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

Important Notes:	(1) (2)	Groups Application rehearsategulation booking	before c nt shall ls of the ons impo applica	ompleting this appliensure the observare provisions of all aposed from time to tition.	ication form.  nce by himself, his oplicable laws of the me by the relevant a	servants and agents and by Hong Kong Special Admin authorities applicable to the	all other persons pa istrative Region and booking and/or in co	articipating in the requirements and nnection with the
	(3)	the right indemni (hereina effective proceed may be declinin	t to according to the Efter reference the transfer of the Effect of the	ept or decline a boo Department, the schorred to as "the Gove mnified against an I actions which the or established against ting application, or	oking application, of ools related and the ernment") and keep by and all losses, of Department, the so ast it by any person cancelling or termin	fter referred to as "the Depart or to cancel or terminate a e Government of The Hong the Department, the schools claims, damages, costs, cha hools related and the Gover and which in any case arises nating a confirmed booking. uld applicant fail to complet	confirmed booking. Kong Special Admi related and the Gov arges, expenses, lial rument may sustain out of or in relation	Applicant shall inistrative Region ernment fully and bilities, demands, or incur or which
☐ Tick if appropriate	*De	elete if app	propriate	2				
PART I  Name of Arts Grou	ın:						(Registered C	Chinese Name)
Name of Arts Group.			-					nglish Name)
							_ (********	8)
Form of Registration:				☐ Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance Cap. 112)				
				Registered und	der Societies Or	dinance Cap. 151		
				Registered und Others:	der Companies (	Ordinance Cap.622		
Address of Arts G	roup:							
Name of Signatory:		(English)			(Chinese)		Mr./Ms.*	
Position held by Signatory:					(	Tel)	(Email)	
PART II Details of Relate	ed Pe	rforma	nces o	of the Propose	d Rehearsal			
Name of Event:					(	Chinese)		(English)
Nature of Event:								
Details of Event:								
			tear		eam, etc. If mo	heme, title, synopsis, an		
The rehearsal is re	lated	to a pub	lic per	formance within	the next 12 mo	nths (from the first boo	king date):	
Yes, dates &		-	-					
If yes, please provi	ide co	nfirmed	venue	booking details	as documentary	proof.		
☐ No								

	of the school(s) concerned ps related to the promotion	-	-	access to dress rehearsals/po	erformances/ previews,
	ps related to the promotion use list out details:	1 of arts and Chine	ese culture, etc.	•	
No	ase list out details.				
PART III					
School Facil	ities Intended to Hire:	Note			
Name of the S	chool:				
	(Dist	rict:		)	
Address of the	e School:				
				1	
	Facilities	Month to be	Dates to be	Time slots to be applied	Estimated No. of
		applied	applied	(at least 3 hours per	participants per
				session)	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 rehe	earsal, please use separate ap	plication form for each
school.					
DA DT IV					
PART IV	otoile fou Augustius III	uing Dotaile			
	etails for Arranging Hi	<u> </u>		(Chinasa)	እለ። / እለ። ቃ
Name of Cor		(English)		(Chinese)	Mr. / Ms.*
	d 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 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.

:	Signatu	re: Chop of Arts Group Represented:				
Name of Applicant /Sig	gnatory* Date					
	N	otices Regarding the Personal Data (Privacy) Ordinance Cap.486				
Purpose of Collection	(1)	<ul> <li>The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes:</li> <li>(a) Processing of booking applications for the Pilot Scheme on the Use of School Venues by Arts Groups;</li> <li>(b) Communication in the normal course and in case of emergencies;</li> <li>(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</li> <li>(d) Any other legitimate purposes as may be required, authorized or permitted by law.</li> <li>The provision of personal data by means of this application is voluntary. However, if insufficient</li> </ul>				
	(2)	information is provided, the application / request may be delayed or not be considered or processes.				
<b>Classes of Transferees</b>	(3)	bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.				
Access to Personal	(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		Data (Privacy) Ordinance.				
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 9am to 5:45pm (except public holidays)