

**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 ensure that the noise generated from the ceremony should be kept at a reasonably low level so as to avoid causing any unnecessary disturbance to residents in the neighborhood area. The hirer shall indemnify the Leisure and Cultural Services Department and keep the Department fully indemnified against all claims and liabilities arising by reason of any noise nuisance generated from the venue during the hiring time.
2. The Hirer shall take the following measures to minimise the noise impact on the nearby noise sensitive receivers:
 - (a) orientating the stage (or the loudspeakers) to point away from the nearby 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 towards the audience and away from the nearby noise sensitive receivers.