



HONG KONG COLISEUM

Arena Booking Application Form

(Also available in Chinese)

Please read the "Terms & Conditions of Hire" as well as the "Booking Arrangements and Guidelines for Major Facilities" carefully before you complete this form.

Reference no:

(for office use)

PARTICULARS OF APPLICANT

1. Name of applicant Mr./ Ms. _____ (English) _____ (Chinese)
2. Name of organization represented _____ (English)
_____ (Chinese)
3. Address of organization _____
(P.O. Box No. is not accepted)
4. Nature of organization Commercial/ Charitable/ Registered non-profit-making organization/ Government Department *(delete where inapplicable)*
(supporting document should be produced for charitable or non-profit-making organization)
5. Position held by applicant _____
6. Correspondence address _____
(if different from item 3 above)
7. Contact telephone no. (Day) _____ (Night) _____ (Fax) _____
(Mobile/ Pager) _____
(Contact Person) _____

PARTICULARS OF EVENT

(Please note that items marked () cannot be altered after the deadline of submission of application, save and except with the prior approval of the Department.)*

1. Official name of Event _____ (in English)
_____ (in Chinese)
- *2. Name(s) & country of origin of artist(s) / performing group(s)/ team(s) participating _____

- *3. Nature and contents of Event _____

- *4. Minimum no. of performances (Morning) _____ (Afternoon) _____ (Evening) _____
- *5. Consecutive date(s) applied for _____ No. of Day(s): _____
Alternative date(s), if any _____

(Where specific dates are not a pre-requisite, you may wish to consider a preference of number of days required and/or specific days within the week/month also acceptable to you to facilitate accommodation of your request in the event of competitive bidding situations. However, once the Department has accepted your choice of dates, any subsequent change will require re-submission of a fresh application, and the reservation fees paid for this application will be forfeited.)

6. Event schedule	<u>Date(s)</u>	<u>Time</u>
Set up	_____	_____
Rehearsal(s)	_____	_____
Performance(s)	_____	_____
Dismantling	_____	_____

(Please ensure that sufficient set up and dismantling time is available within the booking hours of 0901 - 2400.)

7. Seating arrangement proposed End stage Central stage Central court Others - _____
(Please specify)

*8. Admission proposal (Please tick one check box only as appropriate.)

Open to public Not open to public

Marked Seats Free Seating

Paid admission event (please give details in Item 9)

Free admission event (i) Seating capacity proposed _____

(ii) Means of distribution _____

(Free admission event means an event to which all members of the audience are admitted without any obligation to pay or to provide any other consideration in return for the issue, distribution or use of the tickets for that event. Paid admission event means an event which is not a free admission event.)

*9. Seating capacity and ticket price scale proposed for paid admission event (please use separate sheet if necessary)

Ticket Price Scale	<u>Price(\$)</u>	x	<u>No.</u>	=	<u>Revenue (\$)</u>
i)		x		=	
ii)		x		=	
iii)		x		=	
iv)		x		=	
v)		x		=	
Complimentary Tickets	n.a.	x		=	n.a.
Total Seating Capacity/ Total Revenue					

10. Any other information supporting the application _____

TOTAL RESERVATION FEE HK\$ _____ (HK\$5,500 per day x _____ days)

Date Signature of applicant Organization chop