**Annex II**

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| Enter the name of applicant body |
| **Bazaar Proposal (Template for reference only)** |

(This is the e-version (in Word format) and the hand-filled form (in PDF format) is also available on our webpage)

1. **Basic Information**

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| 1. **Date, time and location**
 |
| **Name of bazaar** | Enter the name of bazaar |
| **Opening date** | Enter the actual opening date of the bazaar, excluding the setup and clearance dates |
| **Opening time** | hh:mm | - | hh:mm | **Total number of opening days** | # |
| **Setup date** | dd/mm/yyyy | **Setup time** | hh:mm | - | hh:mm |
| **Clearance date** | dd/mm/yyyy | **Clearance time** | hh:mm | - | hh:mm |

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| **Name of venue** | Enter the name of venue, e.g.:  7-a-side hard-surface soccer pitches in Maple Street Playground  |
| **Location** | Enter the detailed address |
| **District** | Select district | **Venue type** | Select type or enter other types |
| **Lot number** | If applicable | **Estimated area required** | # | sq. m |

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| **Location plan (Mark the location of the bazaar in the community and the boundaries of the proposed venue)[Click the space below to insert the location plan]** |
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| 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 |

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| 1. **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. |

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| 1. **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. |

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| 1. **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: | If yes, please specify |

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| 1. **Major target:**
 | Please specify |

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| 1. **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\* | [ ]  | Cooked food\* | [ ]  |
| Food-related dry goods and prepackaged food/drinks (except restricted foods listed on the right-hand column)\* | [ ]  | Restricted foods such as non-bottled drinks, cut fruits, milk and frozen confections\* | [ ]  |
| Non-food related dry goods | [ ]  | Fishery and meat products | [ ]  |
| Flowers and plants | [ ]  | Wine and liquor products | [ ]  |
| Vegetable (except cut fruit) | [ ]  | Charity sales | [ ]  |
| Handicraft/Culture/Arts | [ ]  | Amusement rides | [ ]  |
| Games | [ ]  | Game of amusement with prizes | [ ]  |
| Others:  | If yes, please specify | [ ]  |
| Note: As there may be light refreshment kiosks in LCSD venues, items marked with \* may not be approved.  |

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| Estimated number of stalls: | # |

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| [ ]  | 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): | Please specify |

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| 1. **Estimated number of staff (e.g. representatives of organisations, stall staff, security guards, cleaning workers and volunteers etc.) and visitors**
 |

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| --- | --- | --- | --- |
| **Number of staff:**  | # | **Number of visitors:** | # |

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| 1. **Fee**
 |
| Admission fee for visitors: | [ ]  | No | [ ]  | Yes: | $x,xxx.xx |

1. **Information of Applicant**

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

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| 1. **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: | If yes, please specify |

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| 1. **Information of joint organiser/co-organiser (if applicable)**
 |
| **Name of organisation** | **Type of organisation** | **Partnership mode** |
| Please specify | Select/enter other types | Please select |

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| 1. **Experience in organising relevant activities (if applicable)**
 |
| **Date** | **Type of activity** | **Location** |
| dd/mm/yyyy | Select/enter other types | Please specify |

1. **Layout plan and related information**

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| 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.[Please click the space below to insert the layout plan] |
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| 1. **Specifications for Temporary Structures (if applicable)**
 |
| Height(h)Height(h)Width (w)Width (w)Depth (d) Depth (d)Depth (d)Width (w)Height(h) |  |
| **Stall canopy** | [ ]  | Yes | [ ]  | No | **Stage** | [ ]  | Yes | [ ]  | No |
| Height: | # | metres | Width: | # | metres | Depth: | # | metres | Height: | # | metres | Width: | # | metres | Depth: | # | metres |
| Construction specifications | Select/enter other types | Construction specifications | Select/enter other types |
| Materials used | Select/enter other types | Materials used | Select/enter other types |
| Product specifications | For patent products, please provide the product specifications from the manufacturers | Product specifications | For patent products, please provide the product specifications from the manufacturers |
| 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. | **Backdrop** | [ ]  | Yes | [ ]  | No |
| Height: | # | metres | Width | # | metres | Depth | # | metres |
| Construction specifications | Select/enter other types |
| Materials used | Select/enter other types |
| Product specifications | For patent products, please provide the product specifications from the manufacturers |

