

## **Notes on Application for Venue Booking**

The Tung Chung Community Liaison Centre (CLC) is managed by the Sustainable Lantau Office (SLO) under the Civil Engineering and Development Department (CEDD) to strengthen liaison with the public. Dedicated to the overarching principle of "Development in the North, Conservation for the South", SLO is responsible for coordination, planning and implementation of various development projects and initiatives in conservation, local improvement and leisure and recreation in Lantau with a view to balancing development and conservation on Lantau.

The Atrium and Meeting Room within the CLC are now open for Non-government Organisations (NGOs) and schools/educational institutions to use free of charge, by reservation, for organising events/activities, so as to share the space for public enjoyment.

### **A. Eligibilities**

1. The use of the venues is open to applications from NGOs<sup>1</sup> and schools/educational institutions by on-line reservation.
2. Priority will be given to activities/exhibitions on public engagement and promoting the public understanding about the sustainable development of Lantau.
3. No applications for commercial or profit-making events/activities will be accepted.
4. The applicants are required to indicate the objectives and contents of the proposed events/activities, target participants and previous experience in organising similar events/activities for consideration of CEDD.
5. The reservation of the venues is subject to availability and arrangement by CEDD. The CEDD reserves the right, at its discretion, to approve or reject any application, without giving any reason in any circumstances.

### **B. Applicant' Notes**

1. Submission of application is not a guarantee that the booking has been accepted.
2. The venues will only be used for the applied uses approved by CEDD. Other uses are not allowed without the prior approval of CEDD.
3. The applicants are not allowed to sublet or transfer the usage of the venues or any part thereof.
4. The applicants should not erect any temporary structure in the venues except with the prior permission of CEDD.
5. The applicants should not display any advertisements or promotional items in the venues without CEDD's prior approval.
6. The applicants are deemed to give consent to CEDD for displaying photo and video records of the events/activities for any purposes such as publicity of the CLC.

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<sup>1</sup> The eligible NGOs should be charitable institutions or trust of a public character which are exempt from tax under section 88 of the Inland Revenue Ordinance.

7. The applicants should comply with the requirements of the Government departments to obtain the necessary licences/ permits for the activities and submit copies of such licences to CEDD one week before the event/activities. Should the applicants fail to obtain such license(s), CEDD reserves the right to withdraw the approval for organising the event/activities.
8. CEDD is not liable for any legal responsibility arising from the events/activities.
9. The applicants should ensure that the event/activities and any items related to the events/activities do not infringe any intellectual property right. The applicants should indemnify CEDD including its employees and agents against all claims, damages, costs, action, losses or expenses arising by reason of our out of any infringement of copyright or such intellectual property rights whatsoever occurring during the event/activities.
10. The applicants shall indemnify and keep indemnified CEDD against all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of the venues by the applicants or any person so authorized by him due to the negligence on his part or the part of such authorized person.
11. The applicants is responsible for maintaining the crowd control and order of the events/activities during the event period.
12. The applicants shall ensure that all of the laws and rules of the HKSAR Government and relevant departments are observed.
13. The applicants shall ensure the observance by himself, his servants and agents and by all other persons admitted to the venues hired by him of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Region in relation to the safeguarding of national security, and shall not engage in any act or activity which are not in compliance with the said legislation.
14. The applicants shall not make, publish or display art, images or words that contain harassing, abusive, harming, slanderous, discriminating, obscene or immoral information at the venues. CEDD reserves the right to require the applicant to remove any display, products, slogans, notices or advertisements from the venues which may in CEDD's opinion consider objectionable, offensive or which might infringe any Applicable Law, or to redesign the display that may so find objectionable, offensive or likely to infringe any Applicable Law. If the applicants fail to take steps to remove or redesign the said items, CEDD shall have the right (but not the obligation) to enter the venues to reinstate, remove or do away with the said items at the sole cost of the applicant. The applicants shall indemnify and keep indemnified CEDD and their servants and agents against all claims, demands, actions or proceedings arising from any breach or non-observance of this provision.

