

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 11 a.m. to 6 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, by email 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 : (852) 2694 2555

Fax : (852) 2693 4878 Email : emente@lcsd.gov.hk

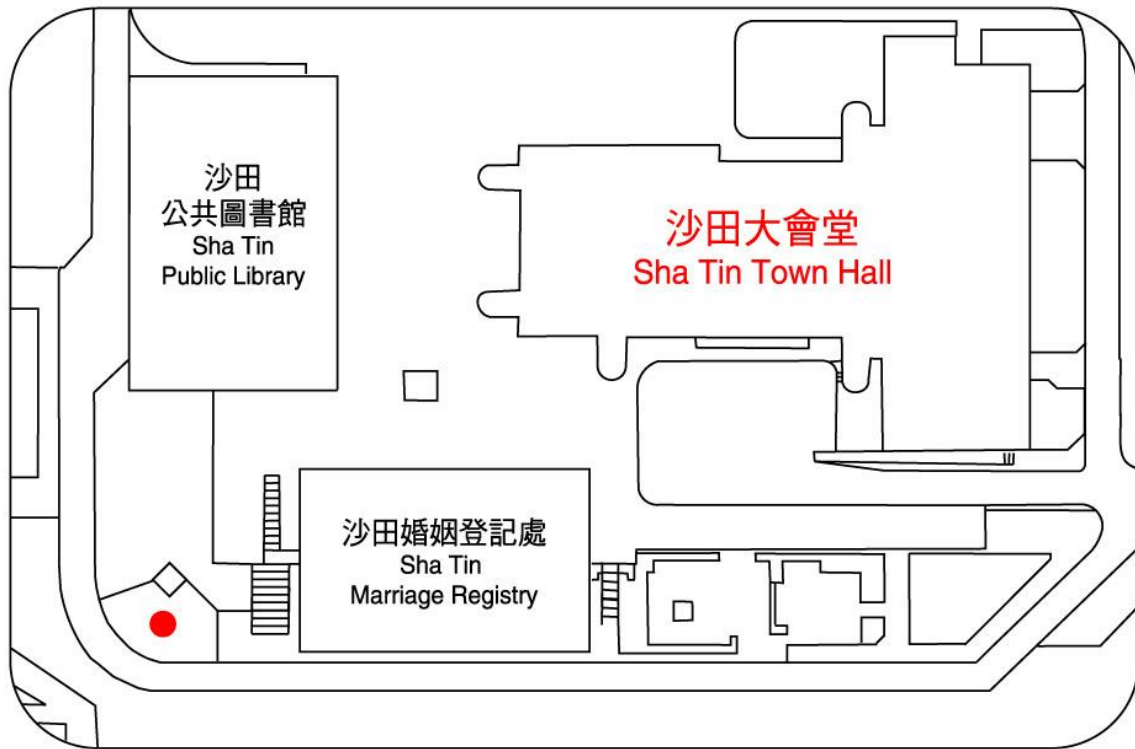
Office hours : Monday to Friday 9 a.m. to 5:45 p.m.

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.

Remark: Leisure and Cultural Services Department reserves the right to change the content and application details of this Scheme

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



● Performance Area

Remark: 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”



I. Particulars of the Applicant ^{Note 1}

Name : _____ (English) _____ (Chinese)

Gender : _____ Age : _____

HKIC Number :

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 Position ^{Note 1} : Performer
 Others, please specify:

(Please fill in the first 4 characters
e.g. A123456(7) → A123)

Organisation : _____
(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 English	Name in Chinese	Gender	Age	HKIC Number ^{Note 3}			
					(First 4 characters)			
(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

I, the applicant/ performer stated above, hereby declare that all information and documents submitted by me in support of this application are update, valid and subsisting with regard to the applicant/ performer stated above, and I undertake to provide any further information and documents in respect of any changes thereto.

I understand that I may be liable to be prosecuted should any false information and/or invalid documents be provided in this booking application.

I understand that it is an offence under the Prevention of Bribery Ordinance Cap. 201 for me/ performer stated above to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the application or in connection with dealings of any kind with the Leisure and Cultural Services Department.

Name of Applicant : _____ Signature : _____

Date : _____

Notices Regarding the Personal Data (Privacy) Ordinance Cap.486

- Purpose of Collection** (1) The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes :
- (a) Processing of applications for the Sha Tin Town Hall "Open Stage";
 - (b) Communication in the normal course and in case of emergencies;
 - (c) For statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
 - (d) Any other legitimate purposes as may be required, authorised or permitted by law.
- (2) The provision of personal data by means of this application is voluntary. However, if insufficient information is provided, the application/ request may be delayed or not be considered or processed.
- Classes of Transferees** (3) The personal data you provide by means of this application may be disclosed to Government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.
- Access to Personal Data** (4) You have a right to request access to or the correction of your personal data as stated in this application in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.
- Enquiries** (5) Enquiries concerning the personal data collected by means of this application, including the request for access and correction, should be made in writing and addressed/ faxed to Marketing & District Activities team at (852) 2693 4878.

