
(Enter the name of applicant body)

Bazaar Proposal

A. Basic Information

1. Date, time and location

Name of bazaar _____

Opening date _____
(The actual opening date of the bazaar, excluding the setup and clearance dates)

Opening time _____ - _____ **Total number of opening days** _____

Setup date _____ **Setup time** _____ - _____

Clearance date _____ **Clearance time** _____ - _____

Name of venue _____

Location _____

District

- Central and Western Eastern Islands Kwai Tsing
- Kowloon City Kwun Tong North Sai Kung
- Sha Tin Sham Shui Po Southern Tai Po
- Tsuen Wan Tuen Mun Wan Chai Wong Tai Sin
- Yau Tsim Mong Yuen Long

Venue type

- LCSD venue
- Public Housing Estate of HA
- Private venue
- Others: _____

Lot number _____ **Estimated area required** _____ sq. m
(If applicable)

Location plan (Mark the location of the bazaar in the community and the boundaries of the proposed venue)

The bazaar will will not require closure of public road managed by the Transport Department or cause obstruction to / occupation of public passage / emergency vehicular access / emergency access. If yes, please provide the details:

(If no, please fill in "not applicable"; if closure of public road is required, support/approval from the relevant bureaux and departments must be obtained; if obstruction to/occupation of the said accesses will be caused, the application may not be approved)

2. Background and objective of the bazaar (Please provide the background information of the community and illustrate the importance of the proposal, so as to explain the reason for holding the bazaar.)

3. Goals/expected outcomes of the bazaar (Upon completion of the bazaar, estimate the quantifiable/non-quantifiable outcomes through tools such as statistics, direct observation, and survey.)

4. Nature/Mode (Please select the applicable items)

- Sales activity Carnival Ceremony
 Charitable activity Public performance Public meeting
 Donation activity of non-charitable nature: _____

(If yes, please fill in the details)

Others: _____

5. Major target: _____

6. Estimated type and total number of stalls

(a) Licence is not required	Yes/No	(b) Licence may be required	Yes/No
Free snacks or drinks*	<input type="checkbox"/>	Cooked food*	<input type="checkbox"/>
Food-related dry goods and prepackaged food/drinks (except restricted foods listed on the right-hand column)*	<input type="checkbox"/>	Restricted foods such as non-bottled drinks, cut fruits, milk and frozen confections*	<input type="checkbox"/>
Non-food related dry goods	<input type="checkbox"/>	Fishery and meat products	<input type="checkbox"/>
Flowers and plants	<input type="checkbox"/>	Wine and liquor products	<input type="checkbox"/>
Vegetable (except cut fruit)	<input type="checkbox"/>	Charity sales	<input type="checkbox"/>
Handicraft/Culture/Arts	<input type="checkbox"/>	Amusement rides	<input type="checkbox"/>
Games	<input type="checkbox"/>	Game of amusement with prizes	<input type="checkbox"/>
Others:			<input type="checkbox"/>

Note: As there may be light refreshment kiosks in LCSD venues, items marked with * may not be approved.

Estimated number of stalls: _____

- Cooking/heating up of food will NOT be carried out in the bazaar
- Cooking/heating up of food will be carried out in the bazaar and by the following appliances:
 - Electrical heating devices
 - Cassette cookers with the GU mark. No more than 50 liquefied petroleum gas (LPG) cartridges will be stored.
 - Other appliances (to be approved on a case-by-case basis): _____

7. Estimated number of staff (e.g. representatives of organisations, stall staff, security guards, cleaning workers and volunteers etc.) and visitors

Number of staff: _____ **Number of visitors:** _____

8. Fee

Admission fee for visitors: No Yes: _____

B. Information of Applicant

- 1. Brief description of the applicant** (Please provide background information of the applicant, for example: objective, mission, history and major service targets etc.)

2. Applicant type (Please provide supporting documents)

- Charitable organisations registered with the Inland Revenue Department
- Non-governmental organisations receiving subventions allocation from Social Welfare Department
- Associations or corporations registered under the Companies Ordinance and holding a Certificate of Incorporation; or registered under the Societies Ordinance and holding a Certificate of Registration of a Society
- Others: _____

3. Information of joint organiser/co-organiser (if applicable)

Name of organisation	Type of organisation*	Partnership mode[^]

* Type of organization can be: government department, non-profit-making organisation, charitable organisation, social enterprise, commercial organisation or others (please specify).

