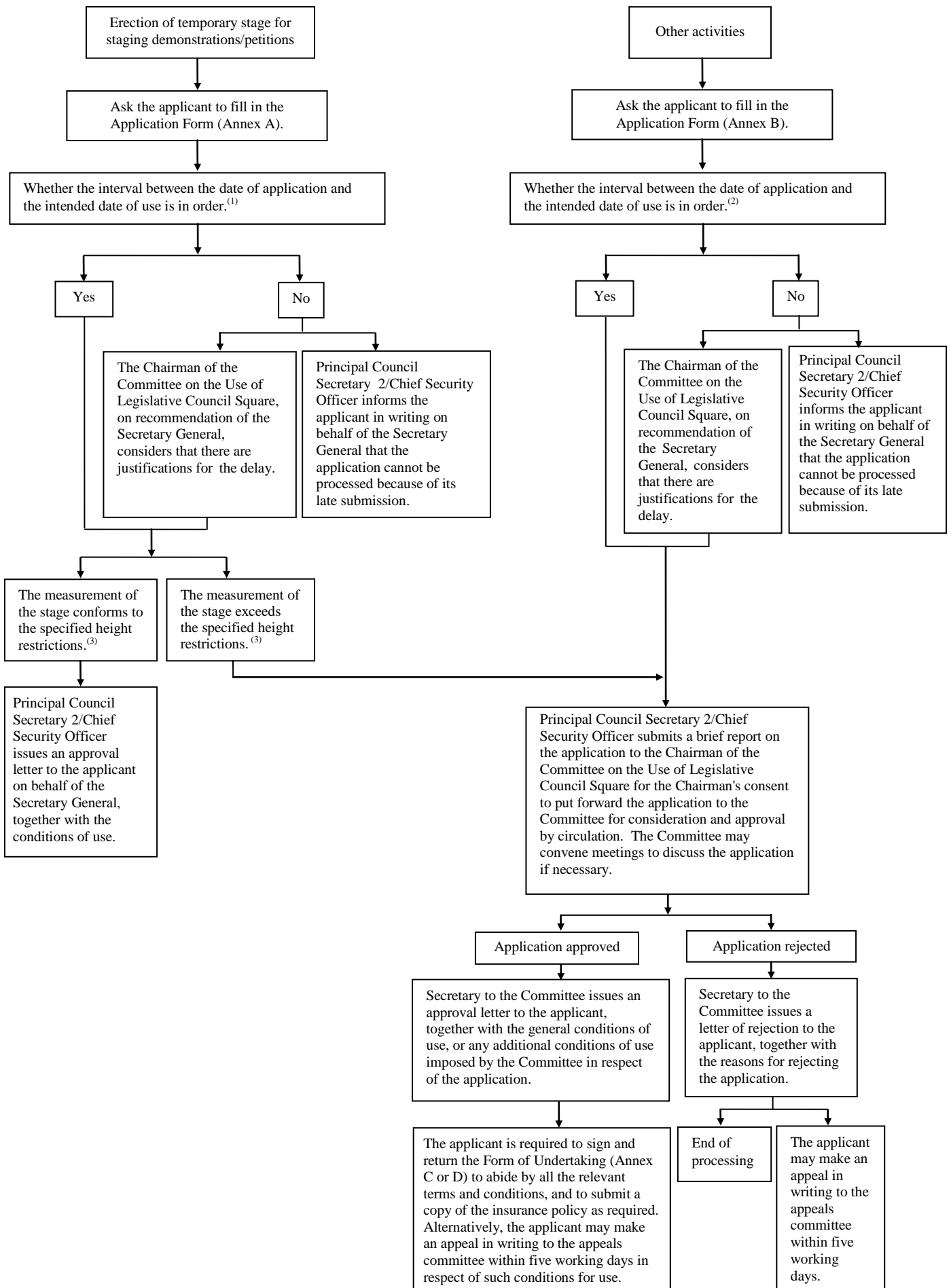


Flowchart on procedures for processing applications for the use of the Legislative Council Square



Note (1): Four weeks prior to the intended date of activity

Note (2): Three months prior to the intended date of activity

Note (3): The height of the stage should not exceed 0.5m while the combined height of the stage and the backdrop should not exceed 1.7m, unless the backdrop is made purely of cloth and a light frame.

**Application for erecting temporary stage
in the Legislative Council ("LegCo") Square
for staging demonstrations/petitions**

1. Date and time of use: _____
(including the time required for preparing the venue, dismantling temporary structures
after use and cleaning up the venue)

2. Theme of activity: _____

3. Media broadcast/coverage: No Yes (Please provide names of the
media organizations and details of
arrangement.)

4. Estimated number of participants: _____
(maximum capacity of LegCo Square is 2 000 persons)

5. Does the temporary stage to be erected conform to the height restriction of 0.5m, and 1.7m with the stage and backdrop combined? Yes (Please go to item 8.) No (Please fill in items 6 and 7, or provide details on separate sheets, to explain why the proposed stage has to exceed the height restrictions.)

