charged by the Community Hall.
11. For any fee-charging activities held at the venue, the applicant must submit, within one month of the date of the activity, a balance sheet duly signed and certified to the Islands District Office for reference.
12. The applicant organization is responsible for taking out insurance coverage for the activity.
13. No adhesive tape or nails shall be used to avoid damage to the flooring. Care must be taken when moving objects or equipment in Community Hall.
14. Attaching/sticking objects or hanging banners on the curtains on stage are prohibited.

15. If the lighting and sound equipment on the stage has to be used for drama or other performances, application for its use must be submitted along with the application for the venue. Upon approval, the applicant organization shall hire qualified technician to operate the system, and shall assume full responsibility for any damage caused.
16. No additional electric appliances and lighting equipment are to be installed in any part of the venue unless prior permission from the staff members of the Community Hall has been obtained.
17. 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.
18. If lighting adjustment is required, people at the front stage must be notified in advance and evacuated. The adjustment should be done in the presence of the duty officer of the Community Hall. As instructed by the Electrical and Mechanical Services Department, no objects are to be hanged to the lighting stand to prevent overloading; reflective or colour paper should not be attached to the lighting equipment.
19. Organizations intending to use the tables, chairs, dressing rooms, lighting, sound or other equipment should inform the staff members of the Islands District Office in advance for the necessary arrangement. The organization's designated person in charge on site should ensure that the venue and its facilities remain clean and intact. Upon leaving the venue, he or she should ensure that all tables, chairs and items on loan are put in their original locations or returned to the duty officer of the Community Hall, and that all rubbish is properly disposed of. In case of any damage of facilities/items on loan, the Islands District Office reserves the right to take action against the liable party.
20. Organizations or participants must safe-guard their own properties. The Islands District Office will not be responsible for any loss or damage to their properties.
21. The Multi-purpose Hall is not suitable for ball game activities. If other indoor sports activities are held in the Multi-purpose Hall, the applicant organisation 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 in dance activities must wear gymnastics shoes/canvas shoes or shoes that will not damage the flooring. Participants of other activities also should not wear shoes that may damage the flooring.
22. Upon leaving the venue, organizations using the venue should remove all the bulky rubbish (such as flower baskets, paper cartons) to the refuse collection points, while the less bulky rubbish, after proper disposal, may be placed in the rubbish bins located in the loading/unloading area on the Ground Floor of Discovery Bay/Tung Chung Community Hall. No rubbish should be placed inside the Community Hall or outside its entrance.
23. Organizations' are advised to provide work permits for their workers, which should be worn to facilitate identification.
24. If the use of lockers in the changing room is required, organizations are advised to submit an application to the staff members of the Community Hall in advance. The District Officer is not responsible for any loss or damage to the property kept in the lockers.
25. To ensure fire safety, the following regulations and conditions should be followed by applicant:

For both indoor and outdoor activities/functions

- The premises are used for the designated entertainment activities/functions
- 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
- No decoration of readily combustible materials is used
- Chairs, if provided for audience, should be battened together in groups of not less than four and not more than fourteen per row
- 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
26. 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 CH/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:
- (i) 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
  - (ii) 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 CH/CC by the applicant or any of its Related Persons.
27. The applicant shall indemnify and keep the Government fully and effectively indemnified against:
- (i) 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
  - (ii) 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 CH/CC by the applicant or any of its Related Persons including any loss, damage, injury or death referred to in clause 3(j) above (save and except injury or death caused by the Negligence of the Government or any of its employees or agents).
28. The applicant 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 or any of its Related Persons.
29. For the purposes of clauses 26 and 27, “Negligence” shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71).
30. The Government shall have the right not to grant the use of a CH/CC (including the facilities thereof) to any applicant.



**Rates of Charges and  
Exemption from Payment of Charges  
for Use of Discovery Bay / Tung Chung Community Hall**

**Exemption from Payment of Charges**

- (1) The facilities may be made available to other Government departments and this Department free of charge.
- (2) Organisations belonging to one of the following groups may be completely exempted 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 the Legislative Councillors and District Councillors;
  - (iv) Charitable organisations like Pok Oi Hospital, Yan Oi Tong, and non-profit making organisations such as Mutual Aid Committees, Children's Club, Rural Committees, Kaifong Welfare Associations, etc. which are under the sponsorship of a legitimate organisation or government departments;
  - (v) local committees recognised by the Government, such as Summer Youth Programme District Co-ordinating Committees, District Fight Crime 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 Discovery Bay / Tung Chung Community Hall**

