

Sha Tin Town Hall “Open Stage”

Designated outdoor area at the Plaza of the Sha Tin Town Hall is open for free for performers to showcase their talents. The Scheme enables appreciation of the arts by members of the public at close range at leisure and enriches the cultural ambience of the community. Details of the Scheme and application forms are available at the Sha Tin Town Hall and can be downloaded in the venue website.

About the Scheme

1. Different forms of performing arts are welcome. Performers can be an individual or in a group of not more than 8 persons. The performance area is approximately 3 meters x 5 meters (no stage set-up). Performers can only use battery-operated sound amplification device.
2. The performance area is located at the Plaza of the Sha Tin Town Hall. Please refer to the location map overleaf.
3. Auditioned and qualified performers may register for a performance session of 2 hours each from 10 a.m. to 8 p.m. on Saturdays, Sundays and public holidays (except on dates and times reserved for special activities).
4. Performers may accept but shall not actively solicit any donation in appreciation of their performances.
5. Performers shall not display or sell any items or merchandise.
6. The Leisure and Cultural Services Department will not offer any fees or honoraria to the performers.
7. Performers and the content of their performances shall be similar to what have been auditioned. Unauditioned performers shall not take part in the performance.

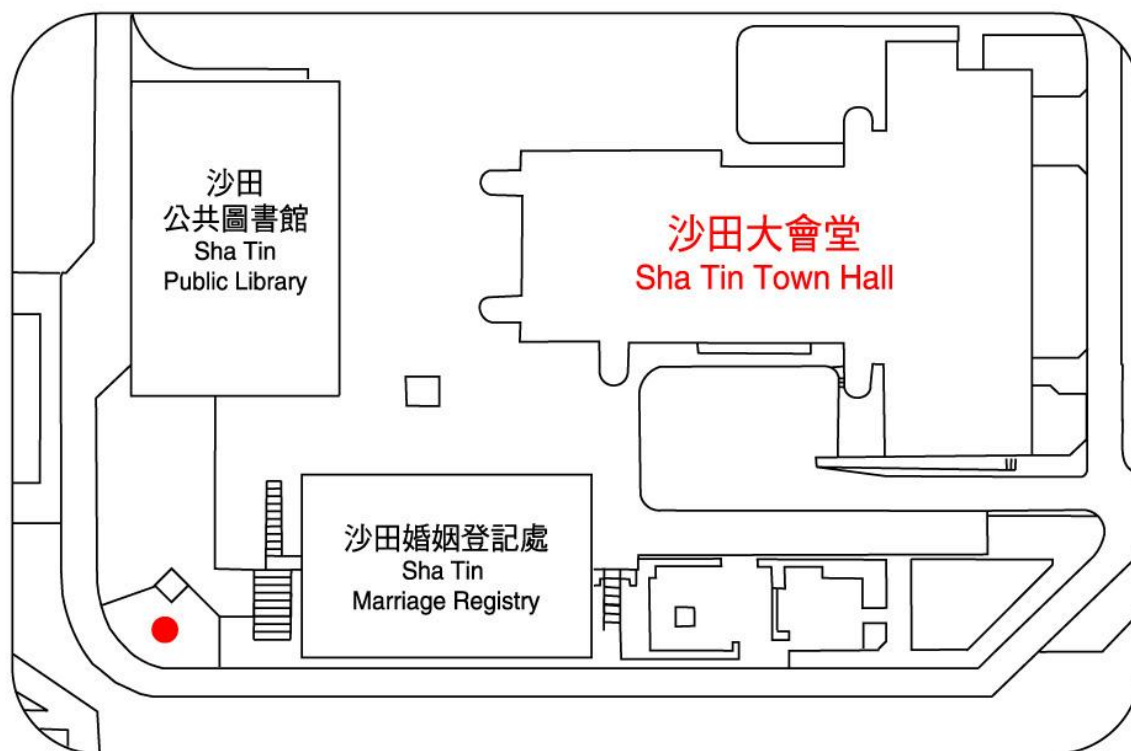
Eligibility Criteria

1. The applicant should be a Hong Kong resident aged 18 or above, and holder of a valid Hong Kong permanent identity card.
2. The number of performers in each performance should not exceed 8. There is no age limit for performers who should be holders of valid Hong Kong permanent identity documents or valid travel documents indicating that they are lawfully employable in Hong Kong.
3. Performers shall be auditioned by a panel and are welcome to reserve the venue after a successful audition.

