

Hong Kong Space Museum
Application for Special Booking of Lecture Hall

Serial No. : _____

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.

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. : _____

Tel : _____ Fax : _____

Address : _____

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 Religious

Address of Organization : _____

Tel : _____ Fax : _____

Name of Signatory : Mr. Ms. _____ (English) _____ (Chinese)

Position held by Signatory : _____

Tel : _____ Fax : _____

PART II

Date(s) and Time Required :

DATE

TIME

1st choice _____

2nd choice _____

PART III

Name of Event : _____ (English) _____ (Chinese)

Nature of Event : _____

Details of Event (e.g. theme, title, programmes and name of artists/speakers, etc. Please specify the country of origin if there are any artists who are non-Hong Kong residents) : _____

Reason(s) why this booking needs confirmation more than 7 months in advance: (Please attach documents to support the information given above)

Commencement time of function : _____ Admission Fee : HKD Free

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

PART IV

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.

Name of sponsors / co-presenters (if any) : _____

PART V

Person to contact regarding detailed arrangements of the event :

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

Address : _____

Tel.: _____ Fax: _____

Chop of Organization Represented :

Signature: _____

Name of Applicant Signatory : _____

Tick if appropriate

Date: _____

Acknowledgement Slip (To be completed by staff of the Hong Kong Space Museum)

Your application for special booking of the Lecture Hall for the month of _____ 20_____ was received.

Your application is now under consideration by the Leisure and Cultural Services Department and we will contact you in due course.

For enquiries, please call the Hong Kong Space Museum Hiring and Sales Sub-unit at 2734 2718.

Date : _____

Serial No. : _____

for Manager, Hong Kong Space Museum

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 hiring facilities; and
 - (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 insufficient information is 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 the Manager at 2734 2707 (Tel) or 2721 2361 (Fax).