6. Height of the stage to be erected : _____
together with its dimensions, construction specifications and building materials, as well as a sketch of it _____

(Note: If the application is approved, the applicant should employ an authorized person or a registered structural engineer to provide certification of design and construction safety for the stage prior to the activity.)

7. Amount of public liability insurance coverage: _____

(Note: A minimum coverage of HK\$10 million is required. If the application is approved, The Legislative Council Commission shall be named as one of the beneficiaries under the insurance policy and shall not be held liable for any insurance excess.)

8. Reasons for delayed submission if the application is made less than four weeks prior to the intended date of use:

Part A Supplementary Information:

1. Will any objects be displayed? No Yes
If yes, please indicate the type of objects to be displayed.
- Banners/streamers
 - Signs
 - Exhibition panels
 - Backdrops
 - Others: (please specify)

Please note that display of any commercial advertisements or other commercial publicity materials are prohibited in the venue.

2. Is electricity supply required? No Yes

(Note: If the application is approved, the applicant is required to provide its own generators, and arrange registered electricians to carry out the connection works at its own expense. A draft plan indicating the locations of the generators is required.)

3. Will other temporary structures be erected? No Yes

If yes, please submit a sketch indicating the dimensions, construction specifications and materials of the temporary structures. Use of patented items will require product specifications from the manufacturers.

(Note: The applicant is required to employ at its own expense an authorized person or a registered structural engineer, as appropriate, to provide certification of design and construction safety for any or all of the structures deemed necessary by the LegCo Secretariat prior to the activity.)

4. Will any places other than the LegCo Square be used? No Yes

If yes, a sketch indicating the places other than the LegCo Square to be occupied is required.

5. Please provide details of the following arrangements (if applicable):
- (i) Crowd control
(including crowd control at various entrances and exits and crowd evacuation)

 - (ii) First aid

 - (iii) Parking and vehicular transport

 - (iv) Overnight security
(if the period of use spans over one day)

 - (v) Dismantling of temporary structures and removal of exhibition materials and other objects
(cleaning-up after activity)

 - (vi) Cleaning service
(cleaning-up after activity)
6. Does the applicant have experience in organizing such activities? No Yes (Please provide relevant details on separate sheets.)
7. Venue layout
(Please provide layout plans of the areas to be used and the activity venue on separate sheets.)
8. Activity rundown
(Please provide details of activity rundown and programme.)

Part B Other arrangements subject to approval of other government departments

1. Use of public address or amplifying equipment No Yes

If yes, you are required to abide by the suggestions or guidelines on noise control enclosed in the Undertaking. Please contact the Environmental Protection Department for enquiries.

2. Fund-raising No Yes

If yes, you are required to obtain permission from the Director of Social Welfare or the Secretary for Home Affairs (application to be processed via the Home Affairs Department).

3. Public meeting of more than 50 persons or public procession of more than 30 persons as defined under the Public Order Ordinance (Cap. 245) No Yes

If yes, you are required to deliver to the officer in charge of a police station a formal notice pursuant to section 8 or section 13A of the Public Order Ordinance, as appropriate.

Signature of authorized representative of Applicant: _____

Name of authorized representative of Applicant: _____

Title/position of authorized representative of Applicant: _____

Name of company/organization represented: _____
(Name of company/organization)

Address of company/organization represented: _____

Contact telephone number: _____

Email address: _____

Date: _____

Company/organization chop: _____

**Application for the use of Legislative Council ("LegCo") Square
for activities other than demonstrations/petitions**

1. Date and time of use: _____
(including the time required for preparing the venue, dismantling temporary structures
after use and cleaning up the venue)

2. Name of activity: _____

3. Nature: Ceremony Carnival
 Public performance (e.g. singing show)
 Fund-raising for non-charitable purposes

(Please fill in items 10 to 12)

(Please provide details): _____

- Others

(Please specify): _____

i. Charitable activity No Yes **(Please fill in items 10 to 12)**

ii. Government department No Yes

Departmental activity

Sponsored activity

Co-organized activity

Name(s) of government department(s)
and sponsor(s):

4. Activities/Objectives/Aims: _____

5. Media broadcast/coverage: No Yes
(Please provide names of media
organizations and details of
arrangement.)

6. Estimated number of participants: _____
(maximum capacity of LegCo Square is 2 000 persons)

7. Amount of public liability insurance coverage: _____

(Note: A minimum coverage of HK\$10 million is required. If the application is approved, The Legislative Council Commission shall be named as one of the beneficiaries under the insurance policy and shall not be held liable for any insurance excess.)

8. Fees/donations to be collected in relation to the activity:

- Admission fee rate of charge: _____
- Donations to be collected during the activity
 - in cash
 - in kindform of donation _____
- Commercial sponsorship form of sponsorship _____
- Others
(please specify) _____

9. Reasons for delayed submission if the application is made less than three months prior to the intended date of use:

To be completed by applicants organizing charitable activities or non-charitable fund-raising activities

10. The applicant is:

- Non-charitable organization
- Charitable organization
- Non-profit organization
- Others

(please specify): _____

Please provide documentary proof for charitable or non-profit organization status.

