

Hong Kong Science Museum
Application For Ordinary/Late Booking*
Lecture Hall / Special Exhibition Hall

Important Notes :

- (1) This booking application will be considered by the Leisure and Cultural Services Department.
 (2) Please read the Hong Kong Science Museum Booking Arrangements before completing this application form.
 (3) For functions involving public exhibition of films as defined under the Film Censorship Ordinance, a Certificate of Approval/Exemption is required from the Commissioner for Television and Entertainment Licensing. Please see the leaflet on "How to Apply for a Certificate of Approval/Exemption for the Exhibition of Films". Applicant should also note that they need to comply with any requirements set out in other Ordinances as may be applicable to their function(s), such as the Control of Obscene and Indecent Articles Ordinance and the Summary Offences Ordinance.

PART I**Section A** (To be completed if Applicant is an individual)

Name of Applicant : Mr. / Ms.* _____ (English) _____ (Chinese)
 Hong Kong Identity Card No. / Passport No. : _____ Tel : _____ Fax : _____
 Address : _____

Section B (To be completed if Applicant is an organization)

Name of Organization : _____ (Registered Name)
 Nature of Organization : Registered Charitable Registered Non-profit-making Commercial Private
 Government Department Academic Institute Religious
 Address of Organization : _____
 _____ Tel : _____ Fax : _____
 Name of Signatory : Mr. / Ms.* _____ (English) _____ (Chinese)
 Position held by Signatory : _____ Tel : _____ Fax : _____

PART II

Unit Required : Lecture Hall/Special Exhibition Hall *

Date(s) and Time Required : (Minimum 3 consecutive hours for Lecture Hall; Special Exhibition Hall is hired by day for exhibitions or minimum 4 consecutive hours for other events.)

	<u>DATE</u>	<u>TIME</u>
1st choice _____	_____	_____
2nd choice _____	_____	_____

PART III

Name of Event : _____ (Chinese) _____ (English)
 Nature of Event : _____

Details of Event (e.g. theme, title, programmes and name of artists/speakers, etc. Please specify the country of origin if there are any artists who are non-Hong Kong residents) : _____

Commencement time of function : _____ Admission Fee : \$ _____ / free*
 Any sale of merchandise during the event? Yes / No* If Yes, please specify the merchandise items at below:

For exhibitions at the Special Exhibition Hall, please attach catalogues of past exhibitions.

PART IV

If you are interested in the Rental Subsidy Scheme, please read the attached information sheet and then complete the following :

Will you apply for the Scheme? Yes / No* The Event is open / not open* to the public.

Name of sponsors / co-presenters (if any) : _____

PART V

Person to contact regarding arrangements of the event :

Name of Contact Person : Mr. / Ms.* _____ (English) _____ (Chinese)
 Address : _____
 _____ Tel: _____ Fax: _____

Chop of Organization Represented :

Signature: _____

Name of Applicant/ Signatory* : _____

* Delete where appropriate

Tick if appropriate

Date: _____

Acknowledgement Slip (To be completed by staff of the Hong Kong Science Museum)

Your application for ordinary/late booking of the Lecture Hall/Special Exhibition Hall for the month of _____ 200_____ was received.

Your application is now under consideration by the Leisure and Cultural Services Department and we will contact you in due course.

For enquiries, please call the Hong Kong Science Museum Booking Office at 2732 3231.

Date : _____

Serial No. : _____

_____ for Manager, Hong Kong Science Museum

Notices regarding the Personal Data (Privacy) Ordinance

Purpose of Collection

1. The personal data provided by means of this form will be used by the Hong Kong Science Museum for the following purposes :
 - (a) processing of booking applications for the Hong Kong Science Museum hiring facilities; and
 - (b) communication in the normal course and in case of emergencies.
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.

Classes of Transferees

3. The personal data you provide by means of this form may be disclosed to other Government departments for the purposes mentioned in paragraph 1 above.

Access to Personal Data

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 Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.

Enquiries

5. Enquiries concerning the personal data collected by means of this form including the request for access and correction, should be addressed to the Manager at 2732 3228 (Tel) or 2311 2248 (Fax).

