



HONG KONG COLISEUM

Arena Booking Application Form

(Also available in Chinese)

Important Notes :

- (1) Please read the Booking Arrangements and Guidelines, Conditions of Use and First Schedule of Terms and Conditions of Hire (Reservation Fees, Hire Charges, Reimbursable Charges and Rights Fees) before completing this application form. Applicant must submit the **original copy** of the Booking Application Form.
- (2) Applicant shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Public Health and Municipal Services Ordinance (Cap. 132) and all subsidiary legislation made thereunder, the provisions of all applicable laws of the Hong Kong Special Administrative Region and requirements and regulations imposed from time to time by the relevant authorities applicable to the booking and/or in connection with the booking application.
- (3) The Leisure and Cultural Services Department (hereinafter referred to as "the Department") reserves the right to accept or decline a booking application, or to cancel or terminate a confirmed booking. Applicant shall indemnify the Department and the Government of The Hong Kong Special Administrative Region (hereinafter referred to as "the Government") and keep the Department and the Government fully and effectively indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which the Department and the Government may sustain or incur or which may be brought or established against it by any person and which in any case arises out of or in relation to or by reason of declining a booking application, or cancelling or terminating a confirmed booking.
- (4) Sections marked with # are mandatory sections. Booking application may not be considered further should applicant fail to complete these sections in full. Any subsequent changes after confirmation of the booking have to be approved by the Department. The Department reserves the right to cancel or terminate a confirmed booking should there be substantial deviation from the original booking application.

(For Office Use Only)

Hirer I.D. : _____

Appn No.: _____

Note: * Please tick ☒ as appropriate

PARTICULARS OF APPLICANT

1. Name of Applicant * ☐ Mr. ☐ Ms. _____ (English) _____ (Chinese)
2. Position held by Applicant _____
3. Name of Organisation Represented _____ (English)
_____ (Chinese)
(Application should be made by a company or an organisation registered in Hong Kong)
4. Address of Organisation (P.O. Box No. is not accepted) _____
5. Nature of Organisation * ☐ Commercial ☐ Non-commercial ☐ Government Bureau / Department
6. Form of Registration * ☐ Business Registration ☐ Registered Under Companies Ordinance (Cap.622)
☐ Registered Under Societies Ordinance Cap.151 ☐ Registration of a School
☐ Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance Cap.112)
☐ Others _____
(Supporting document should be produced for charitable or non-profit-making organisation)
7. Name of Contact Person * (if different from Item 1 above) ☐ Mr. ☐ Ms. _____ (English) _____ (Chinese)
8. Contact Telephone _____ (Telephone 1) _____ (Telephone 2)
_____ (Fax) _____ (Email)
9. Correspondence Address (if different from Item 4 above) _____
10. Name of Sponsor(s) / Co-presenter(s) (if any) _____

PARTICULARS OF EVENT

Details of Event (Please provide theme, title, synopsis, name of artists / speakers / creative team / production team, and etc. Please specify the country of origin if there are any artists / speakers who are non-HK residents. If you need more space to explain the details, please attach separate sheets of paper.)

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 _____ (1st Choice) No. of Day(s): _____
- Alternative date(s), if any _____ (2nd Choice) _____ (3rd Choice)

(Alternative date(s) is/are other available date(s) acceptable to you. It is in your interest to suggest alternative date(s) to facilitate accommodation of your request in the event of competitive bidding situations. 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. Please note, however, that once Department has accepted your choice of dates, any subsequent change will be regarded as a fresh application, and forfeiture of reservation fees of the first application will be effected.)

6. Language preferred for correspondences * ☐ English ☐ 中文

7. 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.)

8. Seating arrangement proposed * ☐ End stage ☐ Central stage ☐ Central court ☐ Others _____
(Please specify)

9. Admission proposal *

- ☐ Open to public ☐ Not open to public
- ☐ Marked Seats ☐ Free Seating
- ☐ Paid admission event ☐ Free admission event ☐ Free admission and Paid admission event

Free admission event: (i) proposed seating capacity _____; and (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.)

10. Seating capacity and ticket price scale
- (If there are different ticket price scales for different performances, please indicate performance date(s) and commencement time(s) with relevant price scales. Please use separate sheets if necessary.
- Please note that total number of tickets and complimentary tickets of each performance cannot be more than 12 500 and 500 respectively.)
- | Ticket Price Scale | <u>Price(\$)</u> | x | <u>No.</u> | = | <u>Revenue (\$)</u> |
|---------------------------------------|------------------|---|------------|---|---------------------|
| i) | | x | | = | |
| ii) | | x | | = | |
| iii) | | x | | = | |
| iv) | | x | | = | |
| Complimentary Tickets | n.a. | x | | = | n.a. |
| Total Seating Capacity/ Total Revenue | | | | | |

11. Any other information supporting the application _____

12. **Application for e-Payment service of e-APS *** ☐ Yes _____ (Email) ☐ No
(e-Payment refers to online payment service of e-APS by means of PPS / credit card for approved booking application. A password will be sent to this email account for e-Payment if the application is approved.)

TOTAL RESERVATION FEE HK\$ _____ (HK\$5,670 per day x _____ days)

OTHER INFORMATION *(For Hong Kong Coliseum's internal reference only)*

Apart from this venue, have you submitted ordinary booking application(s) for major facility(ies) of other performance venues under the Leisure and Cultural Services Department for the same event stated above? If yes, please list the venue(s) and date(s) you have applied.

(venue/date(s)) _____ (venue/date(s)) _____

DECLARATION #

I, the authorised representative of the applicant/organisation, hereby declare that the Booking Arrangements, Conditions of Use and First Schedule of Terms and Conditions of Hire (Reservation Fees, Hire Charges, Reimbursable Charges and Right Fees) are read through before submitting the booking application.

I, hereby declare that all information and documents submitted by me in support of this booking application are update, valid and subsisting with regard to the legal status of the applicant/organisation, and I undertake to provide any further information and documents in respect of any changes thereto.

I understand that I may be liable to be prosecuted should any false information and/or invalid documents be provided in this booking application.

I understand that it is an offence under the Prevention of Bribery Ordinance Cap. 201 for me/ any members, employees, agents and contractors of the organisation to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.

Date

Signature of Applicant

Organisation Chop

Booking Enquiry: (852) 2355 7261 (Tel); amstabk1@lcsd.gov.hk (Email)

Notices Regarding the Personal Data (Privacy) Ordinance Cap.486

- | | |
|--------------------------------|--|
| Purpose of Collection | (1) The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes:
(a) Processing of booking applications for the Hong Kong Coliseum hiring facilities;
(b) Communication in the normal course and in case of emergencies;
(c) For statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
(d) Any other legitimate purposes as may be required, authorised or permitted by law. |
| | (2) The provision of personal data by means of this application 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 application may be disclosed to Government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above. |
| Access to Personal Data | (4) You have a right to request access to or the correction of your personal data as stated in this application 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 application, including the request for access and correction, should be addressed to Manager (Stadia) Marketing at (Tel) (852) 2355 7281 or (Fax) (852) 2364 7446. |