# North District Town Hall

## Application for Ordinary/ Late/ Special Booking (Minor Facilities)

### Function Rooms

**Important Notes:**

(1) Please read the Booking Arrangements, Conditions of Use and Scale of Hire Charges before completing this application form.

(2) Applicant shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Public Health and Municipal Services Ordinance (Cap. 132) and all subsidiary legislation made thereunder, the provisions of all applicable laws of the Hong Kong Special Administrative Region and requirements and regulations imposed from time to time by the relevant authorities applicable to the booking and/or in connection with the booking application.

(3) The Leisure and Cultural Services Department (hereinafter referred to as "the Department") reserves the right to accept or decline a booking application, or to cancel or terminate a confirmed booking. Applicant shall indemnify the Department and the Government of The Hong Kong Special Administrative Region (hereinafter referred to as "the Government") and keep the Department and the Government fully and effectively indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which the Department and the Government may sustain or incur or which may be brought or established against it by any person and which in any case arises out of or in relation to or by reason of declining a booking application, or cancelling or terminating a confirmed booking.

(4) Part I to Part IV, Part VI and Declaration are mandatory parts (marked with #). Booking application may not be considered further should applicant fail to complete these parts in full. Any subsequent changes after confirmation of the booking have to be approved by the Department. The Department reserves the right to cancel or terminate a confirmed booking should there be substantial deviation from the original booking application.

| For Office Use Only | |
|---|---|
| Hirer I.D.: | |
| Application No.: | |

## PART I #

**Section A** *(To be completed if Applicant is **an individual**)* ☐ Individual / ☐ Organisation

**Name of Applicant:** ☐ Mr. / ☐ Ms. _____ (surname) _____ (given name) (English) _____ (surname) _____ (given name) (Chinese)

☐ **Hong Kong Identity Card No. /** ☐ **Passport No.** (Please fill in the first 4 characters, e.g.A123456(7) → A123) (Note: You may be required to produce your identification document to venue staff for verification.) | | | | |

**Address:**

☐ **H.K.** ☐ **Kowloon** ☐ **N.T.**

**Tel:** **Fax:** **Email:**

**Section B** *(To be completed if Applicant is **an organisation**)*

**Name of Organisation:**

(Registered English Name)

(Registered Chinese Name)

**Nature of Organisation:** ☐ Commercial ☐ Non-commercial ☐ Government Bureau/Department

**Form of Registration:**

☐ Business Registration

☐ Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance Cap. 112)

☐ Registered under Companies Ordinance Cap. 622

☐ Registered under Societies Ordinance Cap. 151

☐ Registration of a School

☐ Others: _____

**Address of Organisation:**

☐ **H.K.** ☐ **Kowloon** ☐ **N.T.**

**Name of Signatory:** ☐ Mr. / ☐ Ms. _____ (surname) _____ (given name) (English) _____ (surname) _____ (given name) (Chinese)

**Position Held by Signatory:**

**Tel:** **Fax:** **Email:**

Correspondence concerning this booking application to be sent to (Please choose **ONE** only): ☐ Signatory ☐ Contact Person (See Part VI)

**# Mandatory parts** **Please tick ☑ as *appropriate.***

## PART II #

Minor Facilities Required:

☐ Function Room (1) ☐ Function Room (2)

| | Date [DD/MM/YYYY (Day/Month/Year), use comma (,) hyphen (-) , and (&) to indicate range of dates] | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Example: | 1-8, 10, 13, 16 & 17/07/2026 | | | | | | | | | | |
| | Jan to Jun 2026, every Sat (except 14/2, 28/3 & 4/4) | | | | | | | | | | |
| Time* | ^ 9:00 to 9:30 | 9:30 to 11:30am | @ 11:30 to 12:00 | 12:00 to 2:00pm | @ 2:00 to 2:30 | 2:30 to 4:30pm | @ 4:30 to 5:00 | 5:00 to 7:00pm | @ 7:00 to 7:30 | 7:30 to 9:30pm | ^ 9:30 to 10:00 |
| 1st choice | **Date:** | | | | | | | | | | |
| | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 2nd choice | **Date:** | | | | | | | | | | |
| | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 3rd choice | **Date:** | | | | | | | | | | |
| | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

* Applicant can book up to three sessions (two hours each) per day per facility. Cleansing slots cannot be booked alone.

^ The first/last cleansing slot can only be booked together with the first/last booking session respectively.

@ Booking of the cleansing slot in-between is possible when two consecutive sessions are booked. If users of the facility are different in the two sessions, a 15-minute interval during the cleansing slot should be allowed for facility cleansing by venue staff.

Remarks:

**# Mandatory parts** **Please tick ☑ as *appropriate.***

## PART III #

**Name of Event:** _____ **(English)**

_____ **(Chinese)**

**Nature of Event:** _____

**Details of Event:** (Please provide theme, title, synopsis, name of artists / speakers / creative team / production team, and etc. Please specify the country of origin if there are any artists / speakers who are non-HK residents. If you need more space to explain the details, please attach separate sheets of paper.)

