

**香港賽馬會禁毒資訊天地  
借用多功能廳的申請須知及守則  
Application Guidelines and Rules on  
the Use of Multi-purpose Theatre of  
the Hong Kong Jockey Club Drug InfoCentre**

歡迎到訪香港賽馬會禁毒資訊天地(本場館)，如欲借用本場館的多功能廳，請先細閱以下第一部分的申請須知，並須同意遵守以下第二部分的借用守則–

**Welcome to the Hong Kong Jockey Club Drug InfoCentre (the Centre). If you are interested in booking the Multi-purpose Theatre of the Centre for use, please carefully read the application guidelines in Part 1 below, and undertake to comply with the rules on the use of Multi-purpose Theatre in Part 2 below –**

**第一部分：申請須知**

**Part 1: Application Guidelines**

**1. 申請資格**

**Eligibility**

- 1.1 本場館的多功能廳可供免費借予政府部門舉行會議或活動，亦可免費借予以下團體，舉辦與禁毒預防教育及/或正向生活相關的活動：

The Multi-purpose Theatre of the Centre is available for use free of charge for government departments to hold meetings or activities, and for the following organisations to hold activities relating to anti-drug preventive education or positive lifestyle:

- (i) 戒毒治療及康復服務機構，包括濫用精神藥物者輔導中心、戒毒輔導服務中心，以及住院戒毒治療及康復中心等；

drug treatment and rehabilitation service agencies, such as counselling centres for psychotropic substance abusers, centres for drug counselling, and residential drug treatment and rehabilitation centres etc.;

- (ii) 獲禁毒基金撥款推行禁毒計劃的機構，包括一般撥款計劃、健康校園計劃、「動敢抗毒」計劃及提升社區禁毒意識計劃；及

organisations receiving funding support from the Beat Drugs Fund to implement anti-drug projects, including the Regular Funding Scheme, the Healthy School Programme with a Drug Testing Component, the “Beat Drugs with Sports” Programme, and the Anti-drug Community Awareness Building Programme; and

- (iii) 註冊學校、非牟利機構及慈善團體，例如小學、中學、大專院校、青年中心、非政府機構，以及社區團體等。

registered schools, non-profit making organisations and charitable organisations, including primary schools, secondary schools, tertiary institutions, youth centres, non-governmental organisations and community organisations etc.

1.2 與預防禁毒教育及/或正向生活相關的活動包括但不限於以下主題：

Activities relating to anti-drug preventive education and/or positive lifestyle may include but not limited to the following topics:

- (i) 提高公眾人士(特別是年輕人、家長和特定群組)對流行毒品(例如大麻、可卡因及冰毒)禍害的認知；

Enhancing awareness of the general public (especially young people, parents and specific target groups) of the harms of popular drugs such as cannabis, cocaine and “Ice”;

- (ii) 令公眾(特別是年輕人)更了解參與毒品相關罪案(如藏毒、販毒、種植毒品)活動的刑罰及後果；

Enhancing awareness of the general public (especially young people) of the dire consequences of engaging in drug-related offences such as drug possession, drug trafficking and cultivation of drug plants;

- (iii) 增加家庭(特別是有較高吸毒風險的家庭，例如父母或家庭成員曾吸毒，或家中有高危青少年)對毒品禍害認識，以及加強家庭成員在預防吸毒、及早辨識家人吸毒和就家人吸毒問題及早求助等方面的角色和能力；

Enhancing awareness of families (especially at-risk families such as families with parents or family members having drug-taking history, and families with high-risk youths) of the drug harms, and strengthening the role and capability of family members in preventing drug abuse, and identifying and seeking help early for drug-abusing family members;

- (iv) 對象為社工、禁毒業界的其他前線職員、醫療專業人員和專職醫療人員、主要學校人員和/或教師的禁毒專業培訓、研討會及交流會；

Providing anti-drug professional training, seminars and exchange sessions for social workers, other anti-drug frontline staff, medical professionals and allied health professionals, key school personnel and/or teachers;

- (v) 向公眾(特別是青少年)宣傳禁毒信息及推動他們培養正向的生活方式和健康的興趣；及

Promoting anti-drug messages to the general public (especially young people) and encouraging them to develop a positive lifestyle and healthy interests; and

(vi) 其他與禁毒專題相關的展覽及活動。

Other anti-drug related exhibitions and activities.

- 1.3 如接獲個別非上文第 1.1 段所述團體及/或非上文第 1.2 段所述活動的申請但又值得支持，本場館可按個別情況作出考慮。就所有申請，本場館保留最終的決定權，所有申請人/團體均不得異議。

If an application is received from organisation other than those specified in paragraph 1.1 above and/or for activities other than those specified in paragraph 1.2 above but worthy of support, the Centre may consider the application having regard to individual merits of the application. The Centre reserves the right to determine the processing of all applications, which shall be final. All applicants/applicant organisations cannot object to the results.

