

Leisure and Cultural Services Department's Civic Centres Application for Hire Charges Reduction Scheme

Sha Tin Town Hall

This application will only be considered if the booking has been approved

Confirmed Booking Ref. No.

Details of Applicant

Name of Organization _____

Nature of Organization Registered non-profit-making organization Subsidized / grant-in-aid school
 Non-profit district organization Registered charitable organization
 Others (please specify) _____

Details of Booking

Venue _____

Date _____

Time _____

Nature of Function _____

Admission of this function is open to the general public not open

Admission Fees : free admission as the following price schedule

Price						
No. of seats						

Estimated total ticket receipts:

_____ (on a 50% ticket sales basis)

Financial Information

The function is / will apply for / is applying for / is not* in receipt of subsidy / sponsorship* from the following organization:

Community Chest Jockey Club Government Lottery Fund

Other Government Department (Please specify) _____

Other Charitable Organization (please specify) _____

A detailed breakdown of the estimated income and expenditure for the function is as follows (including donations and sponsorship from various sources):

Submission of Documentary Proof

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

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

**Please delete where inappropriate*

The undersigned hereby certifies that all the information furnished on this form is complete and accurate. (To be signed by a responsible officer of the organization, such as the Chairman, Director or General Secretary, etc.)

Name (in block letters) Mr. / Ms.* _____

Post _____

Tel No. _____

Fax No. _____

Chop of Organization Represented: _____

Signature of Applicant _____

Date _____

tick if appropriate **delete where inapplicable*

- Notes:
- (1) Please read the "Guidelines on Hire Charges Reduction Scheme" overleaf before filling in this form.
 - (2) This form must be submitted with the following documents:
 - (i) Registration of Societies / Companies,
 - (ii) Constitution / Ordinance / Articles of Association; and
 - (iii) Documentary proof from the Inland Revenue Department approving "Claim for Exemption under Section 88 as of the Inland Revenue Ordinance (Cap.112)" and / or "Approved Charitable Donations".
 - (3) The completed form should be returned to Sha Tin Town Hall, 1 Yuen Wo Road, Sha Tin, N.T., Hong Kong.
 - (4) Enquiries: (852) 2694 2550-1