Leisure and Cultural Services Department's Civic Centres Booking Application Form (**Minor Facilities)**

Lecture Room / Conference Room * Tsuen Wan Town Hall

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.)

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

☐ Registered under Companies Ordinance

☐ Registration of a School

☐ Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance)

☐ Registered under Societies Ordinance

☐ Others: _____

Address of Organisation

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

Position Held by Signatory

Tel **Fax** **Email**

PART II

Facilities	Date (dd/mm/yy)		Time
☐ Lecture Room ☐ Conference Room	1st choice		
	2nd choice		
	3rd choice		

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 7 months in advance: (Please attach documents to support the information given above)

PART V

If you are interested in applying for the hire charges reduction, please read the guidelines on Hire Charges Reduction Scheme and then complete the following:

Will you apply for the Scheme? Yes / No* The event is open / not open* to the public.

(Please complete a separate application form for Hire Charges Reduction Scheme to apply for in the Scheme.)

PART VI

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

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 Tsuen Wan Town Hall 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 (Tsuen Wan Town Hall) Operations at (852) 2493 7463 (Tel) or (852)2414 8903 (Fax).

Booking Enquiries: 2493 7463 Fax: 2414 8903
(Monday to Friday from 9am to 5:45pm (except public holidays))