

Hong Kong Coliseum and Queen Elizabeth Stadium Booking Arrangements and Guidelines for Major Facilities (Arena, Piazza and Distribution & Exchange Lobby)

I. Booking Arrangements (with effect from 1 July 2006)

Ordinary Booking	<p>Ordinary Booking means an application for the booking of a unit in the venue for a specified consecutive period submitted 2 months or more but less than 12 months before the month of the first day of the booking applied for.</p> <p>Completed application forms should reach the Booking Office of the Stadia Office <u>before 5:30pm on the last working day of each month*</u>. A formal reply will be provided within 14 working days thereafter.</p> <p>Applications received less than 2 months are considered as Exceptional Booking which will only be considered on an exceptional basis and on individual merits.</p>
Special Booking	Events requiring a longer lead-time for planning and preparation may qualify for Special Booking . Such booking applications are processed on a case by case basis as they arise.
Reservation Fees	The applicant should pay a reservation fee at the rate as specified when submitting the application form and would be refunded if booking is not accepted.
Facilities for Hire, Hire Charges	Please refer to the Terms and Conditions of Hire.
Incentive Booking Scheme	Special rate is offered for events of a new nature, or classical events by overseas world-class artists, to be staged at the Hong Kong Coliseum & the Queen Elizabeth Stadium arenas. Hirers can enjoy a reduction of the charge based on gross ticket proceeds from 20% to 15%.
Rental Subsidy Scheme (for Queen Elizabeth Stadium only)	Subsidy on rental charges are offered to non-profit making organisations presenting cultural or other activities permitted under the Rental Subsidy Scheme (applicable to Queen Elizabeth Stadium only). For application details and requirements, please refer to the information sheet on the Rental Subsidy Scheme.
Booking Enquiries	<p>Hong Kong Coliseum: (852) 2355-7261 Queen Elizabeth Stadium: (852) 2355-7282 Office hours : 9:00 am to 1:00 pm and 2:00 pm to 5:45 pm from Monday to Friday (except public holidays)</p>

*Working day refers to Monday to Friday except public holidays

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II. Guidelines on Making a Booking Application

- (1) Please read the 'Terms & Conditions of Hire' carefully before you complete the Booking Application Form.
- (2) The applicant should be a company or an organisation registered in Hong Kong.
- (3) The original copy of the Booking Application Form should reach the Stadia Office at No. 9 Cheong Wan Road, Hung Hom, Kowloon, **before 5:30pm on the last working day of each month*** together with the following items:-
 - (a) a copy of Certificate of Registration or Incorporation or Business Registration Certificate;
 - (b) a copy of the applicant's Hong Kong Identity Card/passport (except for applicants who apply in person);
 - (c) a reservation fee specified in Clause 5 of the Terms and Conditions of Hire;
 - (d) a contract (or agreement with definite details) of the performer(s)/artist(s)/sportsman(sportsmen) /team(s)/group(s), if applicable;
 - (e) a profile of the performer(s)/artist(s)/sportsman(sportsmen)/team(s)/group(s) with a recent video tape of live performance and a recent recording (either CD or cassette tape), if applicable;
 - (f) a copy of the rules and regulations for the event (applicable to sports events only).

All booking applications will be processed in one lot on a monthly basis. Application forms received after the last working day of the month will be processed together with the next batch of applications in the following month.

- (4) When more than one applicant(s) request for the same date(s), applications will be considered in accordance with the nature and merits of the proposed event.
- (5) Payment of reservation fee can be made by crossed cheque issued by the company or organisation in favour of 'The Government of The HKSAR' or 'HKSAR Government', by cashier order or by cash at the Stadia Office in person. An official receipt will be issued.
- (6) The reservation fee will be deducted from the hire charges when a booking is confirmed. If the booking applied for is not accepted by the Department, the reservation fee being paid shall be refunded in the form of a cheque made payable to the company or organization applied for the booking. For further details, please refer to Clause 5 of the Terms and Conditions of Hire.
- (7) Both the date(s) applied for and the reservation fee paid are not transferable.
- (8) Forms which are improperly or inadequately completed may be rejected.

*** Working day refers to Monday to Friday except public holidays**

Notices regarding the Personal Data (Privacy) Ordinance

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| <u>Purpose of Collection</u> | 1. The personal data provided by means of this form will be used by the Stadia Office for the following purposes:-
(a) vetting application; and/or (b) collection of funds; and/or (c) communication in the normal course in case of emergencies. |
| <u>Class of Transferees</u> | 2. The provision of personal data by means of this form is voluntary. However, if insufficient information is provided, the application/request may be delayed or not be considered or processed. |
| <u>Access to Personal Data</u> | 3. The personal data you provided by means of this form may be disclosed to other government departments for the purposes mentioned in para.1 above. |
| <u>Enquiries</u> | 4. Applicant will have a right to request access to or the correction of his/her personal data as stated in this form in accordance with Section 18 & 22 & Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. |
| | 5. Enquiries concerning the personal data collected by means of this form, including the request for access and corrections, should be addressed to Executive Officer (Stadia), Leisure and Cultural Services Department, 9 Cheong Wan Road, Hung Hom, Kowloon
(Tel: 2355-7213, Fax 2363-2549) |