

### Hong Kong Space Museum Application for Ordinary/Late booking of Lecture Hall\*

**Important Notes:**

- (1) Please read the Booking Arrangements, Conditions of Use and Scale of Hire Charges before completing this application form.
- (2) Please send the completed form to the Hong Kong Space Museum by email to mps@lcsd.gov.hk or fax at 2721 2361 or by mail to Hiring and Sales Sub-unit, Hong Kong Space Museum, 10 Salisbury Road, Kowloon, Hong Kong.
- (3) Applicant shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Public Health and Municipal Services Ordinance (Cap. 132) and all subsidiary legislation made thereunder, the provisions of all applicable laws of the Hong Kong Special Administrative Region and requirements and regulations imposed from time to time by the relevant authorities applicable to the booking and/or in connection with the booking application.
- (4) The Leisure and Cultural Services Department reserves the right to accept or decline a booking application, or to cancel or terminate a confirmed booking.

**PARTICULARS OF APPLICANT**

Name of Applicant : Mr. Ms.\* \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
( in BLOCK letters )

Hong Kong Identity Card No./Passport No.: \_\_\_\_\_ Name of Organisation Represented : \_\_\_\_\_

Address of Organisation : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Nature of Organisation :        Local        Overseas\* -        Commercial        Charitable        Registered Non-profit Making  
Gov. Dept.        Others (Please specify: \_\_\_\_\_)\*

Position Held by Applicant : \_\_\_\_\_

Contact Telephone No. : \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile/Home)

Fax No.: \_\_\_\_\_

**PARTICULARS OF EVENT**

Name of Event : \_\_\_\_\_ (English)

\_\_\_\_\_ (Chinese)

Nature of Event : \_\_\_\_\_

Details of Event : \_\_\_\_\_

(e.g. Names of artists/speakers, theme and programmes) \_\_\_\_\_

Admission Fee :                      HKD                      Free admission\*

Date(s) and Time Required :

	Date(s)	Time
First Choice		
Second Choice		

If you are interested in the Concessionary Rates for Non-profit Organizations Scheme, please read the attached information sheet and then complete the following :

-Will you apply for the Scheme?    Yes    No\*.

-The Event is    open    not open to the public\*.

**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.

\*Please put a “√” in the appropriate box.

## **Notices regarding the Personal Data (Privacy) Ordinance**

### **Purpose of Collection**

1. The personal data provided by means of this form will be used by the Hong Kong Space Museum for the following purposes:-
  - (a) processing of booking applications for the Hong Kong Space Museum facilities;
  - (b) communication in the normal course and in case of emergencies.
2. The provision of personal data by means of this form is voluntary. However, if there is no sufficient information 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 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.

### **Enquiries**

5. Enquiries concerning the personal data collected by means of this form including the request for access and correction should be addressed to Manager at 2734 2710 (Tel) or 2721 2361 (Fax).