

香港灣仔港灣道2號香港藝術中心9樓
香港區音樂中心

Hong Kong Music Centre
9/F Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong

外借展覽圖板申請表 APPLICATION FOR LOAN OF EXHIBITION PANELS

查詢 Enquiries : ☎ 2598 0801 (活動及推廣組 Activities & Promotion Section) ☎ 2824 1989

(填寫前請先閱讀申請須知 Please read the Notes on Application before completion)

申請機構資料 Details of Applicant Organization

學校/ 團體名稱 Name of School/ Organization		<input type="checkbox"/> 小學 Primary School <input type="checkbox"/> 中學 Secondary School <input type="checkbox"/> 大專院校 Tertiary Institution 全校學生人數 Total no. of students in the school _____
		<input type="checkbox"/> 註冊慈善團體 Registered Charitable Organization <input type="checkbox"/> 註冊非牟利團體 Registered Non-profit-making Organization
聯絡人姓名 Name of Contact Person		職位 Post
電話 Tel. No.	手提電話 Mobile No.	傳真 Fax No.
電郵 Email		
地址 Address		地區 District
外借用途 Purpose of Loan <input type="checkbox"/> 教學 Teaching <input type="checkbox"/> 活動 Programme <input type="checkbox"/> 其他 Others (請註明 Please specify) _____		

自取外借展覽圖板項目 Details of Self-collecting Loan Out Exhibition Panels

題目 Title (請選擇 Please select) <input type="checkbox"/> 中國西南地區民樂探索 * Folk Music of the South-western Region of China * <input type="checkbox"/> 北印度音樂巡禮 * Introduction to Music of North India * <input type="checkbox"/> 印尼音樂巡禮 - 峇里的嘉美蘭 * Introduction to Music of Indonesia - Balinese Gamelan * <input type="checkbox"/> 民族音樂巡迴展覽 - 日本篇 @ Exploring Traditional Music of Japan @		
展覽地點 Display Area	借用日期 Loan Period	預計觀賞人數 Estimated No. of Viewers

* 中英文版；每套展覽包括4塊圖版（每塊約30英寸×40英寸）及1隻CD。
Bilingual version (Chinese & English). Each set of exhibition comprises 4 panels (size per panel: 30" × 40") and 1 CD.

@ 中文版；展覽包括4塊圖版（每塊約30英寸×40英寸）及1隻DVD。
Chinese version only. The exhibition comprises 4 panels (size per panel: 30" × 40") and 1 DVD.

聲明 Declaration

茲證明上述資料均正確無訛，沒有遺漏，並願意遵守有關的借用規則。

We hereby certify that all the information given on this form is correct and complete, and agree to abide by the conditions of loan.

申請機構負責人職銜及簽署

Post & Signature of Authorized Officer of Applicant Organization : _____

日期 Date : _____ 學校/ 團體印章 School/ Organization Chop : _____

申請須知 NOTES ON APPLICATION

申請手續

1. 申請機構請先致電音樂事務處（2598 0801）查詢可借用日期，然後把申請表傳真（2824 1989）或電郵（amoiikh@lcsd.gov.hk）到本處。
2. 申請表必須於擬定借用日期前最少一個月遞交，所有申請將按先到先得的原則處理。
3. 任何屬慈善/ 非牟利性質的註冊申請機構於遞交申請時，必須附上有關的證明文件副本，如稅務局按稅務條例第八十八條發出的信件，以證明其慈善/ 非牟利性質。申請機構的負責人必須於副本上簽署，並蓋上團體印章，以示真確。
4. 借用期限為一個月。如需要借用超過一個月，請在表格上註明原因，本處會按情況考慮。

借用規則

1. 自取展板：
 - 1.1 本處會以書面確認申請。成功申請機構必須按借還日期，於指定辦公時間內（星期一至五：上午 9 時 30 分至下午 12 時 30 分 及 下午 2 時至 6 時；公眾假期休息）到本處香港區音樂中心（灣仔港灣道 2 號香港藝術中心 9 樓）領取及交還展板，本處不負責運送事宜。借用機構必須在提取展板當日出示本處的批准信作證明，信件需蓋上申請學校/ 機構的印章。
 - 1.2 借用機構必須妥為擺放展板，以免展板接觸雨水、受潮或被日光直射。借用機構須確保展板在展出期間的安全。展覽期間，在任何情況下，展板對任何人/ 物造成任何傷害或損毀，本處皆不會承擔任何責任。
2. 凡於借用期間損毀或遺失展板，借用機構必須立即通知本處，切勿嘗試自行修補。本處有權追討賠償，包括重新製作、修補及其他有關費用等。
3. 所有展板內容的版權均屬香港特別行政區政府所有，未經本處同意，借用機構不得擅自以任何形式翻印、複製或更改展板內容。
4. 借用機構不能向觀賞者收取任何費用，或未經本處同意，擅自將展板外借予其他學校/ 機構。
5. 本處保留對申請的最後決定權。

個人資料（私隱）收集聲明

1. 表格內的個人資料只作處理申請之用。
2. 根據個人資料（私隱）條例第 18、22 及附表 1 的第 6 原則，申請機構有權要求查閱及更正表格內所提供的個人資料。
3. 如欲查閱及更正表格內所提供的資料，請致電 2598 0801 與音樂事務處聯絡。

Application Procedures

1. For the loan of exhibition panels, please contact the Music Office at 2598 0801 for the availability of the exhibition panels and then fax (2824 1989) or email (amoiikh@lcsd.gov.hk) the completed application form to the Music Office.
2. Applicant organization is required to submit the completed application form at least one month in advance of the intended start date of loan period. Applications will be processed on a first come, first served basis.
3. For the application from registered charitable/ non-profit-making organization, copies of supporting documents to identify the nature of the organization, e.g. a letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance, should be produced. The copy should be certified true by an authorized officer together with the organization chop.
4. The loan period is one month. For those who would like to borrow more than one month, please specify the reason in the application form for the Music Office's consideration.

Conditions of Loan

1. Self-collecting exhibition panels:
 - 1.1 Successful application will be confirmed in writing. The borrowing party is required to make its own transportation arrangement to collect and return the panels at the Music Office Hong Kong Music Centre (9/F Hong Kong Arts Centre, 2 Harbour Road, Wanchai) during the specified office hours (Mon-Fri: 9:30am-12:30pm & 2pm-6pm; closed on public holidays) according to the loan period stated in the confirmation letter. The borrowing party is required to produce the confirmation letter affixed with the school/ organization chop upon collection.
 - 1.2 The self-collecting panels should be well protected from rain, humidity and direct sunlight. The borrowing party should be responsible for the safety measures during the display period. The Music Office is not liable for any damage or harm caused to anybody/ anything while using the panels under the custody of the borrowing party.
2. In case of damage or loss of the exhibition panels, it should be reported to the Music Office immediately. No attempt for repairs should be made by the borrowing party. The Music Office reserves the right to claim from the borrowing party the full payment of the cost of the package with overheads.
3. The Government of the Hong Kong Special Administrative Region possesses the copyright of the content of exhibition. The content shall not be reproduced, duplicated or altered in any format in any way without the prior consent of the Music Office.
4. The borrowing party should not impose any charge on the viewers, or loan the exhibition panels to any other schools/ organizations without the Music Office's prior consent.
5. Application is subject to the Music Office's final approval.

Personal Data Collection Statement

1. The personal data on this form will be used for processing of application only.
2. Applicant organization has the right to request access to and the correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
3. For access to and correction of personal data submitted, please contact the Music Office at 2598 0801.