

# Hong Kong Cultural Centre

## Application for Ordinary / Late / Special Booking (Major Facilities)

**Important Notes :**

- (1) This booking application will be considered by the Leisure and Cultural Services Department.
- (2) Please read the Booking Arrangements before completing this application form.
- (3) For functions involving public exhibition of films as defined in section 2 of the Film Censorship Ordinance, Cap. 392, a Certificate of Approval/Exemption is required from the Film Censorship Authority. Please contact Office for Film, Newspaper & Article Administration for details. 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 those in the Control of Obscene and Indecent Articles Ordinance Cap. 390 and the Summary Offences Ordinance Cap. 228.

**For Office Use Only**

Hirer I.D. : \_\_\_\_\_  
Appn I.D.: \_\_\_\_\_

### 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.** \*(Please fill in the first 4-characters, e.g.A123456(7) → A123) (Note: You may be required to produce your identification document to venue staff for verification)

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**Address**

**Tel** **Fax** **Email**

**Section B** (To be completed if Applicant is *an organisation*)

**Name of Organisation** (Registered English Name)  
(Registered Chinese Name)

**Nature of Organisation**  Commercial  Non-commercial  Government Bureau / Department

**Form of Registration**  Business Registration  Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance)  
 Registered under Companies Ordinance  Registered under Societies Ordinance  
 Registration of a School  Others: \_\_\_\_\_

**Address of Organisation**

**Tel** **Fax**

**Name of Signatory** Mr. / Ms.\* (English) (Chinese)

**Position Held by Signatory** **Tel** **Fax**

**Email**

### PART II

Major Facilities Required :

Venue	<input type="checkbox"/> Concert Hall	<input type="checkbox"/> Grand Theatre		<input type="checkbox"/> Studio Theatre		<input type="checkbox"/> Exhibition Gallery
	Dates	9am – 1pm	2 – 6 pm	7 – 11 pm	Whole day	9am – 8pm
1 <sup>st</sup> choice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> choice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <sup>rd</sup> choice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Stage format required for Studio Theatre:** (End / Thrust / Transverse / Arena\*)

### PART III

Name of Event

(English)

(Chinese)

#### 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 / speakers who are non-HK residents)

#### Commencement Time of Function

#### Estimated No. of Participants

Use of URBTIX Service  Yes  No

Admission Fee \$ / Free\*

Any sale of merchandise during the event? Yes / No\*

If yes, please specify the merchandise items at below:

For exhibitions, please attach catalogues of past exhibitions.

Name of sponsor(s) (if any)

Name of co-presenter(s) (if any)

#### Use of e-Payment

Settle hire charges through e-Payment if application is approved (e-Payment refers to online payment service by means of PPS/Credit Card):

Yes  No

If yes, please provide your email for receiving the password for using e-payment service:

(if different from Part I above)

### PART IV (For Special Booking Application only)

Reason(s) why this booking needs confirmation more than 12 months in advance: (Please attach documents to support the information given above)

### PART V

If you are interested in applying for the Concessionary Rates for Non-profit Organisations Scheme, please refer to Scale V (C), Hong Kong Cultural Centre Scales of Hire Charges and Booking Arrangements and then complete the following:

Will you apply for the Scheme? Yes / No\*

The Event is open / not open\* to the public.

#### Submission of Documentary Proof (Applicable to applications for Concessionary Rates for Non-profit Organisations Scheme only)

If the applicant organisation has, during the past 12 months, applied for and been granted any kind of rental subsidy / reduction of hire charges / concessionary rates at an LCSD cultural venue (i.e. civic centre / town hall / theatre, Queen Elizabeth Stadium, museum or the Hong Kong Central Library) and has submitted documentary proof (such as Memorandum (if any) and Articles of Association or the Constitution or tax exemption document issued by the Inland Revenue Department) which are still valid to be applicable to the present application, the applicant organisation may declare the same below to save the effort of re-submission. The applicant organisation may be requested to submit the relevant documents when necessary.

This applicant organisation is/is not\* an arts organisation (whose aim is to promote arts as stated in its Memorandum (if any) and Articles of Association or the Constitution\*). Approval was given to the application made for any kind of rental subsidy / reduction of hire charges / concessionary rates at \_\_\_\_\_ (name of the venue) in \_\_\_\_\_ / \_\_\_\_\_ (month / year) with the required documentary proof submitted.

\*Please delete where inappropriate

### PART VI (Applicable to ordinary booking applications for major facilities only) (i.e. 3 months to 12 months in advance of the month of hire)

If the date(s) could not be allocated for this application, please indicate whether you would like the application to be reprocessed:

(1) together with other booking applications received in the following month Yes  No

Date(s)(if they are different from those specified in Part II):

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

or/and

(2) together with other booking applications received in the second succeeding month Yes  No

Date(s)(if they are different from those specified in Part II):

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**PART VII** (For internal reference only)

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

(venue/date(s)) \_\_\_\_\_ (venue/date(s)) \_\_\_\_\_ (venue/date(s)) \_\_\_\_\_  
(venue/date(s)) \_\_\_\_\_ (venue/date(s)) \_\_\_\_\_ (venue/date(s)) \_\_\_\_\_

**PART VIII**

**Person to contact regarding detailed arrangements of the event**

**Name of Contact Person** Mr. / Ms. \* \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

**Address** \_\_\_\_\_

**Tel** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**Declaration**

I, the authorised representative of the applicant/organisation, 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.

Chop of Organisation Represented: \_\_\_\_\_

Signature : \_\_\_\_\_

Name of Applicant / Signatory\* : \_\_\_\_\_

Date : \_\_\_\_\_

\*Delete if inapplicable

Tick if appropriate

**Notices Regarding the Personal Data (Privacy) Ordinance**

- |                                |  |
|--------------------------------|--|
| <b>Purpose of Collection</b>   | (1) The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes :<br>(a) Processing of booking applications for the Hong Kong Cultural Centre hiring facilities;<br>(b) Communication in the normal course and in case of emergencies; and<br>(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<br>(d) Any other legitimate purposes as may be required, authorised or permitted by law. |
| <b>Classes of Transferees</b>  | (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.<br>(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.   |
| <b>Access to Personal Data</b> | (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.  |
| <b>Enquiries</b>               | (5) Enquiries concerning the personal data collected by means of this application, including the request for access and correction, should be addressed to Manager(Hong Kong Cultural Centre)Facilities Hiring at (852) 2734 2851 (Tel) or (852) 2301 3952 (Fax).  |

**Booking Enquiries: 2734 2849      Fax: 2301 3952**  
**(Monday to Friday from 9am to 5:45pm (except public holidays))**