



# QUEEN ELIZABETH STADIUM

## Application Booking Form for LATE BOOKING of

- Multi-Purpose Hall /  Function Room /  Committee Room /  
 Badminton Court /  Table-Tennis Table /  Squash Court

### Important Notes :

- Please read the Booking Arrangements and Guidelines, Conditions of Use and Schedule of Hire Charges of Terms and Conditions of Hire (Hiring Units other than Arena, Distribution & Exchange Lobby and VIP Lounge) before completing this application form. Applicant must submit the **original copy** of the Booking Application Form.
- 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.
- 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.
- 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**

### I. PARTICULARS OF APPLICANT #

(1) Name of Applicant: Mr. Ms. \_\_\_\_\_ (in English) \_\_\_\_\_ (in Chinese)

(2) Position held by Applicant: \_\_\_\_\_

(3) Name of organisation represented: \_\_\_\_\_

(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) \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax. No. : \_\_\_\_\_ email: \_\_\_\_\_

(5) Correspondence address \_\_\_\_\_

(if different from Item 4 above) \_\_\_\_\_

### II. PARTICULARS OF EVENT #

Details of Event (Please provide event content and name of artists / speakers, 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) Name of event: \_\_\_\_\_

(2) Nature of event: \_\_\_\_\_

(3) Estimated no. of persons per room per session: \_\_\_\_\_

(4) For additional booking, please state the details of the Confirmed Booking:-

Unit : \_\_\_\_\_ Name of event : \_\_\_\_\_

Date(s) & session(s) allocated: \_\_\_\_\_

(5) Details of booking:

Date(s) Applied (Day/Month/Year)	Session(s) / Hour(s) Required	Unit / Nos.	Hire Charges
e.g. 3,11,19,28 January 2023	10:30 to 12:30	Comm Rm I & II	\$115 x 4 days x 2 hrs x 2 Rms = \$1,840



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### III. CONCESSIONARY RATES FOR NON-PROFIT ORGANISATIONS SCHEME

If you are interested in the Concessionary Rates for Non-profit Organisations Scheme, please read the relevant guidelines and tick  against your choice:

- I wish to apply for the Concessionary Rates for Non-profit Organisations Scheme  
 I will not apply for the Concessionary Rates for Non-profit Organisations Scheme

### IV. DECLARATION #

I, the authorised representative of the applicant/organisation, hereby declare that the Booking Arrangements, Conditions of Use and Schedule of Hire Charges of Terms and Conditions of Hire (Hiring Units other than Arena, Distribution & Exchange Lobby and VIP Lounge) 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.

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Date

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Signature of Applicant

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Organisation Chop



**QUEEN ELIZABETH STADIUM**

**Confirmed Booking Form for LATE BOOKING of**

- Multi-Purpose Hall /  Function Room /  Committee Room /  
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**PART I: (To be completed by the Department)**

Details of Booking:

Booking Date(s) (Day/Month/Year)	Sessions / Hours Offered	Unit / Nos.	Scale of Hire Charges (per session / hour)	Hire Charges
Sub-total:				
Rental subsidy granted (if any):				
Total:				

**PART II: (To be completed by the Hirer) #**

To : Director of Leisure and Cultural Services

I, do hereby apply for the hire of the units of the Queen Elizabeth Stadium as specified above and agree to follow and abide by the Conditions of Use and Terms and Conditions of Hire of the Queen Elizabeth Stadium (Hiring Units other than Arena, Distribution & Exchange Lobby and VIP Lounge), 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 Leisure and Cultural Services Department and the Government of The Hong Kong Special Administrative Region if my application is accepted.

_____	_____	_____
Date	Signature of Hirer	Organisation Chop

**PART III : (To be completed by the Department)**

To : Hirer

Your application has been accepted by the Leisure and Cultural Services Department and the booking you applied for is hereby confirmed. Payment for the Confirmed Booking shall be made in accordance with the Schedule of the Hire Charges of the Terms and Conditions of Hire (Hiring Units other than Arena, Distribution & Exchange Lobby and VIP Lounge).

_____	_____
Date	Ms. Paris CHAN Senior Manager, Stadia Office for Director of Leisure and Cultural Services

**Notices regarding the Personal Data (Privacy) Ordinance Cap. 486**

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|-------------------------|-----|--|
| 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 :<br>(a) Processing of booking applications for the Queen Elizabeth Stadium hiring facilities;<br>(b) Communication in the normal course and in case of emergencies;<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. |
|                         | (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.   |