

LEISURE AND CULTURAL SERVICES DEPARTMENT

Hong Kong Space Museum Lecture Hall Booking Arrangements (with effect from 1 July 2006)

Ordinary Bookings	<p>Ordinary Booking applications are accepted not less than 3 months but not more than 7 months in advance of the month of hire and processed collectively (e.g. applications for September 2006 – January 2007 are accepted in June 2006). (See Note 1)</p> <p>Completed application forms should reach the Hiring and Sales Sub-unit of the Museum before 5:30pm of the last working day of each month (Mondays to Fridays except public holidays). A reply will be provided within 14 working days thereafter.</p> <p>When more than one applicant applies for the same date(s), applications will be considered in accordance with the content, astronomy and space science promotion value of the proposed function, popularity of previous events and the organizing ability of the applicant.</p> <p>(Note 1: For activities not related to space science, astronomy, science, the museum and the arts, applications will only be accepted 3 months in advance to the month of application with the exception for booking applications by the Government, Registered Schools and District Councils.)</p>
Late Bookings	<p>Applications received after the Ordinary Booking Period are considered as Late Bookings. Applications will be processed in one lot on a weekly basis. Completed application forms should reach the Hiring and Sales Sub-unit of the Museum <u>before 5:30 pm of the last working day of each week (Mondays to Fridays except public holidays)</u>. They will be processed collectively subject to operational feasibility and in accordance with the criteria as for the Ordinary Booking applications.</p>
Special Bookings	<p>Events requiring a longer lead-time for planning and preparation are eligible to apply for Special Bookings. Special Booking applications are accepted not less than 8 months and not more than 24 months in advance of the month of hire. Completed application forms should reach the Hiring and Sales Sub-unit of the Museum <u>before 5:30 pm of the last working day of each month (Mondays to Fridays except public holidays)</u>. Applications will be processed collectively and a reply will be provided within 14 working days thereafter.</p>
Supporting Documents	<p>For organizations, applications should include copies of: -</p> <ol style="list-style-type: none">i) Business Registration Certificate under the Business Registration Ordinance; orii) Certificate of Incorporation under the Companies Ordinance; oriii) Notification of the Establishment of Society under the Societies Ordinance; oriv) Certificate of Registration of a Society under the Societies Ordinance. <p>For individuals, applicants should present their identity cards / passports for checking when they submit applications in person. If applications are submitted by post / fax / third party, copies of the applicants' identity card / passport should be enclosed.</p> <p>For organizations which want to apply for <u>rental subsidy</u>, please refer to the information sheet of the Rental Subsidy Scheme for details and submit the required documents at the same time.</p>
Enquiries	<p>(852) 2734 2718 or (852) 2734 2710 (Mondays to Fridays from 9am to 1pm and 2pm to 5:45pm (except public holidays))</p>
Fax	<p>(852) 2367 8320</p>
Office Address	<p>Hiring & Sales Sub-unit, Hong Kong Space Museum, 10 Salisbury Road, Tsim Sha Tsui, Kowloon.</p>