

**Leisure and Cultural Services Department's Sheung Wan Civic Centre (Major Facilities)  
Theatre / Lecture Hall / Exhibition Hall (Whole / Two-third / One-third) \* Booking Application Form**

**Important Notes :**

- (1) Please read the Booking Arrangements, Conditions of Use and Scale of Hire Charges before completing this 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) Part I to Part IV and Part VIII are mandatory parts (marked with #). Booking application may not be considered further should applicant fail to complete these parts 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 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)

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(Note: You may be required to produce your identification document to venue staff for verification.)

**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**

|   |   |
|---|---|
| <input type="checkbox"/> Business Registration<br><input type="checkbox"/> Registered under Companies Ordinance Cap. 622<br><input type="checkbox"/> Registration of a School | <input type="checkbox"/> Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance Cap. 112 )<br><input type="checkbox"/> Registered under Societies Ordinance Cap.151<br><input type="checkbox"/> Others : _____ |
|---|---|

**Address of Organisation**

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

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

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

**Email**

**PART II #**

**Major Facilities Required :**  Theatre  Lecture Hall  Exhibition Hall (Whole / Two-third / One-third)\*

| Date(dd/mm/yy) | Time                     |                          |                          |  |
|----------------|--------------------------|--------------------------|--------------------------|--|
|                | 9am – 1pm                | 2 – 6 pm                 | 7 – 11 pm                | 9am – 8pm<br>(Only applicable for holding Exhibition at Exhibition Hall) |
| 1st choice:    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 2nd choice:    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |
| 3rd choice:    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |

Remarks:

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**PART III #**

Name of Event

(English)

(Chinese)

**Nature 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.)

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**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)

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

Reason(s) why this booking needs confirmation more than 7 months in advance: (Please attach documents to support the information given above)

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**PART V**

If you are interested in applying for the Concessionary Rates for Non-profit Organisations Scheme, please refer to Scale III (C), Sheung Wan Civic 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 Leisure and Cultural Services Department 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 the 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 Constitution or Memorandum and Articles of Association\*). 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*

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**PART VI** (Applicable to ordinary booking applications for major facilities only) (i.e. 3 months to 7 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 \_\_\_\_\_

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**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 the Leisure and Cultural Services Department 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)) \_\_\_\_\_

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**PART VIII #**

Person to contact regarding detailed arrangements of the event

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

Address \_\_\_\_\_

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

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**Declaration**

I, the authorised representative of the applicant/organisation, hereby declare that the Booking Arrangements, Conditions of Use and Scale of Hire Charges 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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Chop of Organisation Represented:

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

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

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

\*Delete if inapplicable

Tick if appropriate

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## **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 Sheung Wan Civic Centre hiring facilities;
  - (b) Communication in the normal course and in case of emergencies; and
  - (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 (Sheung Wan Civic Centre) at (852)2853 2686 (Tel) or (852)2543 9771 (Fax).

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| <p><b>Booking Enquiries: 2853 2678    Fax: 2543 9771    Email: <a href="mailto:swccbooking@lcsd.gov.hk">swccbooking@lcsd.gov.hk</a></b><br/><b>(Monday to Friday from 9am to 5:45pm (except public holidays))</b></p> |
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