

## **Application for the Temporary Places of Public Entertainment Licence for Events Held on University Campuses**

Departments and offices which intend to organise entertainment events on the University campuses involving performances, lectures, exhibitions, etc. that may admit members of the public are advised to take note of the possible need to apply for a *Temporary Places of Public Entertainment Licence* (TPPE Licence) under the *Places of Public Entertainment Ordinance* (Cap. 172) (Ordinance).

### **Background**

The purpose of the Ordinance is to ensure public safety and order at places of entertainment where members of the public congregate including fire safety, building safety, electrical equipment, ventilation system, hygiene and crowd management. It is an offence for anyone to keep or use a place of public entertainment without a licence granted under the Ordinance. The University is not exempted from the Ordinance.

### **Places of Public Entertainment**

“Entertainment” is defined in the Ordinance to include, among others, a concert (音樂會), stage performance (舞台表演), cinematograph (電影放映) and lecture (演講); and also an exhibition (展覽) of any one or more of the following, namely, pictures, photographs, books, manuscripts or other documents or other things. For the full definition of “entertainment” under the Ordinance, please click [HERE](#).

“Public entertainment” means any entertainment to which the general public is admitted with or without payment. According to the *Interpretation and General Clauses Ordinance* (Cap. 1), “public” includes any class of the public.

“Place of public entertainment” means, among others, any place or building in or on which a public entertainment is presented or carried on.

### **Application for TPPE Licence**

Whether or not an entertainment event organised by the University requires a TPPE Licence depends on the target visitors or audience of the event:

- 1) A TPPE Licence is NOT required if the target visitors or audience of the event only include:

- members of the University; and/or
  - a specific group of guests invited to attend the event.
- 2) A TPPE Licence MUST be applied for any entertainment event held on the University campuses (except the Academic Community Hall (AC Hall) or Tsang Chan Sik Yue Auditorium (AAB201)) to which the public may be admitted with or without payment. In other words, if any member of the public who is not a member of the University and who wishes to attend an entertainment event will be indiscriminately admitted, that event shall be regarded as a public entertainment event and TPPE Licence should be applied for.

Application for the TPPE Licence shall reach the Food and Environmental Hygiene Department (FEHD) at least 18 days prior to the event if it does not involve any temporary structures. The total application fees involved are normally around \$1,500 to \$2,000. For more information, please visit the FEHD's website at [www.fehd.gov.hk/english/licensing/guide.html](http://www.fehd.gov.hk/english/licensing/guide.html).

The Estates Office (EO) can provide necessary support for TPPE Licence applications. Please initiate discussion with EO not less than four weeks before the event date.

### **AC Hall and AAB201**

AC Hall and AAB201 are venues granted with a permanent Places of Public Entertainment Licence. Public entertainment events may be held at these two venues at any time without the need to apply for a TPPE Licence.

For any questions about the TPPE Licence, please contact EO on ext. 5688.

17 November 2023