

**Hong Kong Coliseum and Queen Elizabeth Stadium
Booking Arrangements and Guidelines for Major Facilities
(Arena, Piazza and Distribution & Exchange Lobby)**

I. Booking Arrangements (with effect from January 2011)

<p>Ordinary Booking</p>	<p>Ordinary Booking means an application for the booking of a unit in the venue for a specified consecutive period submitted 2 months or more but less than 12 months before the month of the first day of the booking applied for.</p> <p>Completed application forms should reach the Booking Office of the Stadia Office before 5:30pm on the last working day of each month*. A formal reply will be provided within 14 working days thereafter.</p> <p>Applications received less than 2 months are considered as Exceptional Booking which will only be considered on an exceptional basis and on individual merits.</p>
<p>Special Booking</p>	<p>Events requiring a longer lead-time for planning and preparation may qualify for Special Booking. Such booking applications are processed on a case by case basis as they arise.</p>
<p>Reservation Fees</p>	<p>The applicant should pay a reservation fee at the rate as specified when submitting the application form and would be refunded if booking is not accepted.</p>
<p>Facilities for Hire, Hire Charges</p>	<p>Please refer to the Terms and Conditions of Hire.</p>
<p>Rental Subsidy Scheme (for Queen Elizabeth Stadium only)</p>	<p>Subsidy on rental charges are offered to non-profit making organizations presenting cultural or other activities permitted under the Rental Subsidy Scheme (applicable to Queen Elizabeth Stadium only). For application details and requirements, please refer to the information sheet on the Rental Subsidy Scheme.</p>
<p>Booking Enquiries</p>	<p>Hong Kong Coliseum: (852) 2355-7261 Queen Elizabeth Stadium: (852) 2355-7282 Office hours : 9:00 am to 1:00 pm and 2:00 pm to 5:45 pm from Monday to Friday (except public holidays)</p>

*Working day refers to Monday to Friday except public holidays

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II. Guidelines on Making a Booking Application

- (1) Please read the 'Terms & Conditions of Hire' carefully before you complete the Booking Application Form.
- (2) Application Forms which are improperly or inadequately completed may be rejected.
- (3) Application should be made by a company or an organization registered in Hong Kong.
- (4) The original copy of the Booking Application Form should reach the Booking Section of the Stadia Office at No. 9 Cheong Wan Road, Hung Hom, Kowloon, **before 5:30pm on the last working day of each month*** together with the following items:-
 - (a) a copy of Certificate of Registration or Incorporation or Business Registration Certificate;
 - (b) a copy of the applicant's Hong Kong Identity Card/passport (except for applicants who apply in person);
 - (c) a reservation fee specified in Clause 5 and the First Schedule of the Terms and Conditions of Hire;
 - (d) a contract (or agreement with definite details) of the performer(s)/artist(s)/sportsman(sportsmen) /team(s)/group(s), if applicable;
 - (e) a profile of the performer(s)/artist(s)/sportsman(sportsmen)/team(s)/group(s) with recent video tape of live performance / recording, if applicable;
 - (f) a copy of the rules and regulations for the event together with the letter of sanction issued by relevant National Sports Association affiliated under the Sports Federation & Olympic Committee of Hong Kong, China (applicable to sports events).

All booking applications will be processed in one lot on a monthly basis. Application forms received after the last working day of the month will be processed together with the next batch of applications in the following month.

- (5) When received more than one application requesting for the same date(s), applications will be considered in accordance with the nature and merits of the proposed event.
- (6) Payment of reservation fee can be made by crossed cheque issued by the company or organization in favour of 'The Government of The HKSAR' or 'HKSAR Government', by cashier order or by cash at the Stadia Office in person.
- (7) The reservation fee will be deducted from the hire charges when a booking is confirmed. If the booking applied for is not accepted by the Department, the reservation fee being paid shall be refunded in the form of a cheque made payable to the company or organization applied for the booking.
- (8) Both the date(s) applied for and the reservation fee paid are not changeable or transferable.
- (9) After acceptance of the choice of date(s) by the Department, any subsequent change will require re-submission of a fresh application and the reservation fees paid will be forfeited.

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Notices regarding the Personal Data (Privacy) Ordinance

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| <u>Purpose of Collection</u> | 1. The personal data provided by means of this form will be used by the Stadia Office for the following purposes:-
(a) vetting application; and/or (b) collection of funds; and/or (c) communication in the normal course in case of emergencies. |
| <u>Class of Transferees</u> | 2. The provision of personal data by means of this form is voluntary. However, if insufficient information is provided, the application/request may be delayed or not be considered or processed. |
| <u>Access to Personal Data</u> | 3. The personal data you provided by means of this form may be disclosed to other government departments for the purposes mentioned in para.1 above. |
| <u>Enquiries</u> | 4. Applicant will have a right to request access to or the correction of his/her personal data as stated in this form in accordance with Section 18 & 22 & Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. |
| | 5. Enquiries concerning the personal data collected by means of this form, including the request for access and corrections, should be addressed to Executive Officer (Stadia), Leisure and Cultural Services Department, 9 Cheong Wan Road, Hung Hom, Kowloon
(Tel: 2355-7213, Fax 2363-2549) |