Application Procedure

1. The applicant is requested to complete this application form and send it to the Sha Tin Town Hall by post, by fax or in person. Please mark “Open Stage” on the envelope.
Address : Sha Tin Town Hall, No.1 Yuen Wo Road, Sha Tin, N.T., Hong Kong.
Enquiries : 2694 2555
Office hours : Monday to Friday 9 a.m. to 5:45 p.m.
Closed on Saturdays, Sundays and public holidays
2. The applicant and all performers are requested to attend an audition at the Sha Tin Town Hall with the necessary props and equipment at the designated time. Decisions of the audition panel are final. Members of the audition panel include representatives of the Sha Tin Town Hall, the cultural sector and the Sha Tin District Council. If the applicant or any of the performers are not able to attend the audition, please give prior notice to the Leisure and Cultural Services Department for a change of audition time. Applications will not be considered if the performers fail to attend the audition.
3. Upon notification, applicants passing the audition may submit registration forms to book a performance session which will be processed on a first-come, first-served basis.

Location Map of Performance Area at Sha Tin Town Hall “Open Stage”



● Performance Area

Note:

In special circumstances, the venue management reserves the right to change the performance area to another outdoor location at the Sha Tin Town Hall for better performance environs.

Application Form for Sha Tin Town Hall “Open Stage”

(Please complete in Block Letters)

I. Particulars of the Applicant ^{Note 1}

Name : _____ (Chinese) _____ (English)

Sex : _____ Age : _____

HKIC Number : _____ () Position ^{Note 1} : Performer
 Others, please specify:

Organization : _____
 (if applicable)

Address : _____

Day Time Contact No. : _____ Mobile No. : _____

Email Address : _____ Fax Number : _____

Note 1: The applicant shall be personally involved in the performance and be responsible for all matters relating to the performance. If the applicant is not one of the performers, he/she shall be a key member of the production team and has to be present on site during the performance to coordinate matters relating to the performance and performers.

II. Proposed Performance

- (a) Name of the Performance : _____
 (if applicable)
- (b) Art Form : _____

- (c) Details of the Performance (Please use around 100 words to describe the performance, for music performances, please also provide the programme. Additional pages may be used if needed.)
- _____
- _____
- _____
- _____
- _____
- _____
- _____

III. Particulars of the Performers^{Note 2}

(a) Basic Information

	Name in Chinese	Name in English	Sex	Age	HKIC Number ^{Note 3}
(1)					()
(2)					()
(3)					()
(4)					()
(5)					()
(6)					()
(7)					()
(8)					()

Note 2: Information of all performers taking part in the performance must be provided. The total number of performers should not exceed 8. The applicant shall be personally involved in the performance and be responsible for all matters relating to the performance. If the applicant is not one of the performers, he/she shall be a key member of the production team and has to be present on site during the performance to coordinate matters relating to the performance and performers. Each performer performing the same art form may join a maximum of two performing groups.

Note 3: Performer who is a non-Hong Kong permanent identity card holder is required to provide a photocopy of his/her travel document indicating that he/she is lawfully employable in Hong Kong.

(b) Artistic Background

Please provide biographies of all performers which should include the following information :-

- Academic / training qualification
- Past performance experience and reporting
- Letters of Recommendation, if any
- Recent individual photographs

Declaration

- (a) I have read in detail, fully understood and agree to the content of this application form and the attached rules and regulations for use of the venue.
- (b) I hereby declare and undertake that all information provided in this application form and its attachments is true and correct.

Name of Applicant : _____ Signature : _____

Date : _____

Notification of Personal Data (Privacy) Collection

Purpose of the collection

- 1. The Leisure and Cultural Services Department will use the personal data furnished in this form for the following purposes:
 - (a) To process the application for the “Open Stage”.
 - (b) To contact the applicant for other services of the Department.
- 2. Personal data furnished in this form are provided by the applicant and the related performer(s) on a voluntary basis. Approval for the application may possibly be delayed or not be considered or processed in the case of insufficient information provided by the applicant.

Transfer of data

- 3. For the purpose as mentioned in paragraph 1 above, the information provided by the applicant may be disclosed to other government departments.

Access to personal data

- 4. Subject to the exemption under the Personal Data (Privacy) Ordinance, and in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the same ordinance, the applicant has the right to access and correct the personal data as provided in this form.

Enquiry

- 5. Request for access to and correction of personal data should be made in writing to the Sha Tin Town Hall.
Address: Sha Tin Town Hall, No.1 Yuen Wo Road, Sha Tin, N.T., Hong Kong.