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

	Condition	Description
1.	Use of Performance Area	(a) 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. (b) 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 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 the performers.
2.	Content of Performance	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.	Collection of Donation	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.	Attendance of Performer(s)	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.	Noise Control	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.	Cleanliness	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.	Display of Advertisement and Sales/ Distribution of Items	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.	Intellectual Property Rights	(a)(i) 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 organisations, the Applicant is not required to obtain separate licences from the said organisations for using the works for public performances within the Government premises under this Scheme.

	Condition	Description
8.	Intellectual Property Rights (Cont'd)	<p>(a)(ii) 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 organisations, 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.</p> <p>(b) The Applicant hereby warrants that any manuscript or unpublished work performed shall be either :-</p> <p>(i) original works of the Applicant or the performers which they are entitled to use or perform in public; or</p> <p>(ii) 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.</p> <p>(c) 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.</p> <p>(d) 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.</p> <p>(e) 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.</p> <p>(f) 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 on intellectual property rights whatsoever by him or the performers as herein provided or on any other grounds whatsoever.</p>
9.	Liability for Damages or Compensation	<p>(a) The Government and its employees or agents shall not be under any liability whatsoever for or in respect of :-</p> <p>(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</p> <p>(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.</p> <p>(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 :-</p> <p>(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</p> <p>(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.</p>

	Condition	Description
9.	Liability for Damages or Compensation (Cont'd)	<p>(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.</p> <p>(d) The Applicant shall be responsible for insurance cover against any loss, damage or injury or death which is not recoverable from the Government.</p> <p>(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 rising 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.</p> <p>(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.</p>
10.	Public Health	To prevent the spread of communicable disease and to maintain public health, members of the public may be required to undergo temperature check or health check before entering the performing area at the Plaza, and admission may be prohibited if such person refuses to undergo the above-mentioned check. The Applicant shall also pay attention to participants' personal health care conditions, and remind those having respiratory symptoms should refrain from participating in the events and seek medical advice promptly.
11.	National Anthem Ordinance	<p>The Applicant is required to observe and comply with the National Anthem Ordinance (Instrument A405) should the events involve the playing and singing of the national anthem. The Applicant is also requested to inform the Marketing & District Activities team of Sha Tin Town Hall of any playing and singing of the national anthem in the events at least 4 weeks in advance. For details, please visit: https://www.elegislation.gov.hk/hk/A405. The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau: https://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm</p>
12.	National Flag & National Emblem Ordinance and Regional Flag & Regional Emblem Ordinance	<p>In accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), the Applicant who would like to display and use the national and regional flags or emblems during their performance periods shall ensure that their designs are in compliance with the specifications set out in the respective Ordinances and make prior written applications to the Deputy Director of Administration (Email: flags&emblems@cso.gov.hk or Fax: 2804 6552). The processing time required varies and it takes about 3 to 4 weeks in general. For details, please visit: https://www.elegislation.gov.hk/hk/capA401 (National Flag and National Emblem Ordinance) https://www.elegislation.gov.hk/hk/capA602 (Regional Flag and Regional Emblem Ordinance)</p>
13.	Safeguarding National Security	The Applicant shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities 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.

	Condition	Description
14.	Other Regulations and Legislations	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 of Hong Kong, including but not limited to not being allowed to cause annoyances, disturbances or obstructions to others and / or traffic, noise annoyances, and to carry out obscene, indecent, repulsive or offensive performances. Related legal provisions are mainly listed in Section 4A of the Summary Offences Ordinance (Cap.228), Noise Control Ordinance (Cap.400) and Control of Obscene and Indecent Articles Ordinance (Cap.390).
15.	Suspension/ Cancellation	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.

Remark: The Chinese version of the Rules and Regulations is the authentic version, and the English version is for reference only. In case of conflict between the two versions, the Chinese version shall prevail.

Declaration I have read in detail, fully understood and agree to the rules and regulations for use of the venue listed in this document. I undertake that all performers and I shall observe these listed rules and regulations, and shall comply with all reasonable requests given by the venue management staff when we use the venue after passing the audition. I hereby sign and confirm.

(Signature)

(Name of the Applicant)

(Date)

(Seal, if applicable)

For Official Use Only	
Performer's Serial No.	
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Environmental Protection Department
Noise Control Guidelines for Music, Singing and Instrument Performing Activities

1. Introduction

These guidelines are only applicable to noise from music, singing and instrument performance activities in places other than domestic premises, public places or construction sites, and provide information to organizers for holding such activities (especially large scale activities in which extensive sound amplification systems are employed and would likely cause noise disturbance to nearby noise sensitive receivers, such as 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

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.

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; 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.