[^] Partnership mode can be: joint organizer, co-organiser, sponsor, provide volunteers, supporting organisation, beneficiary organisation, media organisation or others (please specify).

4. Experience in organising relevant activities (if applicable)

Date	Type of activity*	Location

* Type of activity can be: bazaar, bazaar with cooked food stalls, farmers' market, arts fair, thematic bazaar, festival bazaar, charity sales, carnival or others (please specify).

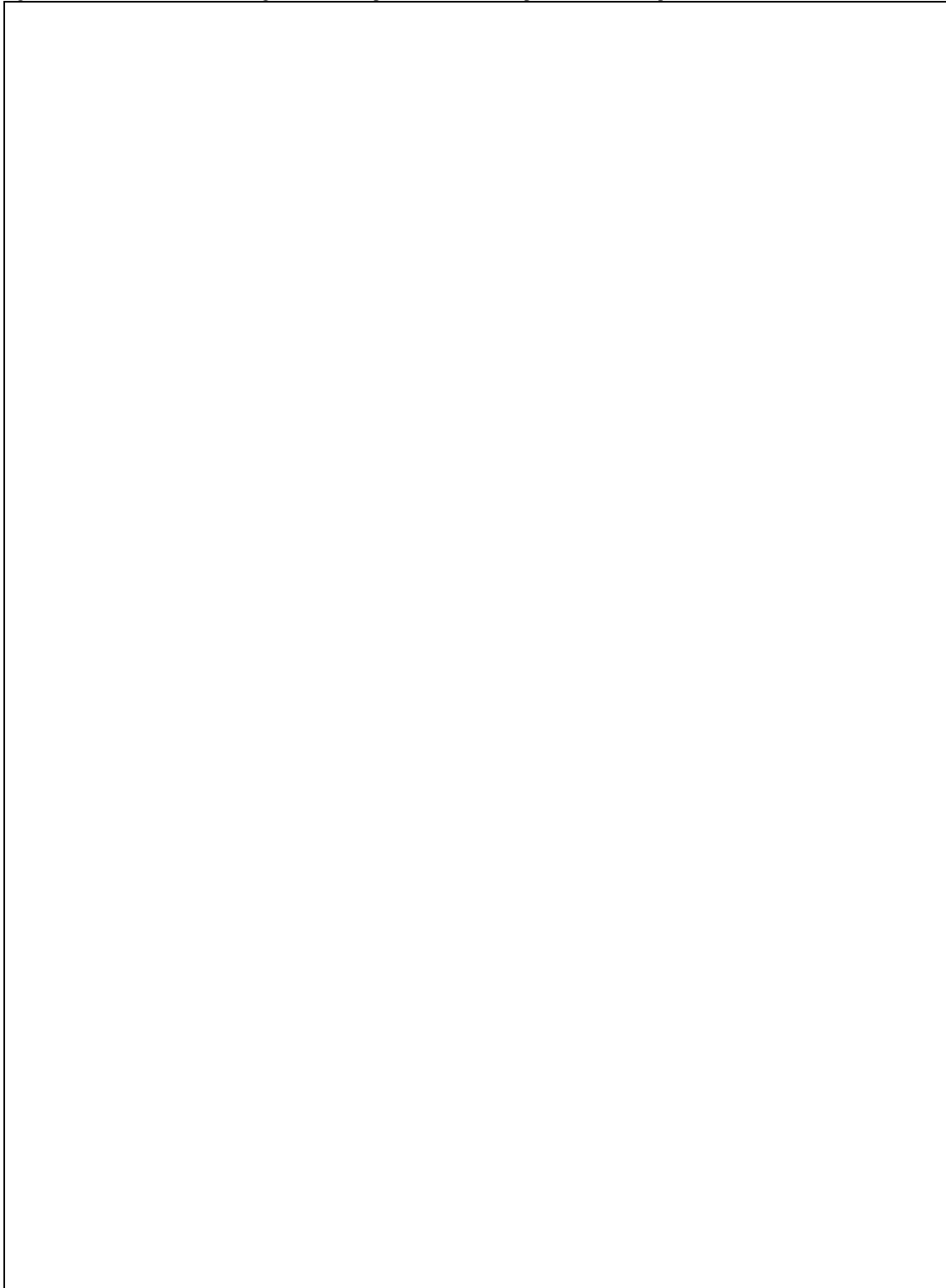
C. Layout plan and related information

1. Layout plan

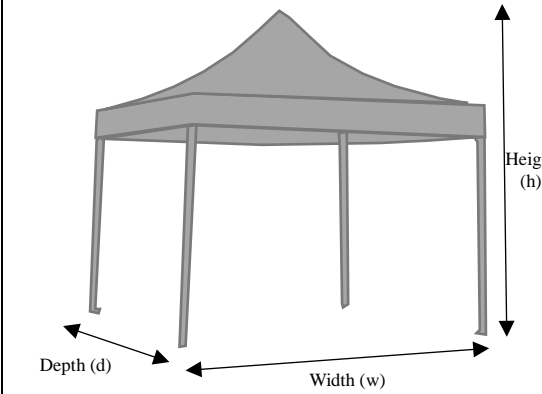
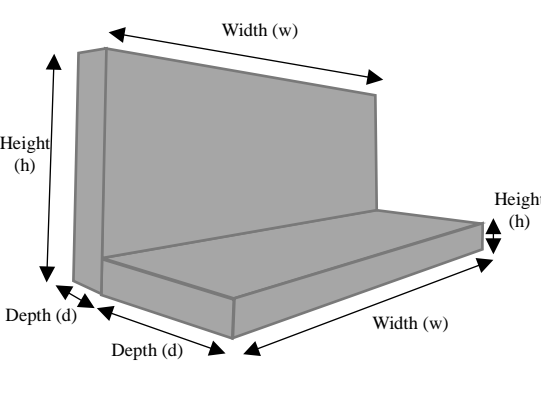
(a) The layout plan should: 1. be as nearly as may be to scale, 2. show the legend, proposed venue area and original facilities in the venue area.

(b) Please show the following items: 1. entrance/exit, 2. passageway (sufficient and clear passageways must be provided in the venue), and 3. stall

(c) If applicable, please show the following items: 1. command post, 2. information counter, 3. first-aid point, 4. location of display/raising of the national flag/regional flag and/or the national emblem/regional emblem 5. toilet and/or mobile toilet, 6. recycling point/recycling bin, 7. refuse bin, 8. large refuse bin (240 litres/660 litres), 9. supplies storage area, 10. carpark, 11. generator, 12. buffer zone, 13. stage, 14. backdrop, 15. location of amplifier, and 16. amplification direction.



