



Notification of Intention to Discharge of Pyrotechnics On Stage

Part I: To Manager

Venue: _____

I hereby represent _____ (company), and wish to advise you of our intention to discharge of pyrotechnics on stage as part of our performance(s) in the above named venue.

I understand that to discharge of pyrotechnics on stage requires an application from the Television & Entertainment Licensing Authority (<http://www.tela.gov.hk/english/forms.htm>) before presenting the pyrotechnics on the stage. Only licensed technicians are allowed to prepare and discharge such effects, and such effects shall remain as demonstrated and licensed for every performance. If the application to TELA is refused, the pyrotechnics will not be presented on stage.

We will monitor the action closely, and ensure it remains faithful to the intent stated below. We will undertake all responsibility of any damage or cleaning necessary from such action.

Detail :

Performance Date(s) : _____ Day(s) _____ Mth(s) _____ Yr(s)

Event : _____

Act / Scene	Action Time & Duration	Discharge of Pyrotechnics Type & No.	Description of Action Any particular Safety Measure(s)

Details of discharging pyrotechnics arrival/departure time	
Details of discharging pyrotechnics storage arrangement	
Details of discharging pyrotechnics cleaning arrangement	

License from TELA: Application in Progress Application yet to be made

Signature : _____ Date : _____

Name : _____ Post : _____

Contact Phone No. : _____

Company Chop : _____

Notes :

1. A license must be sought from TELA for any discharge of pyrotechnics in any LCSD Performing Arts Venue.
2. The pyrotechnics shall be housed in and confined to enclosures as approved by TELA in (a) location(s) amenable to LCSD venue management.
3. Every precaution shall be taken to ensure adequate protection and absolute safety of the public, staff and performers.

Part II : To Applicant

Date: _____

To : _____
(Applicant/ Company)

Fax No : _____

Your application for discharge of the above pyrotechnics in your performance(s) _____ on _____ (date), in _____ (venue) is noted.

You are also requested to follow the stated information filled in by your party in Part I in application to TELA for the necessary license. Please be reminded that you undertake all responsibility of any damage or cleaning caused or necessary by you/ your company from the discharge of the above pyrotechnics.

Venue Manager