11. Please indicate the beneficiary of the donations raised, and provide documentary proof if the applicant is not the beneficiary.

12. Please indicate the estimated amount of donations to be raised, and provide a copy of the permit issued by the Director of Social Welfare or the Secretary for Home Affairs (as appropriate).
-

Part A Supplementary Information:

1. Will snacks or drinks be provided? No Yes
 To be sold in the venue
 Free distribution
2. Will any objects be displayed? No Yes
If yes, please indicate the types of objects to be displayed.
 Banners/streamers
 Signs
 Exhibition panels
 Backdrops
 Others
(please specify)

Please note that display of any commercial advertisements or other commercial publicity materials are prohibited in the venue.

3. Is electricity supply required? No Yes

(Note: If the application is approved, the applicant is required to provide its own generators, and arrange registered electricians to carry out the connection works at its own expense. A draft plan indicating the locations of the generators is required.)

4. Will other temporary structures be erected? No Yes

If yes, please submit a sketch indicating the dimensions, construction specifications and materials of the temporary structures. Use of patented items will require product specifications from the manufacturers.

(Note: The applicant is required to employ at its own expense an authorized person or a registered structural engineer, as appropriate, to provide certification of the design and construction safety for any or all of the structures deemed necessary by the LegCo Secretariat prior to the activity.)

5. Will any places other than the LegCo Square be used? No Yes

If yes, a sketch indicating the areas other than the LegCo Square to be used is required.

6. Please provide details of the following arrangements (if applicable):

(i) Crowd control
(including crowd control at various entrances and exits and crowd evacuation)

(ii) First aid

(iii) Parking and vehicular transport

(iv) Overnight security
(if the period of use spans over one day)

(v) Dismantling of temporary structures and removal of exhibition materials and other objects
(cleaning-up after activity)

(vi) Cleaning service
(cleaning-up after activity)

7. Does the applicant have experience in organizing such activities? No Yes
(please provide details on separate sheets)

8. Venue layout
(Please provide layout plans of the areas to be used and the activity venue on separate sheets.)

9. Activity rundown
(Please provide details of activity rundown and programme.)

Part B Other arrangements subject to approval of other government departments

1. Use of public address or amplifying equipment No Yes

If yes, you are required to abide by the suggestions or guidelines on noise control enclosed in the Undertaking. Please contact the Environmental Protection Department for enquiries.

2. Provision of amusement games or redemption games No Yes

If yes, you are required to obtain the Amusement with Prizes Licence or any other necessary licences from the Home Affairs Department or other relevant departments. Copies of such licences should be submitted to the LegCo Secretariat two working days prior to the date of activity.

3. Fund-raising No Yes

If yes, you are required to obtain permission from the Director of Social Welfare or the Secretary for Home Affairs (application to be processed via the Home Affairs Department).

4. Retail of alcoholic drinks No Yes

If yes, you are required to obtain a temporary liquor licence from the Hong Kong Police Force.

5. Public meeting of more than 50 persons or public procession of more than 30 persons as defined under the Public Order Ordinance (Cap. 245) No Yes

If yes, you are required to deliver to the officer in charge of a police station a formal notice pursuant to section 8 or section 13A of the Public Order Ordinance, as appropriate.

6. Food trade activities No Yes
(please indicate the type of fuel to be used)

If yes, you are required to obtain the necessary licence(s) from the Food and Environmental Hygiene Department. Please contact the Food and Environmental Hygiene Department for enquiries.

7. Installation of amusement rides No Yes

If yes, you are required to obtain permission from the Electrical and Mechanical Services Department prior to operating any amusement rides.

Other information: (may be given on separate sheets)

Signature of authorized representative of Applicant:

Name of authorized representative of Applicant:

Title/position of authorized representative of Applicant:

Name of company/organization represented:

(Name of company/organization)

Address of company/organization represented:

Contact telephone number:

Email address:

Date:

Company/organization chop:

- (5) The Organizer shall liaise with Secretariat staff and deploy at least _____ persons for purposes of ensuring order and public safety throughout the event.
- (6) The Organizer shall employ at the Organizer's expense an Authorized Person or a Registered Structural Engineer, as appropriate, to provide, prior to the event, certification of safety on the design and construction of the proposed temporary structures as contained in the Organizer's application letter of _____[date].
- (7) No temporary structures shall be erected in the venue except with the prior permission of the Commission.
- (8) The venue shall be kept in a clean and tidy condition. All temporary structures and display items shall be removed, and rubbish and miscellaneous objects cleared, immediately after the event. The removal and clearance must be finished by _____ pm on [day of week]_____. In the event that the Organizer fails to tidy up the venue by the aforesaid deadline, the Secretariat will have the work carried out and all the costs incurred shall be borne by the Organizer.
- (9) The Organizer shall immediately cease occupation of the venue should any conditions imposed by the Commission be contravened.
- (10) The Organizer is required to obtain the necessary licence/permit in respect of the event from the authorities concerned (including but not limited to the Government departments listed below) in accordance with the respective regulations and furnish copies of such licences/permits to the Secretariat one week prior to the event:
- | | |
|-------------------------------------------------------|-------------------------|
| (a) Office of the Communications Authority | 2961 6333 |
| (b) Hong Kong Police Force (Licensing Office) | 2860 6523 |
| (c) Environmental Protection Department | 2411 9777/
2411 9665 |
| (d) Social Welfare Department | 2832 4311 |
| (e) Home Affairs Department | 2835 1492 |
| (f) Food and Environmental Hygiene Department | |
| Central/Western District Environmental Hygiene Office | 2853 2504 |
| (g) Electrical and Mechanical Services Department | 2808 3867/
2808 3803 |
- (11) The Organizer shall be responsible for maintaining crowd control of the event during the period of use.
- (12) All passageways, entrances/exits and staircases shall be kept clear and unobstructed at all times.
- (13) All existing fire services installations and equipment shall at all times be kept free from obstruction.
- (14) First aid service shall be provided during the event at the Organizer's expense.

- (15) The Organizer shall comply with any directions or instructions of Secretariat staff.
- (16) Cooking is strictly prohibited. No refreshments, drinks or merchandise shall be distributed or sold without the prior permission of the Secretariat.
- (17) No admission fees shall be collected or donations solicited from participants without the prior permission of the Secretariat.
- (18) No advertisements or commercial publicity materials shall be displayed at the venue without the prior permission of the Secretariat. The display of tobacco advertisements at the venue is strictly prohibited.
- (19) The Organizer shall not obstruct any other authorized users of the venue or public officers on duty during the period of use.
- (20) The name or logo of the Legislative Council, the Commission or the Secretariat shall not be used in any display items or publicity materials without the prior permission of the Secretariat.
- (21) The Organizer shall, at its own costs, rectify to the satisfaction of the Secretariat any damage caused as a result of the event to the floor and facilities of the venue. In the event that the Secretariat has carried out rectification and repair works to such damage for the Organizer, all the costs so incurred shall be borne by the Organizer on demand of the Secretariat.
- (22) The Organizer shall ensure that the noise level of the event is kept at a reasonably low level so as to avoid any unnecessary disturbance to users of the neighbouring areas (the noise mitigation measures recommended by the Environmental Protection Department are at Appendix (i)). The Organizer should arrange to distribute advance notices to nearby businesses or other noise sensitive receivers to alert them of the date, time, venue and programme of the event, and a complaint hotline for them to lodge their concern in case the noise from the event is considered excessive. The Organizer should also furnish copies of the notices to the Secretariat for record by _____ [date].
- (23) The Organizer shall indemnify the Commission, its employees and agents and keep each of them fully and effectively indemnified against all claims and liabilities arising by reason of any noise nuisance generated from the venue during the event.
- (24) The Organizer shall implement, as far as reasonably practicable, the waste reduction and recycling initiatives for exhibitions and publicity campaigns recommended by the Environmental Protection Department (in Appendix (ii)).
- (25) The Organizer shall ensure compliance with all existing legislation, rules, regulations and technical memoranda.
- (26)
 - (a) The venue shall not be used for the performance in public of any dramatic or musical work involving copyright, or the delivery in public of any lecture or address, or the issue of copies of the work to the public, without the consent of the copyright owner or his/her authorized agent.
 - (b) If the venue is used to perform in public any musical works the copyright of which belongs to the Composers and Authors Society of Hong Kong Limited

("CASH"), the Organizer shall be responsible for paying the copyright royalty charges to the CASH.

- (c) If any sound recordings played in public at the venue are owned or managed by the Phonographic Performance (South East Asia) Limited or the Hong Kong Recording Industry Alliance Limited, the Organizer shall be responsible for paying the copyright royalty charges to the relevant company.
 - (d) The Organizer shall be liable for any claims, damages, costs, actions, losses or expenses arising from any infringement of copyright or other intellectual property rights during the period of use, and the Commission, including its employees and agents, shall bear no liability therefor. The Organizer shall indemnify the Commission, its employees and agents, and keep each of them fully and effectively indemnified against the aforesaid claims, damages, costs, actions, losses and expenses.
- (27) The permission to use the venue may, as and when the occasion requires, be revoked without any compensation for any direct or indirect expenses, costs, losses or damages which the Organizer may sustain or incur by reason of the revocation.

I fully understand and accept that failure on the part of the Organizer to comply with any of the above conditions will result in the immediate revocation and withdrawal of the permission to use the venue granted to the Organizer without any compensation.