2. Specifications for Temporary Structures (if applicable)

							
Stall canopy <input type="checkbox"/> Yes <input type="checkbox"/> No			Stage <input type="checkbox"/> Yes <input type="checkbox"/> No				
Height: metres	Width: metres	Depth: metres	Height: metres	Width: metres	Depth: metres		
Construction specifications	<input type="checkbox"/> Simple assembly / dismantling without tools <input type="checkbox"/> Installation with screws <input type="checkbox"/> Bamboo scaffolding <input type="checkbox"/> Woodwork and fixing <input type="checkbox"/> Pending <input type="checkbox"/> Others: _____		Construction specifications	<input type="checkbox"/> Simple assembly / dismantling without tools <input type="checkbox"/> Installation with screws <input type="checkbox"/> Bamboo scaffolding <input type="checkbox"/> Woodwork and fixing <input type="checkbox"/> Pending <input type="checkbox"/> Others: _____			
Materials used	<input type="checkbox"/> Metal and canvas <input type="checkbox"/> Wood and canvas <input type="checkbox"/> Bamboo and canvas <input type="checkbox"/> Pending <input type="checkbox"/> Others: _____		Materials used	<input type="checkbox"/> Wood <input type="checkbox"/> Aluminium alloy <input type="checkbox"/> Steel <input type="checkbox"/> Pending <input type="checkbox"/> Others: _____			
Product specifications <small>(For patent products, please provide the product specifications from the manufacturers)</small>			Product specifications <small>(For patent products, please provide the product specifications from the manufacturers)</small>				
<p>Note: the applicant may need to employ at its own expense an authorised person or a registered structural engineer to provide certification of safety for all structures before any activity is conducted, including the safety requirements under the Temporary Places of Public Entertainment Licence, if applicable. If there is any other temporary structure in the venue, please provide the relevant information with reference to this form.</p>			Backdrop <input type="checkbox"/> Yes <input type="checkbox"/> No				
			Height: metres	Width: metres	Depth: metres		
			Construction specifications	<input type="checkbox"/> Simple assembly / dismantling without tools <input type="checkbox"/> Installation with screws <input type="checkbox"/> Bamboo scaffolding <input type="checkbox"/> Woodwork and fixing <input type="checkbox"/> Pending <input type="checkbox"/> Others: _____			
			Materials used	<input type="checkbox"/> Pop-up display <input type="checkbox"/> Portable backdrop <input type="checkbox"/> Easy-mount frame <input type="checkbox"/> Cardboard stand <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Pending <input type="checkbox"/> Others: _____			
Product specifications <small>(For patent products, please provide the product specifications from the manufacturers)</small>			Product specifications <small>(For patent products, please provide the product specifications from the manufacturers)</small>				

3. Power supply

- Power supply not required Self-provided power supply: Diesel generator Mobile power supply unit Others:_____
- The applicant will engage, at its own expense, registered electrical contractors and registered electrical workers to carry out the power connection and relevant electrical works, and pay the relevant fees.

4. Toilet

- Location of toilets available for public use in the vicinity of the bazaar:
-
- In the venue, _____ mobile toilets will be provided, which are cleaned at least _____ times per day

D. Application requirements and procedures and allocation of stalls (if applicable)

1. Timetable (tentative)

Announcement of application details: _____
Open for application: _____ to _____
Stall allocation: _____ to _____
Announcement of allocation results: _____
Registration: _____ to _____

2. Eligibility as a stall operator (Please provide the requirements for applying to become a stall operator, e.g.: individual/organisation, area of residence, relevant working experience etc.)

3. Application procedures for stall (Describe how to submit an application, e.g.: submit an application form online, via telephone or in person; whether there is an application fee and/or deposit and the related refund policies etc.)

4. Stall allocation and registration procedures (Describe the allocation of stalls, e.g.: eligibility assessment, point system/priority, open auction/ballot etc. Also, describe how the applicant should register with the organiser after the allocation results are announced, and whether rent, deposit, agreement, guidelines for stall operators, and assistants are involved, and the related arrangements etc.)

E. Management and contingency plans

1. Order and security

(a) Crowd management (Please select the applicable items)

- Display legible notices at prominent places at the entrances/exits of the venue
- Display direction signs in the venue to show the moving direction and the location of facilities
- Deploy staff to manage the venue, keep passageways clear and unobstructed, and carry out crowd control
- Deploy staff at the entrances/exits of the venue to maintain order and count the number of people inside the venue.

(b) First-aid services (please select the applicable items)

- First-aid box/first-aid items will be provided in the venue
- A first-aid station will be set up in the venue
- Organisations providing first-aid services to be invited:
 - Hong Kong Red Cross Hong Kong Society of Professional Medical Care
 - Hong Kong St. John Ambulance Brigade
 - Hong Kong Emergency Medical Services Corps
 - Scout First Aid Service Team Auxiliary Medical Service
 - Pending Others: _____

(c) Evacuation arrangements in case of fire/emergency (please select the applicable items)

- Brief the staff on the arrangements for fire/emergency incidents
- Organise fire drills for staff
- Provide fire service installations (e.g. fire extinguishers, fire blankets or hose reels) in the venue
- In case of emergency, the venue management will notify the participants of the means of evacuation by: _____
(Please specify, e.g. using the broadcast system)
- Meeting place outside the venue for fire/emergency incidents: _____

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

- The venue cannot be locked during closing hours
- The venue will be locked during closing hours
- Valuable items will be removed from the venue during closing hours
- Other security arrangements: _____

(e) Insurance for the activity

- The applicant will, before holding the bazaar, take out from a registered insurance company public liability insurance and accident insurance policies of an amount deemed appropriate by the venue provider for each accident for unlimited claims for the applicant and/or venue provider.

