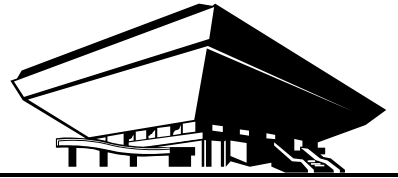


HONG KONG COLISEUM



Arena Booking Application Form

(Also available in Chinese)

Note: Please read the "Booking Arrangements and Guidelines for Major Facilities" before completing this form. Applicant must submit the original copy of the Booking Application Form.

Hirer ID: _____
Application No.: _____
(for office use)

Note: * Please tick as appropriate

PARTICULARS OF APPLICANT

- Name of Applicant * Mr. Ms. _____ (English) _____ (Chinese)
- Position held by Applicant _____
- Name of Organisation Represented _____ (English)
_____ (Chinese)
(Application should be made by a company or an organisation registered in Hong Kong)
- Address of Organisation (P.O. Box No. is not accepted) _____
- Nature of Organisation * Commercial Non-commercial Government Bureau / Department
- Form of Registration * Business Registration Registered Under Company Ordinance Others
(Supporting document should be produced for charitable or non-profit-making organisation)
- Name of Contact Person * (if different from Item 1 above) Mr. Ms. _____ (English) _____ (Chinese)
- Contact Telephone _____ (Telephone 1) _____ (Telephone 2)
_____ (Fax) _____ (Email)
- Correspondence Address (if different from Item 4 above) _____
- Name of Sponsor(s) / Co-presenter(s) (if any) _____

PARTICULARS OF EVENT

(Please note that items marked (#) cannot be altered after the deadline of submission of application, save and except with the prior approval of the Department.)

- Official Name of Event # _____ (in English)
_____ (in Chinese)
- Name(s) & country of origin of artist(s) / performing group(s) / team(s) participating # _____
- Nature and contents of Event # _____
- Minimum no. of performances _____ (Morning) _____ (Afternoon) _____ (Evening)
- Consecutive date(s) applied for # _____ (1st Choice) No. of Day(s): _____
Alternative date(s), if any # _____ (2nd Choice) _____ (3rd Choice)

(Alternative date(s) is/are other available date(s) acceptable to you. It is in your interest to suggest alternative date(s) to facilitate accommodation of your request in the event of competitive bidding situations. Where specific dates are not a pre-requisite, you may wish to consider a preference of number of days required and/or specific days within the week/month. Please note, however, that once Department has accepted your choice of dates, any subsequent change will be regarded as a fresh application, and forfeiture of reservation fees of the first application will be effected.)

- Language preferred for correspondences * English 中文

	<u>Date(s)</u>	<u>Time</u>
7. Event schedule		
Set up	_____	_____
Rehearsal(s)	_____	_____
Performance(s)	_____	_____
Dismantling	_____	_____

(Please ensure that sufficient set up and dismantling time is available within the booking hours of 0901 - 2400.)

8. Seating arrangement proposed * End stage Central stage Central court Others _____
(Please specify)

9. Admission proposal *

Open to public Not open to public

Marked Seats Free Seating

Paid admission event Free admission event Free admission and Paid admission event

Free admission event: (i) proposed seating capacity _____; and (ii) means of distribution _____

(Free admission event means an event to which all members of the audience are admitted without any obligation to pay or to provide any other consideration in return for the issue, distribution or use of the tickets for that event. Paid admission event means an event which is not a free admission event.)

10. Seating capacity and ticket price scale (If there are different ticket price scales for different performances, please indicate performance date(s) and commencement time(s) with relevant price scales. Please use separate sheets if necessary. Please note that total number of tickets and complimentary tickets of each performance cannot be more than 12 500 and 500 respectively.)	Ticket Price Scale	<u>Price(\$)</u>	x	<u>No.</u>	=	<u>Revenue (\$)</u>
	i)	x		=		
	ii)	x		=		
	iii)	x		=		
	iv)	x		=		
Complimentary Tickets	n.a.	x		=	n.a.	
Total Seating Capacity/ Total Revenue						

11. Any other information supporting the application _____

12. **Application for e-Payment service of e-APS *** Yes _____ (Email) No
(e-Payment refers to online payment service of e-APS by means of PPS / credit card for approved booking application. A password will be sent to this email account for e-Payment if the application is approved.)

TOTAL RESERVATION FEE HK\$ _____ (HK\$5,670 per day x _____ days)

DECLARATION

I, the authorised representative of the applicant/organisation, 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/organisation, 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.

Date

Signature of Applicant

Organisation Chop

Booking Enquiry: (852) 2355 7261 (Tel); amstak1@lcsd.gov.hk (Email)

Notices Regarding the Personal Data (Privacy) Ordinance

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 Hong Kong Coliseum hiring facilities; (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 will identify the data subjects or any of them; and (d) Any other legitimate purposes as may be required, authorised 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 processed.
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.
Enquiries	(5) Enquiries concerning the personal data collected by means of this application, including the request for access and correction, should be addressed to Manager (Stadia) Marketing at (Tel) (852) 2355 7281 or (Fax) (852) 2364 7446.