

Hong Kong Visual Arts Centre Application for Booking of Exhibition Hall

- Ordinary Booking
- Late Booking
- Special Booking Reasons (Reasons: _____)

Part I

Name of Applicant/ Organization: (English) *Mr. / Ms. _____ (Chinese) _____

Nature of Organization (if applicable): *Private / Commercial / Charitable / Registered Non-profit-making / Government

Contact Person (if not the same as applicant): *Mr. / Ms. _____

Hong Kong Identity Card No: _____ Occupation / Position: _____

Mailing Address: _____

_____ Contact Tel No: _____ Fax: _____

Part II

Date(s) Required 1st choice _____

2nd choice _____

3rd choice _____

Part III

Title of Event: (English) _____ (Chinese) _____

Details of Event (e.g. name of artists, theme and images of exhibits): _____

Please attach catalogues of past exhibitions.

Nature of Event: Non-commercial Commercial

Sale of merchandise during the event (including exhibits, souvenirs, novelties and any other commodities):

Part IV

I / We, do hereby apply for the hire of the unit(s) of the Hong Kong Visual Arts Centre as specified above and agree to follow and abide by the **Terms and Conditions of Hire of the Hong Kong Visual Arts Centre** and the additional terms and conditions, if any, prescribed by the Leisure and Cultural Services Department if *my / our application is accepted.

Signature of Applicant: _____

Date: _____

Organization Chop (if applicable): _____

*Delete where inappropriate

Notes : (1) This booking application will be considered by the Leisure and Cultural Services Department.

(2) You have the right to request access to and to request the correction of personal data as stated in this form in accordance with Section 18,22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The personal data you provide by means of this form will enter the record of the Centre. Enquiries concerning the personal data collected by means of this form, including the request for access and corrections, please contact Assistant Curator I (VAC) by telephone at 2521 3008 or by fax at 2501 4703.