## **2. 申請程序**

### **Application Procedures**

- 2.1 提交申請前，申請借用場地的團體須細閱此借用多功能廳的申請須知及守則，以及本場館的「一般場地守則」。

Before submitting an application, applicant shall carefully read these Application Guidelines and Rules on the Use of Multi-purpose Theatre, as well as the “General House Rules” of the Centre.

- 2.2 申請團體指明的負責人須年滿 18 歲及持有有效的香港身份證明文件，並必須隨團進入本場館，負責與場館職員接洽及辦理入場手續。

Person-in-charge as specified by the applicant must be at least 18 years old holding a valid Hong Kong identity document, and must enter the Centre with the group and be responsible for liaising with the staff of the Centre and handling the registration.

- 2.3 申請團體在遞交申請前，須以電話查詢本場館及設施的情況。

Before submitting an application, applicant should contact the staff of the Centre by telephone to enquire about the conditions of the Centre and its facilities.

- 2.4 本場館不接受即時或逾期申請。接受申請的限期，最遲在借用日期前 21 個工作日，最早則在借用月份前六個月（例如：借用日期為 2023 年 7 月，最早可於 2023 年 1 月提交申請）。

The Centre does not accept immediate or late applications. Applications are accepted not less than 21 working days before the date of use and not more than six months

in advance of the month of use (for example, for the use in July 2023, application can be submitted in January 2023 the earliest).

- 2.5 申請團體必須於接受申請的限期內遞交已填妥的申請表及相關證明文件(如屬註冊非牟利團體申請，包括其公司/社團註冊文件影印本)。

Applicant/ shall submit the completed application form and relevant supporting documents (including photocopies of the company/society registration documents for registered non-profit making organisations) within the application period.

- 2.6 本場館可因應需要要求申請團體提供其他補充資料或文件。如申請團體未能提交所需資料或文件，本場館可拒絕其申請。

The Centre may request applicant to provide other supplementary information or documents. If the applicant fails to provide the requested information or documents, the Centre may reject the application concerned.

- 2.7 本場館會根據申請團體類別、擬議在多功能廳舉行的活動之性質、目標參與人數、過往的申請次數、過往的借用場地表現及遞交申請之先後，作出甄選安排。

The Centre will prioritise the application based on the nature of the applicant, the nature of the activity(ies) proposed to be held in the Multi-purpose Theatre, the number of target participants, the number of applications made, past records of using the venue and the order of submission of the application.

- 2.8 一般情況下，本場館會於收到申請後七個工作天內以電郵及電話方式與申請團體聯絡，確定其申請結果。如申請借用的時段已滿，該申請便會列入後備名單，申請團體將會收到其申請已被場館列入後備名單的電郵通知。若該時段在未來有空缺時，本場館會按上文第 2.7 段所述標準作遴選考慮，以決定替補資格，並會以電郵及電話通知替補的申請團體。

Under normal circumstances, the Centre will contact the applicant through email and telephone to confirm the application result seven working days upon receipt of the application. If the applied period of use is full, the application will be placed on a waiting list and the applicant will be informed of the same by email. If the applied period of use is released, the Centre will select the application based on the criteria set out in paragraph 2.7 above and will inform the selected applicant through email and telephone.

- 2.9 申請一經確定後，如需更改或取消，申請團體須在借用場地前最少七個工作天以書面通知本場館。有關更改借用日期只可辦理一次，申請團體可聯絡本場館辦理三個月內的場地申請。如申請團體取消借用場地，或於借用場地當日沒有依時到場辦理手續，或要求再次更改借用日期，本場館有權在未來六個月內不接受該團體的申請。

Once the application is accepted and confirmed, applicant is required to notify the Centre in writing at least seven working days before the date of use if the booking has to be changed or cancelled. Any change of the date of use can only be processed once. Applicant may contact the Centre to apply for using the Multi-purpose Theatre with the date of use falling in the next three months. If applicant cancels the booking, or does not show up on time on the date of use for registration, or request to change the date of use again, the Centre reserves the right not to accept any application from the applicant concerned in the next six months.

- 2.10 如因惡劣天氣影響（請參考本場館的惡劣天氣特別措施），本場館將會取消該次多功能廳的借用，申請團體如須在稍後日期借用場地，須按申請須知的守則重新向場館提交申請。

The Centre will cancel the use of Multi-purpose Theatre under inclement weather (please refer to the arrangements of the Centre under inclement weather). Applicant wishing to use the Multi-purpose Theatre on another date should make a fresh application again according to the application guidelines and rules.