Signature of authorized representative of Organizer: _____

Name of authorized representative of Organizer: _____

Title/position of authorized representative of Organizer: _____

Name of Organizer: _____
(Name of company/organization)

Address of Organizer: _____

Contact telephone number: _____

Email address: _____

Date: _____

Company/organization chop: _____

Noise Control Guidelines for Holding Open Air Activities

1. Introduction

These guidelines provide information to organizers for holding large scale outdoor activities (activities that extensive sound amplification systems are employed and would likely cause noise disturbance on nearby noise sensitive receivers, say residents) on noise control requirements and means for minimising noise emission from the activities.

2. Noise control requirements

Noise levels from the activities (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 any nearby noise sensitive receivers, during day time and evening period, i.e. 7 a.m. to 11p.m. The noise levels from the activities shall be measured in terms of $Leq(15min.)$, 15-minute A-weighted equivalent continuous sound pressure level and the background noise levels in terms of $Leq(5min.)$, 5-minute A-weighted equivalent continuous sound pressure level. For the nighttime, i.e. 11 p.m. to 7 a.m., noise from the activities should not be audible within any nearby noise sensitive receivers.

3. Noise monitoring

The organizer should appoint an appropriate person to monitor the noise situation by means of sound level meters at a nearby noise sensitive receiver, preferably the most affected one, as far as possible. If the organizer cannot gain access to any nearby noise sensitive receiver for monitoring, noise monitoring shall be carried out at an accessible location where the noise situation can best represent that at the nearby noise sensitive receiver. When noise monitoring is not carried out at the most affected noise sensitive receiver, it may be necessary to adjust the measured noise levels from the activity to reflect the noise levels at the most affected noise sensitive receiver taking into account of the difference in the noise propagation paths (e.g. different distance and barrier effect). The appropriate person should also measure the background noise levels before and after the activity, and monitor closely the noise levels during the activity. The appropriate person should provide feedback to the organizer for immediate action, such as adjustment of the speaker output level, whenever necessary for avoidance of any non-compliance with the above noise control requirements. Noise measurement in terms of $Leq(15mins.)$ should be conducted at least hourly throughout the activity, 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 meters should comply with International Electrical Commission Publications 651:1979 (Type 1) and 804:1985 (Type 1) or be of a comparable professional quality.

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 notices 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; and
- (c) to use directional loudspeakers and orientate them to point towards the audience and away from the nearby noise sensitive receivers.

7. Rehearsal

Rehearsal 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.

8. Other related noisy activities

Other related noisy activities, such as preparation and tidying up of the venue, might also cause noise disturbance. In all respects, actions mentioned in paragraphs 4 and 5 should also be implemented. To minimize the inconvenience caused to nearby residents, such activities should be carried out during the time period between 9 a.m. and 7 p.m.

Environmental Protection Department

Waste Reduction Initiatives for Exhibitions and Publicity Campaigns

Integrate the principle and practices of waste reduction, reuse and recycling in all aspects of event planning and management.

Some tips for waste avoidance

- Reduce paper usage
 - Use electronic systems (tools such as the Internet, email) to issue invitation letters, notices, latest newsletters, etc.
 - Allow clients to download information such as posters, promotional leaflets and publications from e-platform to reduce the needs for printing of publications and brochures.
 - Receive fax documents through e-fax system. Print documents only when absolutely necessary and encourage printing on the blank sides of used papers or both sides of papers.
 - Adopt electronic registration system to reduce the needs for printing of invitation letters.
 - Adopt practices such as e-procurement and e-tender to reduce the needs for printing of documents and invitations to tenders.
 - Encourage exhibitors or speakers to promote or introduce their products via the computer. Encouragement should be given to issuing promotional materials and guidance notes in disc or memory card forms rather than printed versions.
 - If distribution of printed materials and display of posters and banners at site are necessary, the amounts of printout should tally with the actual needs so as to avoid excessive printing.
- Reduce or avoid using excessive packing materials and decorations.
- Purchase or rent simple stalls that can be dismantled and assembled for reuse to reduce wastage.
- Avoid using disposable tableware and containers when providing food and drinks.

Selection of materials/products that are reusable, recyclable or with recycled content

- Avoid materials/products that cannot be reused. Preferences should be given to reusable frames and tents, banners, decorations, name cards, souvenirs, etc.
- Preferences should be given to durable materials and flexible designs for production of posters, banners, signs and stalls. To facilitate the reuse of items for other occasions, organizers should avoid having the names and dates of events inscribed on items.
- Preferences should be given to materials such as paper, metal and pure plastic that can be recycled when designing promotional items, structures, decorations etc for events.
- Use products with recycled content such as recycled paper, rubber mats or souvenirs made from recycled materials.
- Choose paper with recycled content and use environmental friendly ink to print brochures, promotional leaflets, publications, envelopes, letters etc.
- Avoid using banners made from PVC. Use cloth, paper or other recyclable materials instead.
- Avoid using exhibition boards and signs made from plastic (such as foam boards and expanded polystyrene boards). Use cloth, paper or other recyclable materials instead.