香港科學館
普通/後期訂租申請*
演講廳 / 特備展覽廳

注意：

- (1) 康樂及文化事務署將考慮這項訂租申請。
 (2) 填寫表格前，請先參閱「香港科學館租訂安排」。
 (3) 如舉辦的活動，屬於電影檢查條例所界定的電影公映活動，租用人必須領有由影視及娛樂事務管理處處長簽發的許可證/豁免證明書，詳情可參閱「如何申請放映電影所需的許可證/豁免證明書」單張。此外，倘其他條例(例如淫褻及不雅物品管制條例或簡易程序治罪條例)的有關條文，也適用於申請人舉辦的活動，則申請人也須遵守。

第一部分**甲欄** (以個人名義申請者，請填寫此欄)

申請人姓名：(英文) _____ (中文) _____ 先生/女士*

香港身分證號碼/護照號碼*： _____ 電話： _____ 傳真： _____

住址： _____

乙欄 (以團體名義申請者，請填寫此欄)

團體名稱： _____ (註冊名稱)

團體性質： 註冊慈善 註冊非牟利 商業 私人 政府部門 教育機構 宗教

團體地址： _____

電話： _____ 傳真： _____

簽署人姓名：(英文) _____ (中文) _____ 先生/女士*

簽署人職位： _____ 電話： _____ 傳真： _____

第二部分

擬訂租場地：演講廳/特備展覽廳* (演講廳的訂租每次最少連續3小時；特備展覽廳展覽用的訂租則按日計，其他活動的訂租每次最少連續4小時)

申請日期和時間： _____ 日期 _____ 時間 _____

第一選擇 _____

第二選擇 _____

第三部分

活動名稱： _____ (英文) _____

(中文) _____

活動性質： _____

活動詳情(例如主題、劇目、節目及藝人/講者姓名等。倘有藝人並非香港居民，請註明國籍。): _____

節目開場時間： _____ 入場費：\$ _____ / 免費*

會否在活動舉行期間銷售商品？會/不會* 如擬銷售商品，請列明商品種類： _____

若訂租特備展覽廳，請附上曾舉辦的展覽目錄。

第四部分

如果你有興趣申請場租資助，請參閱隨附的單張，然後填寫下列項目。

會否申請場租資助？會/不會* 這項活動公開/不公開*讓公眾人士入場。

贊助/合辦機構(如適用者)： _____

第五部分

負責活動細節安排的聯絡人：

姓名：(英文) _____ (中文) _____ 先生/女士*

地址： _____

電話： _____ 傳真： _____

所代表團體的印鑑：

簽署： _____

申請人/簽署人*姓名： _____

* 請刪去不適用者

 請在適當的方格內填上✓

日期： _____

回條 (由香港科學館職員填寫)

茲收到你擬於二零零_____年_____月租用演講廳/特備展覽廳的普通/後期訂租申請。

康樂及文化事務署正考慮你的申請，稍後會再與你聯絡。

查詢請電 2732 3231 香港科學館租務部。

日期： _____

申請編號： _____

香港科學館經理

代行

有關個人資料(私隱)條例

收集資料的目的

1. 香港科學館將使用表格上的個人資料作下列用途：
 - (a) 辦理香港科學館設施的訂租申請事宜；
 - (b) 在一般情況下或發生緊急事故時聯絡申請人。
2. 表格上的個人資料均由申請人自願提供。不過，假如申請人提供的資料不足，有關方面可能會延遲審批，甚至不接納或不辦理其申請/要求。

資料傳交

3. 為作上文第 1 段所述的用途，有關方面可能會把申請人提供的資料向其他政府部門透露。

查閱個人資料

4. 根據個人資料(私隱)條例第 18 條、第 22 條及附表 1 第 6 原則，申請人有權要求查閱或改正表格上的個人資料。

查詢

5. 如欲查詢本表格上的個人資料，包括查閱或改正已填報的個人資料，請致電 2732 3228 或傳真 2311 2248 與經理聯絡。