

**Points to Note for Booking of Leisure Venues of
Leisure and Cultural Services Department
for Holding Wedding Ceremonies**

1. Date and time of use should include time for site preparation, rehearsal, dismantling of structure(s) and tidying up of the venue after use.
2. The applicant should be responsible for the crowd control of guests, tidying up and cleansing of the venue.
3. If electricity supply is required, the applicant should in accordance with the laws of Hong Kong Chapter 406D to arrange licensed electricians to make connection at his/her own cost and pay all the electricity charges plus 20% overhead charges for the use of electricity.
4. If any public address or sound amplification system is to be used, the applicant should comply with the noise control advice or guidelines attached in **Appendix A** and may make enquiry, if any, to the Environmental Protection Department.

Environmental Protection Department 2411 9777 / 2411 9614

5. Applicant is allowed to provide food and beverage during the wedding ceremony. If food is to be provided and reheated at the venue, please specify the type of fuel to be used.
6. If any food preparation are to be carried out, the applicant should obtain the relevant licence from the Food and Environmental Hygiene Department, and may call the Food and Environmental Hygiene Department for further enquiries:

Hong Kong and Islands Licensing Section	2879 5720
Kowloon Licensing Section	2729 1298
New Territories Licensing Section	3183 9225

7. If any temporary structures (such as stage or tent) are to be erected, design details and sketch of the structure(s) have to be submitted. If the structure exceeds 1.7 metres in height, the applicant shall engage a registered structural engineer or an authorized person from a qualified company to issue a safety certificate in respect of the erected structure. But such certificate is not required if the structure is under 1.7 metres in height.
8. Display of commercial advertisement is not allowed at the venue.
9. If media broadcasting is arranged, prior approval has to be obtained.

**Noise Control Requirements on the Booking of Leisure Venues of
Leisure and Cultural Services Department for Holding Wedding Ceremonies**

1. The Hirer shall comply with the following requirements to reduce the noise generated during the wedding ceremony.

2. The noise generated from wedding ceremonies shall be controlled under Section 13 of the Noise Control Ordinance (Cap. 400). The Hirer shall ensure that the noise generated from the ceremony (in Leq (15 min)), as measured at 1 metre from the exterior building façade of the nearest noise sensitive receivers such as domestic premises, schools, hospitals and hotels, should not be more than 10dB(A) above the prevailing background noise during the day and evening, i.e. from 7 a.m. to 11 p.m. To ensure that the above requirements are complied with, the ceremony including rehearsal, preparation and tidying up of the hired area should not be carried out during night time. Besides, the Hirer shall monitor and control the noise level at the neighbouring noise sensitive receivers for control of the volume output of loudspeakers.

3. The Hirer shall take the following measures to minimise the noise impact on the neighbouring noise sensitive receivers:
 - (a) orientating the stage to face away from the neighbouring noise sensitive receivers;

 - (b) using a cluster of small power loudspeakers instead of a few large power loudspeakers; and

 - (c) using directional loudspeakers and orientating them to point away from the neighbouring noise sensitive receivers.