Separation of waste for recycling

- Set up waste separation and recycling bins or other suitable facilities for collecting materials such as waste paper, metal and plastic. Arrange to implement the following measures:
 - (i) review the nature of events, visitor flow, anticipated categories and weights of recyclable materials and set up sufficient facilities at the venues;
 - (ii) place the facilities at convenient locations with clear signs and regular announcements (if feasible) to promote wider usage of the recycling facilities;
 - (iii) provide guidance and instruction to staff members on source separation of waste;
 - (iv) conduct regular checks to ensure proper source separation of waste; and
 - (v) arrange for recyclers to collect the recyclables for recycling.
- If there are excessive materials left after the event, keep them for future use if they are suitable for storage. Otherwise, give them away to community organizations and the needy to avoid wastage.
- If the exhibitors or organizers provide food or drinks, please place additional waste separation facilities near the stalls.

Further Information

- Please visit the following EPD website if you are looking for more detailed information. You can find overseas guidelines on different categories and scales of events. There are also recommendations specifically written for the local Lunar New Year Fair on local websites.
https://www.wastereduction.gov.hk/en/workplace/index_tips.htm
- Please visit our EPD website as follows if you are looking for recyclers:
<https://www.wastereduction.gov.hk/en/quickaccess/vicinity.htm>

Environmental Protection Department

Undertaking

To : The Legislative Council Commission
(Attn : Secretary General, Legislative Council Secretariat)

Dear Sir/Madam,

Conditions for the use of the Legislative Council Square for activities other than demonstrations/petitions

I, being the authorized representative of [Name of Organizer] ("the Organizer"), hereby agree on behalf of the Organizer to abide by the following conditions for the use of the Legislative Council ("LegCo") Square ("the venue") to hold " _____ " ("the event") on [day of the week], the _____ day of _____, from _____ am to _____ pm ("the period of use"):

- (1) The Organizer is to deposit, 72 hours prior to the event, a public liability insurance policy with a minimum coverage of HK\$ _____ million¹ in respect of risks of any personal injury or death, property or financial loss and any loss or damage of whatsoever nature which may be sustained by any person arising directly or indirectly out of or in connection with the use of the venue. The insurance policy shall be in the name of the Organizer with The Legislative Council Commission ("the Commission") being named as one of the beneficiaries under the insurance policy which shall provide that the Commission shall not be liable for any insurance excess or deductible.
- (2) The Organizer is to indemnify the Commission, its employees and agents, and to keep each of them fully and effectively indemnified, against all costs, charges, expenses, losses, damages, claims, liabilities, demands, actions and proceedings arising out of or in connection with any act, omission, negligence or default on the part of the Organizer, its employees, agents and persons authorized by the Organizer.
- (3) The Organizer is to ensure that the contractors employed by the Organizer shall take all necessary precautions to ensure the adequacy, stability and safety of all works, equipment, operations and methods of construction in the venue, and shall have full regard for the safety of all persons on or in the venue, comply with all relevant safety legislation and regulations and keep the venue and works in an orderly state appropriate to the avoidance of injury to any persons.
- (4) The Organizer shall liaise with Secretariat staff and deploy at least _____ persons for purposes of ensuring order and public safety throughout the event.

¹ The coverage must be no less than HK\$10 million.

- (5) The Organizer shall employ at the Organizer's expense an Authorized Person or a Registered Structural Engineer, as appropriate, to provide prior to the event certification of safety on the design and construction of the proposed temporary structures as contained in the Organizer's application form of _____ [date].
- (6) No temporary structures shall be erected in the venue except with the prior permission of the Commission.
- (7) The venue shall be kept in a clean and tidy condition. All temporary structures and display items shall be removed and rubbish and miscellaneous objects cleared, immediately after the event. The removal and clearance must be finished by _____ pm on [day of week] _____. In the event that the Organizer fails to tidy up the venue by the aforesaid deadline, the Secretariat will have the work carried out and all the costs incurred shall be borne by the Organizer.
- (8) The Organizer shall immediately cease occupation of the venue should any conditions imposed by the Commission be contravened.
- (9) The Organizer is required to obtain the necessary licence/permit in respect of the event from the authorities concerned (including but not limited to the Government departments listed below) in accordance with the respective regulations and furnish copies of such licence/permit to the Secretariat one week prior to the event:
 - (a) Office of the Communications Authority 2961 6333
 - (b) Hong Kong Police Force (Licensing Office) 2860 6523
 - (c) Environmental Protection Department 2411 9777/
2411 9665
 - (d) Social Welfare Department 2832 4311
 - (e) Home Affairs Department 2835 1492
 - (f) Food and Environmental Hygiene Department:
Central/Western District Environmental Hygiene Office 2853 2504
 - (g) Electrical and Mechanical Services Department 2808 3867/
2808 3803
- (10) The Organizer shall be responsible for maintaining crowd control of the event during the period of use.
- (11) All passageways, entrances/exits and staircases shall be kept clear and unobstructed at all times.
- (12) All existing fire services installations and equipment shall at all times be kept free from obstruction.
- (13) First aid service shall be provided during the event at the Organizer's expense.
- (14) The Organizer shall comply with any directions or instructions of Secretariat staff.