_____

_____

**Commencement Time of Function:** _____ **Estimated No. of Participants:** _____

**Admission Fee:** $ _____ / ☐ Free

Any sale of merchandise during the event? ☐ Yes / ☐ No If yes, please specify the merchandise items at below:

_____

For exhibitions, please attach catalogues of past exhibitions.

**Name of co-presenter(s)** (if any) _____

Co-presenter(s) must submit all relevant supporting documents for booking application and Concessionary Rates for Non-profit Organisations Scheme (if applicable).

**Name of sponsor(s)** (if any) _____

**Use of e-Payment**

Settle hire charges through e-Payment if application is approved (e-Payment refers to online payment service by means of Please Pay Smart (PPS) / Credit Card / Faster Payment System (FPS)) ☐ **Yes** / ☐ **No**

If yes, please provide your email for receiving the password for using e-payment services_____ (if different from Part I above)

## PART IV # *(For Special Booking Application only)*

**Please provide reason(s) with supporting documents to justify your Special Booking application that requires confirmation earlier.**

_____

_____

## PART V

If you are interested in applying the Concessionary Rates for Non-profit Organisations Scheme, please refer to Scale V(D), North District Town Hall Scales of Hire Charges and Booking Arrangements and then complete the following:

Will you apply for the Scheme? ☐ **Yes** / ☐ **No** The Event is ☐ **open** / ☐ **not open** to the public.

**Submission of Documentary Proof (Applicable to applications for Concessionary Rates for Non-profit Organisations Scheme only)**

If the applicant organisation has, during the past 12 months, applied for and been granted any kind of rental subsidy / reduction of hire charges / concessionary rates at a Leisure and Cultural Services Department cultural venue (i.e. civic centre / town hall / theatre, Queen Elizabeth Stadium, museum or the Hong Kong Central Library) and has submitted documentary proof (such as Memorandum (if any) and Articles of Association or the Constitution or tax exemption document issued by the Inland Revenue Department) which are still valid to be applicable to the present application, the applicant organisation may declare the same below to save the effort of re-submission. The applicant organisation may be requested to submit the relevant documents when necessary.

This applicant organisation ☐ **is** / ☐ **is not** an arts organisation (whose aim is to promote arts as stated in its Constitution or Memorandum (if any) and Articles of Association). Approval was given to the application made for any kind of rental subsidy / reduction of hire charges / concessionary rates at _____ (name of the venue) in _____ / _____ (month / year) with the required documentary proof submitted.

**# Mandatory parts** **Please tick ☑ as *appropriate.***

## PART VI #

**Person to contact regarding detailed arrangements of the event**

**Name of Contact Person:** ☐ **Mr.** / ☐ **Ms.**

| | | | | | |
|---|---|---|---|---|---|
| | | (English) | | | (Chinese) |
| (surname) | (given name) | | (surname) | (given name) | |

**Address:**

☐ **H.K.** ☐ **Kowloon** ☐ **N.T.**

**Tel:** _____ **Fax:** _____ **Email:** _____

## Declaration #

I, the authorised representative of the applicant/organisation, hereby declare that the Booking Arrangements, Conditions of Use and Scale of Hire Charges are read through before submitting the booking application.

I, hereby declare all information and documents submitted by me in support of this booking application are up-to-date, valid and subsisting with regard to the legal status of the applicant/organisation, and I undertake to provide any further information and documents in respect of any changes thereto.

I understand that I may be liable to be prosecuted should any false information and/or invalid documents be provided in this booking application.

I understand that it is an offence under the Prevention of Bribery Ordinance Cap. 201 for me/ any members, employees, agents and contractors of the organisation to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.

Chop of Organisation Represented:

Signature：_____

Name of ☐ Applicant / ☐ Signatory：_____

Date：_____

**# Mandatory parts** **Please tick ☑ as *appropriate.***

**Notices Regarding the Personal Data (Privacy) Ordinance Cap. 486**

**Purpose of Collection**

(1) The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes:
(a) Processing of booking applications for the North District Town Hall hiring facilities;
(b) Communication in the normal course and in case of emergencies;
(c) For statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
(d) Any other legitimate purposes as may be required, authorised or permitted by law.

(2) The provision of personal data by means of this application is voluntary. However, if insufficient information is provided, the application / request may be delayed or not be considered or processed.

**Classes of Transferees**

(3) The personal data you provide by means of this application may be disclosed to Government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.

**Access to Personal Data**

(4) You have a right to request access to or the correction of your personal data as stated in this application in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486).

**Enquiries**

(5) Enquiries concerning the personal data collected by means of this application including the request for access and correction, should be addressed to Manager (New Territories East) Operations at (852)3165 8355 (Tel) or (852)3165 8486 (Fax).

**Booking Enquiries: 2668 4471 Fax: 2668 5206**
**(Monday to Friday from 9am to 5:45pm (except public holidays))**