2. Recycling and Cleansing

(a) Handling of recyclable/reusable materials

The following will be provided Recycling bins Recycling stations in the venue:

- Strategies, plans and measures on waste reduction and recycling will be formulated in accordance with “A Waste Reduction Guidebook for Large Scale Event Organisers” issued by the Environmental Protection Department

(b) Refuse handling and cleansing service arrangements for the bazaar

To be provided by:

- the venue provider stall operators external staff
 staff of the applicant volunteers others: _____
and _____ refuse bins will be provided, which will be cleared _____ times per day

(c) Venue cleansing arrangements upon closure of the bazaar

To be provided by:

- the venue provider stall operators external staff
 staff of the applicant volunteers others: _____

Venue clearance as well as dismantling and removal of all articles (including any temporary structure) inside the venue will be completed within the timeframe specified by the venue provider. The venue will be ensured to be clean, tidy and in good condition when it is returned to the management. If it is not completed in time, the venue provider may carry out clearance at the applicant’s expense.

(d) Handling of wastewater

- No wastewater will be generated from the bazaar activities
 If wastewater may be generated from stall operations (e.g. washing utensils), please provide the details of the arrangements for handling wastewater:
-

(e) Cooking fumes and odour

- Reduce emission by using electrical or LPG cooking ranges and equipment
 Ingredients or cooking methods (e.g. deep frying or grilling) which generate strong odour or cooking fumes will not be used
 Suitable ventilation equipment and oily fume control equipment will be provided to reduce cooking fumes and odour

3. Weather Contingency Measures

(a) Type of venue

The bazaar venue is a: open area covered venue indoor venue

(b) Contingency plans for adverse weather

If closure of the venue and suspension/temporary suspension of activities are required due to adverse weather or other needs, participants will be notified by:

4. Channels for public enquiries and complaints

Contact number: _____

Other contact information: _____ is provided to

the venue provider the community stall operators

others: _____

and will be published in publicity materials the venue

F. Financial budget and publicity campaign

1. Financial budget

	Item	Estimate (\$)	Note
A. Revenue			
1.	Rent of stalls		
2.	Admission fee		
3.	Subsidies/grants from organisations		
4.	Other sponsorships		
	Total revenue		
B. Expenditure			
5.	Rent of the venue and licence fees		
6.	Setup costs		
7.	Engagement of external services and staff		
8.	Publicity		
9.	Others/administration		
	Total expenditure		

2. Information of charitable activity

The bazaar is a charitable activity: No Yes, the activity is as follows:

Charity sales Soliciting cash donations

Soliciting donations in kind: _____

Others: _____

Estimated funds to be collected: _____

Beneficiary organisations/target beneficiaries (please provide supporting documents):

3. Information of other sponsors:

Name of organisation	Type of organisation*	Form of sponsorship

* Type of organization can be: government department, non-profit-making organisation, charitable organisation, social enterprise, commercial organisation or others (please specify).

4. Summary of publicity campaign

Media broadcast: Not arranged
 Arranging/already arranged. The name of media:

The following items will be displayed in the venue. The design of the items will be timely provided to the venue provider for its approval, and the items will be displayed/placed as required.

- Backdrop Notice Banner
- Bunting Display board Exhibition panel
- Others: _____

- No commercial advertisement will be displayed in the venue
- Non-commercial publicity materials will be displayed at the designated spots on government land outside the venue. An application will be made to the Lands Department in accordance with the Management Scheme for the Display of Roadside Non-commercial Publicity Materials Implementation Guidelines.

Applicants should note that the Government may reject any application made by any organisation or revoke the right of any organisation to use the venues at any time without giving any reason or compensation.

Signature of authorised representative of applicant: _____

Applicant chop (if applicable)

Name of authorised representative of applicant: _____

Post title of authorised representative of applicant: _____

Name of applicant: _____

Telephone: _____ Fax: _____

E-mail: _____

Correspondence address: _____