### C. Arrangements under Adverse Weather Conditions

1. For sake of the safety of participants under adverse weather, no participant will be allowed to enter the CLC if there is Black Rainstorm Warning/Typhoon Signal No. 8 or above. The arrangements are as follows:
  - If any of the above warnings/ signals is issued and still be in force 2 hours within the scheduled starting time of the event, the venue booking will be cancelled.
  - If any of the above warnings/ signals is issued right before the commencement of or during the event, the event will be ceased and all activities will be called off immediately. Participants shall leave the venue safely when the weather condition permits.
2. It is the responsibility of the applicants and/or the officer-in-charge on the event date to pay attention to the weather conditions prior to the event and follow the cancellation requirement in (1) above.
3. CEDD has the absolute right to decide to continue or cease the event depending on weather conditions or actual situations of the venue.
4. Please contact CEDD at [clc@lantau.gov.hk](mailto:clc@lantau.gov.hk) to reschedule the venue booking which is cancelled due to the above situations.

### D. Measures for Health and Hygiene

1. Before entering the CLC, all participants should check their temperature. Any participants with a temperature over 37.5°C will be denied from entering the facility.
2. Any person with fever or respiratory symptoms should not go to the venues. They are recommended to seek medical attention immediately.
3. All participants and staff must wear face masks, clean their hands with sanitizer and maintain good personal hygiene at all times during the visit.
4. All participants should avoid touching facilities in the venues and perform hand hygiene after touching commonly shared items and after the event.

### E. Others

1. The applicants shall keep the venues clean and tidy at all times. Rubbish and refuse should be cleaned immediately after the event/activities.
2. The applicants shall be responsible for the cost of including but not limited to repair or re-purchase the damaged or destroyed (fair wear and tear excepted) on the wall, floor, stolen or removed other property and any equipment in the venue after their uses to the satisfaction of CEDD. The applicants shall be responsible for the cost of repair/ reinstatement if the damage is made good or the item is re-purchased by CEDD.
3. Drinking, eating smoking, running or yelling is not allowed inside the CLC.
4. The applicants shall not obstruct any public officer to carry out their duty during the events/activities. The applicants must keep the passages, entrances and exits and staircases unobstructed at all times.
5. No pet or animal except guide dogs is allowed to enter the venues except with CEDD's prior approval.

6. The applicants should report all injuries to participants or any other party, as well as damage to the facilities to the CEDD staff immediately. CEDD will not be responsible for any personal injuries, damages or loss of belongings to the participants. The applicants should obtain appropriate insurance coverage at own expenses.
7. CEDD shall not be responsible for any damages arising from the interruption or cancellation of the events/activities caused by whatsoever reasons, including failure of supply of electricity and typhoon etc.
8. The applicants shall ensure that the noise level of their activities should be kept at an acceptable noise level so as not to cause any unnecessary disturbance to other people at the venues. The participants shall indemnify CEDD, and keep the CEDD fully indemnified against all claims or liabilities arising by reason of any nuisance generated from the activities.
9. CEDD reserves the right, with advance notice given, to cancel any scheduled venue booking.
10. Notice of cancellation is required at least one week before the date of the event if the applicant wants to cancel the venue booking. If the applicant cancels the venue booking without prior notice, CEDD reserves the right to refuse the future venue booking application submitted by the same applicant.
11. CEDD may refuse the applicant from using the venue if they do not observe the "Notes on Application for Venue Booking". In such an event, the booking will be cancelled automatically. CEDD reserves the right to terminate the events/activities immediately and to refuse the future venue booking application submitted by the same applicant.
12. The closed-circuit television ("CCTV") cameras video film and monitor the areas of the CLC 24 hours a day. CEDD and the agent of the CEDD are authorized to view the video tapes and the video tapes may be passed to a third party as considered necessary by CEDD for the purposes of security, crime prevention and management of the venue.
13. The terms of the "Notes on Application for Venue Booking" are subject to change without notice.
14. CEDD reserves the final right of discretion in case there is any dispute.