Leisure and Cultural Services Department's Civic Centres Booking Application Form (Major Facilities) Auditorium / Black Box Theatre / Plaza * of Kwai Tsing Theatre

Important Notes:

PART I#

- (1) Please read the Booking Arrangements, Conditions of Use and Scale of Hire Charges before completing this application form.
- (2) 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.
- (3) The Leisure and Cultural Services Department (hereinafter referred to as "the Department") reserves the right to accept or decline a booking application, or to cancel or terminate a confirmed booking. Applicant shall indemnify the Department and the Government of The Hong Kong Special Administrative Region (hereinafter referred to as "the Government") and keep the Department 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 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) Part I to Part IV and Part VIII are mandatory parts (marked with #). Booking application may not be considered further should applicant fail to complete these parts in full. Any subsequent changes after confirmation of the booking have to be approved by the Department. The Department reserves the right to cancel or terminate a confirmed booking should there be substantial deviation from the original booking application.

For Office Use Only
Hirer I.D.:
Appn I.D.:

Section A (To be completed)	ted if Applicant is an individual)		
Name of Applicant	Mr. / Ms. *	(English)	(Chinese
Hong Kong Identity Card N	lo. / Passport No. *(Please fill in the fire	rst 4 characters, e.g.A123456(7)→A123)	
(Note: You may be required to produ	ce your identification document to venue staff for	or verification.)	
Address			
Tel	Fax	Email	
-	·	_	

Section B (To be completed if Applicant is **an organisation**)

 Name of Organisation
 (Registered English Name)

 (Registered Chinese Name)

 Nature of Organisation
 □ Commercial
 □ Non-commercial
 □ Government Bureau / Department

 Form of Registration
 □ Business Registration
 □ Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance Cap. 112)

□ Registered under Companies Ordinance
 □ Cap.151
 □ Registered under Societies Ordinance
 □ Cap.151

□ Registration of a School □ Others: _____

Address of Organisation

Name of Signatory Mr. / Ms. * (English)

(Chinese)

Position Held by Signatory

Tel Fax Email

PART II

		Auditorium / Black Box Theatre				Plaza	
Facilities	Date (dd/mm/yy)		9am – 1pm	2 – 6 pm	7 – 11 pm	Whole day (except 1-2 pm and 6-7 pm)	Minimum 4 hours during 9am - 6pm
☐ Auditorium	1 st choice						
☐ Black Box Theatre	2 nd choice						
□ Plaza	3 rd choice						

Remarks:

Auditorium Stage format: ☐ Proscenium ☐ Sound Canopy ☐ Orchestral Pit ☐ Extension Stage (approval will be depended on availability of the venue)

	ART III # me of Event						(English)
							(Chinese)
	ture of Event						
De		e specify the countr	y of origin if there	ne of artists / speaker e are any artists / spe ttach separate sheets	akers who a		
Со	mmencement Time o	of Function		Estim	ated No. of	Participants	
Us	e of URBTIX Service	☐ Yes	□ No	Admis	sion Fee\$		/ Free*
An	y sale of merchandise	during the event?	Yes / No* If y	es, please specify the	merchandis	e items at belov	v:
Na	r exhibitions, please at me of sponsor(s) (if	any)	ast exhibitions.				
_	me of co-presenter(s e of e-Payment	s) (if any)					
Se	ttle hire charges through ∕es □ No	n e-Payment if applicat	ion is approved (e-	Payment refers to onlin	e payment se	ervice by means	of PPS/Credit Card)
If y	es, please provide your e	email for receiving the p	eassword for using e	e-payment service (if diffe	rent from Part I	above):	
Re	ason(s) why this bookin	g needs confirmation r	more than 7 month	s in advance (Please at	tach docume	nts to support the	e information given)
If y	ART V ou are interested in a Kwai Tsing Theatre S I you apply for the Sch	cales of Hire Charge	es and Booking A		complete th	ne following:	er to Scale V(D) of
If the the Me Depto	omission of Document ne applicant organisate e charges / concessio atre, Queen Elizabeth morandum (if any) ar partment) which are st save the effort of re cessary.	ion has, during the p nary rates at an Lei n Stadium, museum nd Articles of Associ ill valid to be applica	past 12 months, a sure and Cultura or the Hong Kor ation or the Con ble to the presen	pplied for and been g Il Services Departmer ng Central Library) an stitution or tax exemp t application, the appli	ranted any k nt cultural ve nd <u>has subm</u> ntion docume cant organis	kind of rental such that the control of the control	bsidy / reduction of centre / town hall / cary proof (such as ne Inland Revenue are the same below
Thi Me of in_	s applicant organisat morandum and Article hire charges /	es of Association*). concessionary	Approval was giver rates at	n (whose aim is to postern to the application red documentary proc	made for an	y kind of rental (name	its Constitution or subsidy / reduction of the venue)
adı	ART VI (Application of the month of the date(s) could not be	f hire)		-			
(1) t	together with other b	ooking applications i	eceived in the fol	lowing month	□ Yes	□ No	,
	Date(s) (if they are d			rt II):	_3 rd Choice		
(2)	together with other bo	oking applications red	ceived in the secor	nd succeeding month	3·• Choice	□ No	
	Date(s) (if they are d		•	rt II):	2rd Ch -:		
	1 st Choice	Z'	nd Choice		_3 rd Choice		

PART VII (for internal reference only) Apart from this venue, have you submitted ordinary booking application(s) for major facility(jes) of other performance venues under Leisure and Cultural Services Department for the same event stated in Part III? If yes, please list the venue(s) and date(s) you have applied. (venue/date(s)) (venue/date(s)) (venue/date(s)) (venue/date(s)) (venue/date(s)) (venue/date(s)) PART VIII # Person to contact regarding detailed arrangements of the event Name of Contact Person Mr. / Ms. * (English) (Chinese) **Address** Fax Email Tel Declaration I, the authorised representative of the applicant / organisation, hereby declare that the Booking Arrangements, Conditions of Use and Scale of Hire Charges 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 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. 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 organisation 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. Chop of Organisation Represented: Signature : Name of Applicant / Signatory*: Date : _____ ☐ Tick if appropriate *Delete if inapplicable Notices Regarding the Personal Data (Privacy) Ordinance Cap. 486 **Purpose of Collection** 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 Kwai Tsing Theatre 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

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

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

Enquiries concerning the personal data collected by means of this application, including the request for access and correction, should be addressed to Manager (Kwai Tsing Theatre) Operations at (852) 2406 7505 (Tel) or (852) 2944 8743 (Fax).

Booking Enquiries: 2406 7505 Fax: 2944 8743 (Monday to Friday from 9am to 5:45pm (except public holidays))