

## Hong Kong Visual Arts Centre

### Application for Booking of Artist Studios/Lecture Theatre/Multi-purpose Studio & Room

- Ordinary Booking  
 Late Booking  
 Special Booking (Reasons : \_\_\_\_\_)

#### Part I

Name of Applicant / Organization : (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

Contact Person (if not the same as applicant) : \_\_\_\_\_ Occupation / Position : \_\_\_\_\_

HK I.D. No. : \_\_\_\_\_ Telephone No. : \_\_\_\_\_ Fax : \_\_\_\_\_

Mailing Address : \_\_\_\_\_  
\_\_\_\_\_

#### Part II

Facility, Date and Time Required (Please ✓ the appropriate box) :

- Lecture Theatre       Multi-purpose Room       Relief Studio / Multi-purpose studio  
 Ceramic Studio       Intaglio Printing Studio       Planography / Serigraphy Printing Studio  
 Metal Sculpture Studio       Clay/Plaster Sculpture Studio       Stone Sculpture Studio       Wood Sculpture Studio

Date / Time  
\_\_\_\_\_

#### Part III

Nature of Application :       Non-commercial       Commercial

Name of Event :       Self-practice       Others (please specify) : \_\_\_\_\_

Details of Event : (e.g. names of artists / speakers / theme / audience) \_\_\_\_\_  
\_\_\_\_\_

#### 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.*