<i>Facility</i>	<i>Rate (per hour)</i>	<i>Remarks</i>
Multi-purpose Hall - basic charge	\$82	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	\$125	
Multi-purpose Hall - using the lighting panel	\$16	
Dressing Room (Male or Female) - basic charge	\$5.5	Chairs and blackboard provided.
Dressing Room (Male or Female) - air-conditioning charge	\$6.5	
Conference Room - basic charge	\$40	
Conference Room - air-conditioning charge	\$11	
Badminton Court - basic charge	\$59	
Badminton Court - air-conditioning charge	\$125	
Meeting Room - basic charge	\$44	
Meeting Room - air-conditioning charge	\$10	

Serial No. \_\_\_\_\_  
編號

**APPLICATION FOR USE OF FACILITIES IN DISCOVERY BAY / TUNG CHUNG COMMUNITY HALL \***  
租用 \* 愉景灣 / 東涌 社區會堂設施申請表

**Section A 甲部**

To: Officer in charge, Discovery Bay Community Hall / Tung Chung Community Hall\*  
致 愉景灣社區會堂 / 東涌社區會堂\* 負責人

**1. Applicant**  
申請機構

Name: (English) (英文) \_\_\_\_\_  
名稱  
(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址  
Tel. No. \_\_\_\_\_ Fax. No. \_\_\_\_\_  
電話 傳真

**2. Co-organizer (Please fill in if appropriate) 協辦機構 (如有請填寫)**

Name: (English) (英文) \_\_\_\_\_  
名稱  
(Chinese) (中文) \_\_\_\_\_

Address: \_\_\_\_\_  
地址  
Tel. No. \_\_\_\_\_ Fax. No. \_\_\_\_\_  
電話 傳真

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

**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: \_\_\_\_\_ Estimated No. of participants: \_\_\_\_\_  
服務對象 預計參加人數

Admission charges: Yes ☐ No ☐  
收費 是 否

If yes, please state the amount chargeable per head.

如要收費，請說明每名參加者須繳費用款額。

5. Facilities applied for (Please read Annex I. For use of furniture and equipment, please also specify type and quantity.) 申請租用的設施 (請參閱附件一。如需借用傢具及器材，請註明類別及數量。)

Venue 場地	Air-Conditioning 空氣調節	Other facilities, please specify 其他設施 (請註明)
Hall (*Including/Excluding Stage) 禮堂 (*包括/不包括舞台)		
Dressing Rooms (Male/Female) 化妝室 (男/女)		
Conference Room 會議室		
Badminton Court 羽毛球場		
Others 其他 (Please specify 請註明_____)		

6. Application for exemption from payment of charges: Yes / No  
是否擬申請豁免收費：是 / 否

I hereby declare that I / and co-organizer\* belong to the following groups of organizations (\* Please delete as appropriate) 本機構現謹聲明本機構/協辦機構是屬於以下團體 (\*請刪去不適用者)。

Applicant Co-organizer Please "✓" the appropriate box

申請機構 協辦機構 (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  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. subvented educational institutions, subvented schools or non-profit making schools<br>資助教育機構、津貼學校或非牟利學校                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Offices of the Legislative Councillors and District Councillors 立法會議員辦事處和<br>區議員辦事處  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. charitable organizations 慈善團體  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. non-profit making organizations (Note: Please submit valid supporting documents or<br>the organization's constitution) 非牟利團體(註：請提交有效證明文件或會章) |
| <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  |

(If more than one co-organizer, please use a separate sheet to list out their groups of organizations as required above. 如多於一個協辦機構，請按以上要求另紙列出它們所屬的團體類別。)

I understand that in applying for exemption for payment of charges, the applicant and the co-organizer (if any) should satisfy the conditions set out in Annex II and should not take any profit out of the activity.

本人明白如申請豁免收費，申請人及其協辦機構(如有)必須符合附件二內之豁免收費條件，並不可從活動中賺取利潤。

I hereby declare that I have read and agreed to observe the conditions for use of the above facilities as set out in Annexes I & II attached to this form.

本人已細閱本表格附件一及附件二及所載租用上述設施的條件，並同意遵守各項規定，特此聲明。

Official stamp of applicant  
(applicable to applicant  
organisation only)  
申請機構的正式印鑑  
(只適用於以機構名義  
提出的申請)

Signature 簽署：\_\_\_\_\_

Name 姓名：\_\_\_\_\_

Position 職位：\_\_\_\_\_

Date 日期：\_\_\_\_\_

Note 附註:

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。