## 第二部分：借用守則

### Part 2: Rules on the Use

1. 除非事先獲得批准，申請團體不得以任何形式擅自將多功能廳的使用權轉讓、出租或分讓。

Unless with prior approval, applicant is not allowed to transfer, lease, or split the right to use the Multi-purpose Theatre in any form.

2. 除非事先獲得批准，申請團體不得擅自更改借用多功能廳的用途或更改活動性質。

Unless with prior approval, applicant is not allowed to change the use of the Multi-purpose Theatre or the nature of its activity(ies) held in the Multi-purpose Theatre.

3. 辦理入場手續時，申請團體指明的負責人必須出示申請表格正本，否則本場館職員可拒絕申請團體使用多功能廳。若填報的資料與實際情況不相符，本場館職員有權拒絕申請團體入場。

To register for entry to the venue, the person-in-charge as specified by the applicant must present the original copy of the application form; otherwise the staff of the Centre may refuse the use of Multi-purpose Theatre by the applicant. If the information supplied in the application is not consistent with the actual information, the staff of the Centre may refuse the entry to the venue by the applicant.

4. 申請團體須明白及同意其一切在本場館進行的活動均須符合香港特別行政區的

法例及其他相關規例、守則。申請團體的一切活動與本場館、保安局禁毒處（禁毒處）及其本場館的營運伙伴無關，本場館、禁毒處及其本場館的營運伙伴不會承擔任何責任。

Applicant shall understand and agree that all their activities held in this Centre shall comply with the laws of the Hong Kong Special Administrative Region and any other relevant rules and regulations. All activities of the applicant has no relationship with the Centre, the Narcotics Division of the Security Bureau (the Narcotics Division) and its operating partner of the Centre, and the Centre, the Narcotics Division and its operating partner of the Centre shall not be liable for any responsibility.

5. 申請團體須遵守一切香港法律（包括《中華人民共和國香港特別行政區維護國家安全法》及香港有關維護國家安全的法律）、規例及附例，並確保在本場館內的行為或活動不會及不可能構成或導致危害國家安全，或不利於國家安全的罪行。如申請團體或其僱員、代理人或承辦商曾經參與、正在參與或有理由相信申請團體或其僱員、代理人或承辦商曾經參與或正在參與可能構成或導致發生危害國家安全，或不利於國家安全的罪行，本場館有權即時終止借用場地。

Applicant must comply with all Hong Kong laws (including 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 Hong Kong in relation to the safeguarding of national security), regulations and by-laws; and ensure that no act or activity which is or may constitute or cause the occurrence of an offence endangering national security, or which would otherwise be contrary to the interests of national security, is engaged in the Centre. If the applicant or any of its employees, agents and sub-contractors who have engaged or are engaging, or are reasonably believed to have engaged, or be engaging in acts or activities that are likely to constitute or are likely to cause the occurrence of an offence endangering national security, or which would otherwise be contrary to the interests of national security, the Centre reserves the right to terminate the use of the venue immediately.

6. 本場館保留權利以申請團體或其僱員、代理人或承辦商曾經參與、正在參與，或有理由相信申請團體或其僱員、代理人或承辦商曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，取消申請團體的申請資格，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除申請團體的申請資格。為免生疑問，本守則中「參與」一詞或其變體詞包括但不限於協助、教唆、慫恿或促致。本場館取消申請團體的申請資格或撤回有關批准的決定為最終及不可推翻。

The Centre reserves the right to disqualify the applicant concerned on the grounds that the applicant or any of its employees, agents and sub-contractors who have engaged, or are engaging, or are reasonably believed to have engaged, or be engaging in acts or activities

that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest, public morals, public order or public safety of Hong Kong. For the avoidance of doubt, the word "engage" or its variants in this paragraph shall include but not limited to aiding, abetting, counselling or procuring. The decision of disqualifying the application of applicant or withdrawing the relevant approval made by the Centre shall be final and conclusive.

7. 申請團體如有任何因在本場館進行活動而引致的申索、要求和法律責任，本場館、禁毒處及其本場館的營運伙伴概不負責。

The Centre, the Narcotics Division and its operating partner of the Centre shall not be liable for any claim, demand and legal liability arising from any activity organised by the applicant in the Centre.

