

Hong Kong Visual Arts Centre
Exhibition Hall
Application for Ordinary / Late / Special Booking*



Important Notes:

- (1) The Leisure and Cultural Services Department reserves all right to refuse this booking application.
- (2) When the applicant submits the booking application form, he/she is deemed to have read and agreed to the Booking Arrangements and all Terms and Conditions of Hire of the Exhibition Hall of the Hong Kong Visual Arts Centre.
- (3) For functions involving public exhibition of films as defined under the Film Censorship Ordinance, a Certificate of Approval/Exemption is required from the Director of Film, Newspaper & Article Administration. 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 the Control of Obscene and Indecent Articles Ordinance and the Summary Offences Ordinance.

For Official Use Only	
Application No.:	

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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Address _____

Email _____ Tel _____ Fax _____

Section B (To be completed if Applicant is an organization)

Name of Organization _____ (Registered Name)

Nature of Organization Registered Charitable Registered Non-profit-making Commercial Private
 Government Department Academic Institute Others _____

Tel _____

Address of Organization _____ Fax _____

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

Position Held by Signatory _____ Tel _____ Fax _____

Correspondence concerning this application to be sent to (Please choose **ONE** only): Signatory Contact Person (See Part VII)

PART II

Date(s) Required

1 st Choice	From _____	To _____	3 rd Choice	From _____	To _____
2 nd Choice	From _____	To _____			

PART III

Name of Event _____ (English)

_____ (Chinese)

Nature of Event Event is related to arts education government services others _____

Details of Event (e.g. name of artists, theme, etc. Please attach images of exhibits and catalogues of past exhibitions)

Any sale of merchandise during the event? Yes No If yes, please specify the merchandise items at below:

PART IV (For Special Booking Application only)

Reason(s) why this booking needs confirmation more than 24 months in advance (Please attach documents to support the information given below)

Schedule of events immediately preceding the proposed exhibition in Hong Kong (Dates / Places)

Schedule of events immediately succeeding the proposed exhibition in Hong Kong (Dates / Places)

PART V (For Ordinary Booking Application Only)

If 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):

1st Choice From _____ To _____ 2nd Choice From _____ To _____ 3rd Choice From _____ To _____

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):

1st Choice From _____ To _____ 2nd Choice From _____ To _____ 3rd Choice From _____ To _____

PART VI (for internal reference only)

Apart from Hong Kong Visual Arts Centre, have you submitted ordinary booking application(s) for exhibition facility(ies) of other venues under LCSD for the same event stated in Part III? If yes, please list the venue(s) and date(s) you are applying. Yes No

(venue / date(s)): (i) _____ (ii) _____
(iii) _____ (iv) _____

PART VII

Person to contact regarding detailed arrangements of the event

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

Address _____

Email _____ Tel _____ Fax _____

PART VIII

Declaration

I, the authorized representative of the applicant/organization, 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/organization, 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 Organization Represented: _____

Signature : _____

Name of Applicant / Signatory* : _____

Date : _____

*Delete if inapplicable

if appropriate

Notices Regarding the Personal Data (Privacy) Ordinance

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|-------------------------|---|
| Purpose of Collection | (1) The personal data provided by means of this form will be used by the Hong Kong Visual Arts Centre for the following purposes:
(a) Processing of booking applications for the Hong Kong Visual Arts Centre hiring facilities; and
(b) Communication in the normal course and in case of emergencies. |
| Classes of Transferees | (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. |
| Access to Personal 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. |
| Enquiries | (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. |
| | (5) Enquiries concerning the personal data collected by means of this form including the request for access and correction, should be addressed to Assistant Curator I (Hong Kong Visual Arts Centre) at 2521 3008 (Tel) or 2501 4703 (Fax). |