- (15) Cooking is strictly prohibited. No refreshments, drinks or merchandise shall be distributed or sold without the prior permission of the Secretariat.
- (16) No admission fees shall be collected or donations solicited from participants without the prior permission of the Secretariat.
- (17) No advertisements or commercial publicity materials shall be displayed at the venue without the prior permission of the Secretariat. The display of tobacco advertisements at the venue is strictly prohibited.
- (18) The Organizer shall not obstruct any other authorized users of the venue or public officers on duty during the period of use.
- (19) The name or logo of the Legislative Council, the Commission or the Secretariat shall not be used in any display items or publicity materials without the prior permission of the Secretariat.
- (20) The Organizer shall, at its own costs, rectify to the satisfaction of the Secretariat any damage caused as a result of the event to the floor and facilities of the venue. In the event that the Secretariat has carried out rectification and repair works to such damage for the Organizer, all the costs so incurred shall be borne by the Organizer on demand of the Secretariat.
- (21) The Organizer shall ensure that the noise level of the event is kept at a reasonably low level so as to avoid any unnecessary disturbance to users of the neighbouring areas (the noise mitigation measures recommended by the Environmental Protection Department are at Appendix (i)). The Organizer should arrange to distribute advance notices to nearby businesses or other noise sensitive receivers to alert them of the date, time, venue and programme of the event, and a complaint hotline for them to lodge their concern in case the noise from the event is considered excessive. The Organizer should also furnish copies of the notices to the Secretariat for record by _____ [date].
- (22) The Organizer shall indemnify the Commission, its employees and agents and keep each of them fully and effectively indemnified against all claims and liabilities arising by reason of any noise nuisance generated from the venue during the event.
- (23) The Organizer shall implement, as far as reasonably practicable, the waste reduction and recycling initiatives for exhibitions and publicity campaigns recommended by the Environmental Protection Department (in Appendix (ii)).
- (24) The Organizer shall ensure compliance with all existing legislation, rules, regulations and technical memoranda.
- (25) (a) The venue shall not be used for the performance in public of any dramatic or musical work involving copyright, or the delivery in public of any lecture or address, or the issue of copies of the work to the public, without the consent of the copyright owner or his/her authorized agent.

(b) If the venue is used to perform in public any musical works the copyright of which belongs to the Composers and Authors Society of Hong Kong Limited ("CASH"), the Organizer shall be responsible for paying the copyright royalty charges to the CASH.

- (c) If any sound recordings played in public at the venue are owned or managed by the Phonographic Performance (South East Asia) Limited or the Hong Kong Recording Industry Alliance Limited, the Organizer shall be responsible for paying the copyright royalty charges to the relevant company.
 - (d) The Organizer shall be liable for any claims, damages, costs, actions, losses or expenses arising from any infringement of copyright or other intellectual property rights during the period of use, and the Commission, including its employees and agents, shall bear no liability therefor. The Organizer shall indemnify the Commission, its employees and agents, and keep each of them fully and effectively indemnified against the aforesaid claims, damages, costs, actions, losses and expenses.
- (26) The permission to use the venue may, as and when the occasion requires, be revoked without any compensation for any direct or indirect expenses, costs, losses or damages which the Organizer may sustain or incur by reason of the revocation.

I fully understand and accept that failure on the part of the Organizer to comply with any of the above conditions will result in the immediate revocation and withdrawal of the permission to use the venue granted to the Organizer without any compensation.

Signature of authorized representative of Organizer: _____

Name of authorized representative of Organizer: _____

Title/position of authorized representative of Organizer: _____

Name of Organizer: _____
(Name of company/organization)

Address of Organizer: _____

Contact telephone number: _____

Email address: _____

Date: _____

Company/organization chop: _____

Noise Control Guidelines for Holding Open Air Activities

1. Introduction

These guidelines provide information to organizers for holding large scale outdoor activities (activities that extensive sound amplification systems are employed and would likely cause noise disturbance on nearby noise sensitive receivers, say residents) on noise control requirements and means for minimising noise emission from the activities.

2. Noise control requirements

Noise levels from the activities (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 any nearby noise sensitive receivers, during day time and evening period, i.e. 7 a.m. to 11p.m. The noise levels from the activities shall be measured in terms of Leq(15min.), 15-minute A-weighted equivalent continuous sound pressure level and the background noise levels in terms of Leq(5min.), 5-minute A-weighted equivalent continuous sound pressure level. For the nighttime, i.e. 11 p.m. to 7 a.m., noise from the activities should not be audible within any nearby noise sensitive receivers.