8. 如申請團體在借用多功能廳時，因申請團體本身或獲其授權人士的疏忽而引致任何人士死亡、受傷或蒙受損失，以致有關人士向本場館、禁毒處及其本場館的營運伙伴提出訴訟、申索及要求，申請團體須對本場館、禁毒處及其本場館的營運伙伴作出彌償，並須一直為有關彌償負上全責。

Applicant shall indemnify and keep indemnified the Centre, the Narcotics Division and its operating partner of the Centre against all actions, claims and demands by any person who suffers or sustains any death, injury, loss or damage arising out of or as a result of the use of Multi-purpose Theatre by the applicant or any person so authorised by him due to the negligence on his part or on the part of such authorised person.

9. 如參加活動人士或場內其他人士受傷，或場地設施遭到破壞，申請團體必須即時向本場館職員報告。

Applicant shall report all injuries to participants or any other party, as well as damage to the venue facilities to the staff of the Centre immediately.

10. 申請團體須於任何時間保持場地整潔，並於活動結束後，立刻清理場地。若不能準時清理及交還場地，本場館職員有權代行清理場地並向申請團體收取有關清潔費用。

Applicant shall keep the venue clean and tidy at all times, and cleanse the venue immediately after the activities finished. If the applicant fails to cleanse and return the venue on time, the staff of the Centre will arrange the cleansing service on behalf of the applicant and reserves the right to charge the applicant for the cleansing fee.

11. 申請團體不得在本場館製作、發佈或展示任何包含騷擾、虐待、傷害、誹謗、歧視、淫穢或不道德性質內容的藝術、圖片或文字。本場館有權要求申請團體

移除任何認為可能令人反感、冒犯或可能違反適用法律的展示、產品、標語、通告或宣傳品，或要求重新設計相關物品或展示。如申請團體未有採取措施移除或重新設計上述提及之內容，本場館職員有權（並不承擔任何責任）移除該物品或展示，引起之相關費用須由申請團體自行承擔。申請團體如違反或不遵守本條文，以致引起任何索償、要求、訴訟或法律程序，須對相關方面作出彌償，並須一直為有關彌償負上全責。

Applicant shall not make, publish or display art, images or words that contain harassing, abusive, harming, slanderous, discriminating, obscene or immoral information in the Centre. The Centre reserves the right to require the applicant to remove any display, product, slogan, notice or advertisement from the Centre which may in the Centre's opinion consider objectionable, offensive or which might infringe any applicable laws, or to redesign the products or display that may so find objectionable, offensive or likely to infringe any applicable laws. If the applicant fails to take steps to remove or redesign the said items, the staff of the Centre shall have the right (but not the obligation) to enter the venue to remove or do away with the said items at the sole cost of the applicant/applicant organisation. The applicant shall indemnify and keep indemnified relevant parties against all claims, demands, actions or proceedings arising from any breach or non-observance of this provision.

12. 除非事先獲得批准，申請團體不可在多功能廳內提供飲食。

Unless with prior approval, applicant is not allowed to serve meals and drinks in the Multi-purpose Theatre.

13. 申請團體須在活動期間管理人群秩序，並確保參與活動人士遵守本場館的「一般場地守則」。

Applicant is responsible for crowd management during the conduct of its activity(ies) and ensuring that participants of the activity(ies) comply with the "General House Rules" of the Centre.

14. 除非事先獲得批准，申請團體不得在多功能廳架設任何永久或臨時結構物，亦不得在多功能廳展示任何廣告及宣傳物品。

Unless with prior approval, applicant is not allowed to erect any permanent or temporary structure at the Multi-purpose Theatre, nor to display any advertisement or promotional item at the Multi-purpose Theatre.

15. 本場館設有閉路電視攝像機，進行24小時錄影及監控。本場館的負責人員有權查看錄影影像，錄影影像亦可能因安全或按場館需要，而被傳遞給第三方，以作保安、防止罪案及確保正確使用多功能廳的用途。

The Centre is installed with closed-circuit television ("CCTV") cameras to video-film and monitor the Centre 24 hours a day. Responsible staff of the Centre have

the right to view the video recordings and the video recordings may be circulated to a third party for the sake of safety or as considered necessary by the Centre for the purposes of security, crime prevention and ensuring the proper use of Multi-purpose Theatre.

16. 申請團體須同意本場館職員在有需要時，對其活動作攝影/錄影相片作紀錄。  
Applicant shall agree that the staff of the Centre may take photos/videos to record their activities where necessary.

17. 如申請團體或參與活動人士違反本守則及/或本場館的「一般場地守則」，本場館職員有權隨時停止其使用場館之權利，並要求有關人士離開場館。本場館無須為申請團體提供任何賠償。

If applicant or participants of their activity(ies) violate these rules and/or the “General House Rules” of the Centre, the staff of the Centre shall have the right to terminate their right to use the Centre at any time and ask the person concerned to leave the Centre. There would not be any form of compensation provided to the applicant.