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| 1. **Power supply**
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| [ ]  | Power supply not required | [ ]  | Self-provided power supply: | Select/enter other types |
| [ ]  | 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. |

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| 1. **Toilet**
 |
| [ ]  | Location of toilets available for public use in the vicinity of the bazaar: |
|  | Please specify |
| [ ]  | In the venue, | # | mobile toilets will be provided, which are cleaned at least |
|  | # | times per day |

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

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| 1. **Timetable (tentative)**
 |
| Announcement of application details: | Please select a date  |
| Open for application: | Please select a date | to | Please select a date |
| Stall allocation: | Please select a date | to | Please select a date |
| Announcement of allocation results: | Please select a date |
| Registration: | Please select a date | to | Please select a date |

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| 1. **Eligibility as a stall operator**
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| Please provide the requirements for applying to become a stall operator, e.g.: individual/organisation, area of residence, relevant working experience etc. |

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| 1. **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. |

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| 1. **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. |

1. **Management and contingency plans**
2. **Order and security**

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| 1. **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. |

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| 1. **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: |
|  | Select/enter other organisations |

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| 1. **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: |
|  | Please specify |

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| 1. **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: | Please specify |

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| 1. **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. |

1. **Recycling and Cleansing**

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| 1. **Handling of recyclable/reusable materials**
 |
| The following will be provided in the venue: | [ ]  | Recycling bins | [ ]  | Recycling stations |
| [ ]  | 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 |

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| 1. **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: | Please specify |
| and | # | refuse bins will be provided, which will be cleared | # |
| times per day |

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| 1. **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: | Please specify |
| 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. |

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| 1. **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: |
|  | Please specify |

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| 1. **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  |

1. **Weather Contingency Measures**

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| 1. **Type of venue**
 |
| The bazaar venue is a: | [ ]  | open area | [ ]  | covered venue | [ ]  | indoor venue |

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| 1. **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: |
|  | Please specify |

1. **Channels for public enquiries and complaints**

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| Contact number: | xxxx xxxx |
| [ ]  | Other contact information: | Please specify | is provided to |
|  | [ ]  | the venue provider | [ ]  | the community | [ ]  | stall operators |
|  | [ ]  | others: | Please specify |
|  | and will be published in | [ ]  | publicity materials | [ ]  | the venue |

1. **Financial budget and publicity campaign**

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| 1. **Financial budget**
 |
| **Item** | **Estimate ($)** | **Note** |
|  | **Revenue** |  |  |
|  | Rent of stalls | x,xxx.xx | Please specify |
|  | Admission fee | x,xxx.xx | Please specify |
|  | Subsidies/grants from organisations | x,xxx.xx | Please specify |
|  | Other sponsorships | x,xxx.xx | Please specify |
|  | **Total revenue** | x,xxx.xx | Please specify |
|  | **Expenditure** |  |  |
|  | Rent of the venue and licence fees | x,xxx.xx | Please specify |
|  | Setup costs | x,xxx.xx | Please specify |
|  | Engagement of external services and staff | x,xxx.xx | Please specify |
|  | Publicity | x,xxx.xx | Please specify |
|  | Others/administration | x,xxx.xx | Please specify |
|  | **Total expenditure** | x,xxx.xx | Please specify |

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| 1. **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: | Please specify |
|  | [ ]  | Others: | Please specify |
|  | [ ]  | Estimated funds to be collected: | $x,xxx.xx |
|  | [ ]  | Beneficiary organisations/target beneficiaries (please provide supporting documents): |
|  |  | Please specify |

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| 1. **Information of other sponsors:**
 |
| **Name of organisation** | **Type of organisation** | **Form of sponsorship** |
| If no, please fill in N/A | Select/enter other types | Please specify |

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| 1. **Summary of publicity campaign**
 |
| Media broadcast: | [ ]  | Not arranged |
|  | [ ]  | Arranging/already arranged. The name of media: |
|  | Please enter the name of media |

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| [ ]  | 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: | Please specify |
| [ ]  | 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. |

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| 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. |

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| Signature of authorised representative of applicant: |  |
| Applicant chop (if applicable) |  |
| Name of authorised representative of applicant: | Please specify |
| Post title of authorised representative of applicant: | Please specify |
| Name of applicant: | Enter the name of applicant |
| Telephone: | xxxx xxxx / xxxx xxxx | Fax: | xxxx xxxx |
| E-mail: | Please specify |
| Correspondence address: | Please specify |