Rules and Regulations for Use of the Venue
Sha Tin Town Hall “Open Stage”

1. The performance shall take place at the designated performance area which measures approximately 3 meters x 5 meters. The number of performers shall not be more than 8. Each session of performance is limited to 2 hours.
2. Performers and the content of their performances shall be similar to what have been auditioned. Unauditioned performers are not allowed to take part in the performance. Performers shall prominently display the letter of approval for use of the venue issued by the venue management at the performance area during their performances.
3. Performers may accept but cannot actively solicit any donations in appreciation of their performances. If considered necessary, performers may place not more than one container within the performance area for collection of donation. Display of price is not allowed.
4. Performers shall report to the venue management staff at least 15 minutes before the commencement of the performance session. Failure to report within the first 20 minutes of the performance session will be considered as abstention, and the venue management staff has the right to assign the performance area to other performers or cancel the activities for the session.
5. The sound volume produced by the performers during the performances shall meet the requirements stipulated by the Environmental Protection Department and the performers shall observe the Noise Control Guidelines for Holding Open Air Entertainment Activities (see Appendix). Only battery-operated sound amplification equipment is allowed. The equipment shall be placed within the performance area. Venue management staff may stipulate the permissible sound volume or request the performers to lower the sound volume according to the actual situation, and has the right to stop the performance of performers who have offended the above rules.
6. Performers shall keep the performance area clean during and after the performance; remove all equipment, props, furniture and miscellaneous items immediately after the performance; not to store or keep them anywhere of the venue; and return the performance area to the venue management staff on time for the arrangement of the subsequent performances.
7. Performers are not allowed to display or advertise things that are not relating to the performance or objects with advertisement implications during the performance, nor to distribute or sell any items or merchandise, including snacks and drinks, at the venue.

8. (a) The Applicant hereby confirms that the intellectual property rights subsisting in the musical works, lyrics or sound recordings used or performed in the performance are owned by members of the Composers and Authors Society of Hong Kong Limited, the Phonographic Performance (South East Asia) Limited or the Hong Kong Recording Industry Alliance Limited. Since the Government of the Hong Kong Special Administrative Region (hereinafter referred to as “the Government”) shall be responsible for payment of the related licence fees to the above organizations, the Applicant is not required to obtain separate licences from the said organizations for using the works for public performances within the Government premises under this Scheme.

(b) If, however, the intellectual property rights subsisting in the musical works, lyrics or sound recordings used or performed in the performance are owned by third party other than members of the above organizations, the Applicant shall obtain necessary licences or permissions from such third party entitling him or the performers to use or perform such works in public.
9. The Applicant hereby warrants that any manuscript or unpublished work performed shall be either :-
 - (a) original works of the Applicant or the performers which they are entitled to use or perform in public;
or
 - (b) original works of third party which the Applicant or the performers is/are entitled to use or perform in public by reason of the Applicant holding all necessary licences or permissions from such third party entitling him or the performers to use or perform such works.
10. When attending the audition, the Applicant shall produce an Assignment or a Licence or other satisfactory evidence from the author, composer and/or other owner of the intellectual property rights of any manuscript or unpublished work or musical work, lyrics or sound recording as described in 8(b) above that he or the performers has/have the right to use it for public performance purpose and shall be responsible for all payments in respect thereof.
11. If required, the Applicant shall produce satisfactory evidence showing that he has obtained the permission from the relevant performers granting him or the performers the right to mimic or impersonate such performers in public performance.
12. The Applicant hereby warrants that his or the performers’ performance shall not contain anything defamatory or infringes any rights (including intellectual property rights) of any persons or relates to religious or political activities.
13. The Applicant hereby undertakes that he will at all time keep the Government fully indemnified in respect of all actions, proceedings, claims, demands, liabilities and expenses whatsoever which may be made, brought against, suffered or incurred by the Government in consequence of any breach whatsoever by him or the performers as herein provided or on any other grounds whatsoever.