3. Noise monitoring

The organizer should appoint an appropriate person to monitor the noise situation by means of sound level meters at a nearby noise sensitive receiver, preferably the most affected one, as far as possible. If the organizer cannot gain access to any nearby noise sensitive receiver for monitoring, noise monitoring shall be carried out at an accessible location where the noise situation can best represent that at the nearby noise sensitive receiver. When noise monitoring is not carried out at the most affected noise sensitive receiver, it may be necessary to adjust the measured noise levels from the activity to reflect the noise levels at the most affected noise sensitive receiver taking into account of the difference in the noise propagation paths (e.g. different distance and barrier effect). The appropriate person should also measure the background noise levels before and after the activity, and monitor closely the noise levels during the activity. The appropriate person should provide feedback to the organizer for immediate action, such as adjustment of the speaker output level, whenever necessary for avoidance of any non-compliance with the above noise control requirements. Noise measurement in terms of Leq(15mins.) should be conducted at least hourly throughout the activity, 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 meters should comply with International Electrical Commission Publications 651:1979 (Type 1) and 804:1985 (Type 1) or be of a comparable professional quality.

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 notices 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; and
- (c) to use directional loudspeakers and orientate them to point towards the audience and away from the nearby noise sensitive receivers.

7. Rehearsal

Rehearsal 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.

8. Other related noisy activities

Other related noisy activities, such as preparation and tidying up of the venue, might also cause noise disturbance. In all respects, actions mentioned in paragraphs 4 and 5 should also be implemented. To minimize the inconvenience caused to nearby residents, such activities should be carried out during the time period between 9 a.m. and 7 p.m.

Environmental Protection Department

Waste Reduction Initiatives for Exhibitions and Publicity Campaigns

Integrate the principle and practices of waste reduction, reuse and recycling in all aspects of event planning and management.

Some tips for waste avoidance

- Reduce paper usage
 - Use electronic systems (tools such as the Internet, email) to issue invitation letters, notices, latest newsletters, etc.
 - Allow clients to download information such as posters, promotional leaflets and publications from e-platform to reduce the needs for printing of publications and brochures.
 - Receive fax documents through e-fax system. Print documents only when absolutely necessary and encourage printing on the blank sides of used papers or both sides of papers.
 - Adopt electronic registration system to reduce the needs for printing of invitation letters.
 - Adopt practices such as e-procurement and e-tender to reduce the needs for printing of documents and invitations to tenders.
 - Encourage exhibitors or speakers to promote or introduce their products via the computer. Encouragement should be given to issuing promotional materials and guidance notes in disc or memory card forms rather than printed versions.
 - If distribution of printed materials and display of posters and banners at site are necessary, the amounts of printout should tally with the actual needs so as to avoid excessive printing.
- Reduce or avoid using excessive packing materials and decorations.
- Purchase or rent simple stalls that can be dismantled and assembled for reuse to reduce wastage.
- Avoid using disposable tableware and containers when providing food and drinks.

Selection of materials/products that are reusable, recyclable or with recycled content

- Avoid materials/products that cannot be reused. Preferences should be given to reusable frames and tents, banners, decorations, name cards, souvenirs, etc.
- Preferences should be given to durable materials and flexible designs for production of posters, banners, signs and stalls. To facilitate the reuse of items for other occasions, organizers should avoid having the names and dates of events inscribed on items.
- Preferences should be given to materials such as paper, metal and pure plastic that can be recycled when designing promotional items, structures, decorations etc for events.
- Use products with recycled content such as recycled paper, rubber mats or souvenirs made from recycled materials.
- Choose paper with recycled content and use environmental friendly ink to print brochures, promotional leaflets, publications, envelopes, letters etc.
- Avoid using banners made from PVC. Use cloth, paper or other recyclable materials instead.

- Avoid using exhibition boards and signs made from plastic (such as foam boards and expanded polystyrene boards). Use cloth, paper or other recyclable materials instead.

Separation of waste for recycling

- Set up waste separation and recycling bins or other suitable facilities for collecting materials such as waste paper, metal and plastic. Arrange to implement the following measures:
 - (i) review the nature of events, visitor flow, anticipated categories and weights of recyclable materials and set up sufficient facilities at the venues;
 - (ii) place the facilities at convenient locations with clear signs and regular announcements (if feasible) to promote wider usage of the recycling facilities;
 - (iii) provide guidance and instruction to staff members on source separation of waste;
 - (iv) conduct regular checks to ensure proper source separation of waste; and
 - (v) arrange for recyclers to collect the recyclables for recycling.
- If there are excessive materials left after the event, keep them for future use if they are suitable for storage. Otherwise, give them away to community organizations and the needy to avoid wastage.
- If the exhibitors or organizers provide food or drinks, please place additional waste separation facilities near the stalls.

Further Information

- Please visit the following EPD website if you are looking for more detailed information. You can find overseas guidelines on different categories and scales of events. There are also recommendations specifically written for the local Lunar New Year Fair on local websites.
https://www.wastereduction.gov.hk/en/workplace/index_tips.htm
- Please visit our EPD website as follows if you are looking for recyclers:
<https://www.wastereduction.gov.hk/en/quickaccess/vicinity.htm>

Environmental Protection Department