

Hong Kong Visual Arts Centre
Art Studio / Lecture Theatre / Multi-purpose Studio / Multi-purpose Room
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 Art Studio / Lecture Theatre / Multi-purpose Studio / Multi-purpose Room 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 V)

PART II

- Unit Required: Lecture Theatre Multi-purpose Room 1 / 2 Multi-purpose Studio
 Intaglio Printing Studio Planography / Serigraphy Printing Studio Relief Studio
 Metal / Clay / Plaster Sculpture Studio Stone Sculpture Studio Wood Sculpture Studio
 Ceramics Studio

Date(s) and Time Required:

	Date		Time
1 st Choice		From	To
2 nd Choice		From	To

PART III *(For Booking Application of Lecture Theatre / Multi-purpose Studio / Multi-purpose Rooms only)*

Name of Event _____ (English)

_____ (Chinese)

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

Details of Event (e.g. theme, programmes, name of artists / speakers, audience, etc.) _____

Commencement Time of Function _____ Admission Fee \$ _____ / Free
Any sale of merchandise during the event? Yes No If yes, please specify the merchandise items at below:

PART IV (For Booking Application of Art Studios only)

Nature of Application Self-practice Others _____

Details of Event (e.g. theme, names of artists, etc.)

PART V

Person to Contact Regarding the Detailed Arrangements of the Event

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

Address _____

Email _____ Tel _____ Fax _____

PART VI

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). |