Pilot Scheme on the Use of School Venues by Arts Groups
Booking Application Form

Important Notes:	(1)	Please read the Introduction and Booking Arrangements on the Pilot Scheme and Conditions of Use of School Venues by Arts Groups before completing this application form.
	(2)	Applicant shall ensure the observance by himself, his servants and agents and by all other persons participating in the rehearsals of 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.
	(3)	The Leisure and Cultural Services Department (hereinafter referred to as "the Department") and the schools related reserve the right to accept or decline a booking application, or to cancel or terminate a confirmed booking. Applicant shall indemnify the Department, the schools related and the Government of The Hong Kong Special Administrative Region (hereinafter referred to as "the Government") and keep the Department, the schools related and the Government fully and effectively indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which the Department, the schools related and the Government may sustain or incur or which may be brought or established against it by any person and which in any case arises out of or in relation to or by reason of declining a booking application, or cancelling or terminating a confirmed booking.
	(4)	Booking application may not be considered further should applicant fail to complete this form in full.

☐ *Tick if appropriate* * *Delete if appropriate*

PART I

Name of Arts Group: _____ (Registered Chinese Name)

_____ (Registered English Name)

Form of Registration:

☐ Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance Cap. 112)

☐ Registered under Societies Ordinance Cap. 151

☐ Registered under Companies Ordinance Cap. 622

☐ Others: _____

Address of Arts Group: _____

_____

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

Position held by Signatory: _____ (Tel) _____ (Email) _____

PART II

Details of the Performance(s) Related to the Proposed Rehearsals

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

Nature of Event: _____

Details of Event: _____

_____

_____

(Please provide information on the theme, title, synopsis, and participating artists / creative team / production team, etc. If more space is required to explain the details, please attach separate sheets of paper.)

☐ The rehearsal is related to an upcoming public performance (Please provide confirmed venue booking details as documentary proof.)

Dates & venues of the performance: _____

☐ Confirmed venue booking details are not currently available, but with past history of regular performances and programme proposal currently under planning by the arts group (Please provide relevant details)

Will students of the school(s) concerned be provided with complimentary access to dress rehearsals/performances/ previews, talks/workshops related to the promotion of arts and Chinese culture, etc. :

☐ Yes, please list out details: _____

☐ No

PART III

School Facilities Intended to Hire: [Note]

Name of the School: _____

(District: _____)

Address of the School: _____

	Facilities	Month to be applied	Dates to be applied	Time slots to be applied (at least 3 hours per session)	Estimated No. of participants per session
1st choice	☐ School Hall ☐ Multi-purpose Activity Room ☐ Others (Please specify)				
2nd choice	☐ School Hall ☐ Multi-purpose Activity Room ☐ Others (Please specify) _____				
3rd choice	☐ School Hall ☐ Multi-purpose Activity Room ☐ Others (Please specify) _____				

Note: If arts group would like to apply for more than one school for rehearsal, please use separate application form for each school.

PART IV

Contact Details for Arranging Hiring Details

Name of Contact Person:	(English)	(Chinese)	Mr. / Ms.*
Position Held of Contact Person:		Tel:	
Email:		Fax:	

Declaration

I, the authorised representative of the arts group, hereby declare that the Introduction and Booking Arrangements on the Pilot Scheme and Conditions of Use of School Venues by Arts Groups are read through before submitting the booking application.

I, 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 arts group, 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.

I understand that it is an offence under the Prevention of Bribery Ordinance Cap. 201 for me/any members, employees, agents and contractors of the arts group to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.

Signature: _____ Chop of Arts Group Represented:

Name of Applicant /Signatory*: _____

Date: _____

Notices Regarding the Personal Data (Privacy) Ordinance Cap.486

Purpose of Collection

(1) The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes :
- (a) Processing of booking applications for the Pilot Scheme on the Use of School Venues by Arts Groups;
- (b) Communication in the normal course and in case of emergencies;
- (c) For statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which identify the date subjects or any of them; and
- (d) Any other legitimate purposes as may be required, authorized or permitted by law.

(2) The provision of personal data by means of this application is voluntary. However, if insufficient information is provided, the application / request may be delayed or not be considered or processes.

Classes of Transferees

(3) The personal data you provide by means of this application may be disclosed to Government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.

Access to Personal Data

(4) You have a right to request access to or the correction of your personal data as stated in this application 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 application, including the request for access and correction, should be addressed to the Sheung Wan Civic Centre at (852) 3586 0254 (Tel) or (852) 2851 1075 (Fax).

Enquiries: 3586 0254 Fax: 2851 1075 Email: schoolscheme@lcsd.gov.hk
(Monday to Friday from 9:30am to 5:45pm (except public holidays)