14. Liability for Damages or Compensation

- (a) The Government and its employees or agents shall not be under any liability whatsoever for or in respect of :-
 - (i) any loss or damage to any of the Applicant or the performers' property or that of their employees or agents save and except such loss or damage caused by the Negligence of the Government or any of its employees or agents; and
 - (ii) any injury to or death of any of the Applicant or the performers' employees or agents save and except any such injury or death caused by the Negligence of the Government or any of its employees or agents.
- (b) The Applicant shall indemnify the Government and its employees or agents against any claim or demand made against or liability incurred (including all costs, charges or expenses whatsoever) by the Government or any of its employees or agents in respect of :-
 - (i) any loss or damage of property or injury or death referred to in sub-clause (a) of this clause save and except the loss or damage of property or injury or death caused by the Negligence of the Government or any of its employees or agents; and
 - (ii) any loss or damage sustained by or any injury to or death of any third party in consequence of any Negligence of the Applicant or the performers or any of their employees or agents.
- (c) The Applicant shall indemnify the Government against any loss of or damage to any property of the Government or of any of its employees or agents or any injury to or death of any employees or agents of the Government arising out of the Negligence of the Applicant or the performers or any of their employees or agents.
- (d) The Applicant shall be responsible for insurance cover against any loss, damage or injury or death which is not recoverable from the Government.
- (e) In the event of any of the Applicant or the performers' employees or agents suffering any injury or death in the course of or arising out of their performance and whether there be a claim for compensation or not, the Applicant shall within Seven (7) clear working days give notice in writing of such injury or death to the Government.
- (f) For the purpose of this clause "Negligence" shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance.

15. All performances shall be cancelled or terminated in cases of maintenance work or large-scale activities to be conducted at the Sha Tin Town Hall, temporary unavailability of the Sha Tin Town Hall, or inclement weather conditions such as when tropical cyclone signal number 3 or above, thunderstorm warning or rainstorm warning signal is issued. The Leisure and Cultural Services Department has the final decision on the use of the venue.

16. The Applicant and the performers shall observe the Civic Centres Regulation (Cap.132F) and the related rules for use of venue, applicable immigration and labour legislation (including the Guide to the Employment of Child Entertainers issued by the Labour Department) and other applicable legal regulations

Environmental Protection Department
Noise Control Guidelines for Holding Open Air Entertainment Activities

1. Introduction

These guidelines are to provide information to organizers for holding large scale outdoor activities (activities that extensive sound amplification systems have been employed and would likely cause noise disturbance on nearby residents) on the noise control requirement and the ways to minimise noise emission from the events.

2. Noise control requirements

Noise level from the activity (including rehearsal and main event) should not be more than 10 dB(A) above the prevailing background noise level, as measured at one metre from the exterior building facade of the most affected noise sensitive receivers, during day time and evening period, i.e. 7 a.m. to 11p.m. The noise levels shall be measured in terms of Leq(15min.), 15-minute A-weighted equivalent continuous sound pressure level, which is the A-weighted energy mean of the noise level averaged over 15 minutes. For the nighttime, i.e. 11 p.m. to 7 a.m., noise from events should not be audible within nearby noise sensitive receivers.

3. Noise monitoring

The organizer should appoint an appropriate person to monitor the noise situation by sound level meter at the most affected noise sensitive receiver. That person should provide feedback to the organizer for immediate action, such as adjustment of the speaker output level, whenever necessary. Noise measurement should be conducted at least hourly during the event, of which the results should be recorded properly and submitted to the venue owner subsequently. The venue owner will provide the recorded measurements for reference of Environmental Protection Department when requested for any necessary follow up investigation. The sound level meter should comply with International Electrical Commission Publications 651:1979 (Type 1) and 804:1985 (Type 1).

4. Complaint hotline

During the activities, the organizer should provide a manned complaint hotline (Tape recording is not acceptable) so that action can be immediately taken to reduce the noise in response to complaints raised by nearby residents or relayed from other parties such as Food and Environmental Hygiene Department/Leisure and Cultural Services Department or Police.

5. Advance notice to nearby noise sensitive receivers

The organizer should arrange to distribute advance notices to nearby residential buildings, hospitals or other noise sensitive uses to alert the people of the date, time, venue and programme of the activity, and the complaint hotline to which they can lodge their concern in case the noise from the activity is considered excessive.

6. Other recommended noise mitigation measures when PA or loudspeakers systems are used

- (a) to orientate stage to point away from the nearby noise sensitive receivers;
- (b) to use a cluster of small power loudspeakers instead of a few large power loudspeakers;
- (c) to use directional loudspeakers and orientate them to point towards the audience and away from the nearby noise sensitive receivers.

7. Rehearsal and other related noisy activities

Rehearsal and other related noisy activities, such as preparation and tidying up of the venue, might also cause noise disturbance. Testing of sound system should be shortened as much as practicable and full blown rehearsal should be minimised. In all respects, actions mentioned in paragraphs 2 to 6 should also be implemented including noise measurement. To minimize the inconvenience caused to nearby residents, rehearsal should be carried out during the time period between 9 a.m. and 7 p.m.