

Guidelines on the short-term lease of vacant units and the open space at Ex-Ma Tau Kok Animal Quarantine Depot (Cattle Depot)

General Conditions

1. Applications (except for applications for Unit 12) must be made to the Commissioner for Heritage's Office (CHO) **not less than 10 working days** (excluding Saturdays, Sundays and public holidays) **but not more than 90 calendar days** prior to the commencement date of the lease. Applications which are not submitted within this specified period would not be considered. *(Please see the Note 1 below for an illustration).*
2. For Unit 12, applications must be made to the Commissioner for Heritage's Office (CHO) not less than one month but not more than six months prior to the commencement date of the lease. *(Please see the Note 2 below for an illustration).*
3. The availability of the vacant space, the length of the short-term lease and the fee chargeable will be determined by the CHO and the latter's decision is final.
4. There are two types of vacant space at Cattle Depot, viz. the vacant units and the open space. Applicants are required to pay a fee plus a deposit for the use of the vacant units. The lease of the open space will be free of charge but the applicants are required to pay a deposit. Applicants may check from the heritage website www.heritage.gov.hk the level of fee and deposit.
5. The fee comprises rental and management services and is calculated at the prevailing market level charged to occupied units. The deposit comprises a sum for the use of electricity and water, if applicable, and a lump sum of fixed amount. CHO will issue demand notes to the successful applicants for the collection of the required amount.
6. The lease of the vacant units will not be shorter than 1 day and will not be longer than 3 months and that of the open space not more than 3 weeks on each occasion. Applications will normally be processed on a first-come-first-served basis.
7. Subject to no application from another party, a successful applicant is allowed to rent out the same unit for two consecutive periods of not more

than six months.

8. The event to be held at the Cattle Depot under the short-term lease should be arts or heritage-related, open to the public, and free from commercial activities such as selling and buying of goods/services. As the open space will be leased out free of charge, the successful applicant shall not charge any admission fee for the event.
9. The duration of the lease per day is from 10 am to 10 pm, therefore, the lease will not allow overnight stay or any kind of accommodation as well as events to be scheduled or taken place after 10 pm.
10. All applications will be vetted by an assessment panel formed under CHO and CHO's decision is final.
11. Applicants should comply with all statutory and licensing requirements associated with the use and occupation of the space for staging the events. Applicants shall indemnify the Government from and against all claims, demands, actions taken or awarded against the Government.
12. Applicants should make full payment of the demand note(s) for the use of the vacant space at Cattle Depot before the payment due date.
13. CHO will issue an approval letter to the successful applicant, stipulating conditions which the applicant has to comply with. The lease will only commence after the applicant has undertaken to comply with the set conditions.
14. CHO reserves the right to revise the conditions on the short-term lease of vacant units/open space at Cattle Depot without prior notice.

Note 1: Application for a lease commencing on 29 December 2012 would only be considered if it is submitted within the period between 1 October 2012 (i.e. 90 calendar days prior to 29 December 2012) and 13 December 2012 (i.e. 10 workings days prior to 29 December 2012) [both dates inclusive].

Note 2: Application for a lease of Unit 12 commencing on 1 October 2013 would be considered if it is submitted within the period between 1 April 2013 (i.e. six months prior to 1 October 2013) and 1 September 2013 (i.e. one month prior to the 1 October 2013).