

**Application Form for the 'Arts Corner (Phase XIII)' at Victoria Park
(1 April 2012 to 31 March 2013)**

**Serial No.
(For official use only)**

* Name of Applicant/Organisation: _____

Address: _____

E-mail address (if any): _____ Fax No.: _____

Tel. No. (Home/Office): _____ Mobile No.: _____

Name of Assistant: _____ Mobile No _____

HKID No. of Assistant: _____ of Assistant: _____

Type of Stall to be operated:

(1) Service Stall: **for providing the service of photography/painting/calligraphy/silhouette cutting/sketching/caricature/others (please specify)

Please specify the equipment and accessories to be used:

(2) Handicrafts Stall: **for selling pottery/straw-weaving works/dough models/paper craftworks/ carving works/accessories/floral artworks/sand paintings/cloth artworks/ clay works/others (please specify)

Materials used in the products to be sold and other details of the products:

Please provide your professional qualifications for operating the Handicrafts/Service Stall, if any:

Please state the reason(s) for being interested in operating the Handicrafts/Service Stall:

Do you have any experience in operating the Handicrafts/Service Stall: Yes / No **

If yes, please describe:

Declaration of Applicant

1. I have read and understood the prospectus of Victoria Park Arts Corner (Phase XIII) and the remarks listed on the back of this application form and I agreed to comply with them;
2. I confirm that the above mentioned Assistant could be legally employed.

Signature of Applicant/Organisation's Representative: _____

Name of Applicant/Organisation's Representative: _____

H.K. Identity Card No.: _____

Post title with organization chop _____

(applicable to Organisation) _____

Date : _____

* Please fill in one applicant only

** Delete as appropriate

**PLEASE READ THE INFORMATION LISTED ON THE PROSPECTUS AND
OVERLEAF BEFORE YOU COMPLETE THIS APPLICATION FORM**

REMARKS

1. Application is open to any interested individuals or subvented non-governmental Organisations (For Organisations, please submit copy of related certification together with the application form). The stall operator must operate the stall **personally** if he/she is an individual or with authorized persons nominated by the Organisation and approved by the department.
 2. Applicants for service stalls (e.g. photography / painting / calligraphy / silhouette cutting / sketching / caricature) are required to submit their completed application forms together with copies of relevant proof of professional knowledge in respective fields (if any) **and not more than three samples of artworks (drafts or photographs) created by the themselves for our consideration. Each submitted sample must be properly packed in a separate transparent plastic bag.**
 3. Applicants for handicrafts stalls must prove that the handicraft items to be sold are of good quality. Applicants must submit their completed application forms together with **not more than three samples of the handicraft items produced by themselves** for our consideration. Only approved handicraft items can be sold.
 4. The submitted samples must be the applicants' original artworks or handicrafts or photos samples produced by the applicants themselves. Failure to comply with this requirement will lead to disqualification or immediate termination of the agreement for the operation of a stall (if such an agreement has already been made) without refund or compensation to the applicants.
 5. Each application from the applicant/organisation will be given a score by the "Arts Corner" Vetting Panel in accordance with the quality and variety of products/services to be provided. Please refer to the 'Assessment Criteria and Procedure for "Arts Corner" in Victoria Park' for details.
 6. Each applicant or organisation can only operate one stall for each period. If the total number of applications that have met the criteria exceeds the stall quota, the stalls will be allocated to those with the highest marks. If there are applicants with equal marks, the result will be determined by ballot.
 7. The completed application forms together with copies of relevant proof of professional knowledge in respective fields (if any) and relevant samples (not more than three pieces) should be submitted to the Victoria Park Management Office, 1 Hing Fat Street, Causeway Bay, Hong Kong within the period **from 16 January 2012 to 10 February 2012, 5:00 pm.**
 8. Successful applicants must attend the briefing on **7 March 2012.** They are required to draw lots to determine stall location and pay the registration fee and security deposit on the same day. Non-transferable permits will be issued to all successful applicants after signing an agreement with LCSD.
 9. All returned samples must be collected from **7 March 2012 to 5 April 2012** at the Victoria Park Management Office. LCSD has the right to dispose the uncollected samples afterwards.
 10. Arts Corner will be suspended during the time when major events are held in Victoria Park. Stall operators will be notified in advance.
 11. The HK\$1,000 security deposit will be forfeited if the stalls operation attendance is less than 70% or when termination is due to failure in fulfilling the agreement terms. The registration fee of HK\$100 is non-refundable and non-transferable.
 12. Successful applicants are required to effect and keep in force a public liability insurance with an indemnity of not less than HK\$6.5 million during the agreement period.
 13. Telephone Enquiries : 2890 5824
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Notices regarding the Personal Data (Privacy) Ordinance

Purpose of Collection

1. The personal data provided by means of this form will be used by LCSD for the following purposes:
 - (a) processing of application for service stall/ arts and crafts sales stall at Victoria Park; and
 - (b) communication and correspondences in connection with the current and future use of Victoria Park.
2. The provision of personal data by means of this form is voluntary. However, if insufficient information is provided, the application may not be considered or processed.

Disclosure of Data

3. The personal data you provide by means of this form may be disclosed to other Government departments for the purposes mentioned in paragraph 1 above.

Access to Personal Data

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 Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486).

Enquiries

5. Enquiries concerning the personal data collected by means of this form including the request for access and correction, should be addressed to the Victoria Park Management Office on 2890 5824 (Tel) or 2882 4151 (Fax).