

Leisure and Cultural Services Department
Application Form for Operating a Stall
at the Arts Corner (Phase XXIV) at Hong Kong Park
(1 January to 31 December 2024)

Serial No.
(for official use only)

*Name of Applicant/Organisation (Stall Operator): _____

Address: _____

E-mail address: _____ Fax No.: _____

Tel. No. (Home/Office): _____ Mobile No.: _____

Type of Stall to be operated:

- (1) **Handicrafts Stall: for selling pottery/straw-weaving works/dough models/paper craftworks/ carving works/accessories/floral artworks/sand paintings/cloth artworks/ clay works/others (please specify)

Materials used in the products to be sold and other details of the products: _____

- (2) **Arts Service Stall: for providing the service of photography/painting/calligraphy/silhouette cutting/sketching/caricature/others (please specify)

Please specify the equipment, tools and props to be used: _____

Professional qualifications for operating the Handicrafts/Arts Service Stall, if applicable: _____

Reason(s) for being interested in operating the Handicrafts/Arts Service Stall: _____

Experience in operating the Handicrafts/Arts Service Stall: Yes / No **

If yes, please describe: _____

Intend to operate the stall every Saturday, Sunday and on public holidays: Yes/ No **

Declaration of Applicant

- I have read and understood the prospectus of Hong Kong Park Arts Corner (Phase XXIV) and the remarks listed on the back of this application form and I agreed to comply with them.

Signature of Applicant / Organisation's Representative: _____

Name of Applicant / Organisation's Representative: _____

H.K. Identity Card No.: _____ Organisation's Chop (if applicable): _____

Post title (applicable to Organisation's Representative) : _____

Date: _____

* Please fill in one applicant only

** Please delete where inappropriate

PLEASE READ THE NOTES OVERLEAF BEFORE COMPLETING THIS APPLICATION FORM

NOTES

1. Application can be made in the name of an individual or organisation. For organisations, they must be non-profit making organisations (any charitable organisation which is exempt from tax under section 88 of the Inland Revenue Ordinance) and submit copies of relevant documentary proof together with the application form. **If the stall operator is an individual, he/she must manage the stall himself/herself.** If the stall operator is an organisation, the stall should be manned by a person approved by LCSD.
2. Applicants for the handicrafts stalls must prove that the products to be sold are of good quality. Applicants should submit their completed application forms **with not more than three handicraft samples** for our consideration. Only approved handicrafts can be sold by the successful applicants.
3. Applicants for the arts service stalls are required to submit their completed application forms, relevant proof of professional knowledge in respective fields (if applicable) **with not more than three artwork samples (drafts or photographs) well packed in transparent plastic bags separately** for our consideration.
4. Applicants should return the completed application forms together with copies of relevant proof of professional knowledge (if applicable) in respective fields and samples of handicrafts or artworks (not more than three pieces) to **Hong Kong Park Management Office** at 1/F, Rawlinson House, 19 Cotton Tree Drive, Central, Hong Kong from **12 October (Thursday)** to **30 October 2023 (Monday)** [Office hours: 9:00 am to 5:30 pm (except 1:00 pm to 2:00 pm) from Monday to Friday, closed on Saturdays, Sundays and public holidays].
5. Each applicant will be given a score by the “Arts Corner” Vetting Panel in accordance with the quality and variety of products/services to be provided.
6. Each applicant can only operate one stall for each period. If the total number of applications that have met the criteria exceeds the stall quota, the stalls will be allocated to those with the highest marks. If there are applicants with equal marks, the result will be determined by draw.
7. The deposit of HK\$1,000 will be forfeited and application from the same applicant for the next round of Arts Corner will not be accepted if the stall operation attendance of the successful applicant is less than 70% or when the contract is terminated due to the successful applicant's failure to comply with the contract terms. The registration fee of HK\$100 paid to the Government by the successful applicant is non-refundable and non-transferable.
8. Successful applicants are required to effect and keep in force a public liability insurance in the joint names of the Permit Holder and the Government of the Hong Kong Special Administrative Region with an indemnity of not less than HK\$6.5 million during the agreement period.
9. Successful applicants must attend the related briefing (the date is to be confirmed). Successful applicants will be notified to attend the briefing to draw lots during the briefing to determine stall location and pay the registration fee and security deposit on the same day. Non-transferable permits will be issued to all successful applicants after signing an agreement with LCSD.
10. Applicants who have not received any replies by **31 December 2023** may consider their applications unsuccessful. No notification will be given separately. All submitted samples should be collected by applicants at Hong Kong Park Management Office during office hours from **3 to 11 January 2024**. Uncollected samples will be disposed by our Department and not returned to applicants afterwards.
11. Telephone Enquiries: 2521 5041

The Personal Data (Privacy) Ordinance

Purposes of Collection of Data

1. The personal data provided by means of this form will be used by the LCSD for the following purposes:
 - (a) processing of applications for operating a stall at the “Arts Corner” at Hong Kong Park; and
 - (b) communication with the applicant in connection with the current and future use of the venue.
2. The provision of personal data by means of this form is voluntary. If insufficient information is provided, the application may not be accepted or processed.

Disclosure of Data

3. The personal data provided by the applicant may be disclosed to other government departments for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. The applicant in person will have a right to request for access to or correction of his/her personal data as stated in this form under Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486).

Enquiries

5. Request for access to or correction of the personal data in this form should be forwarded to Hong Kong Park Management Office at 2521 5041 (Tel) or 2537 1236 (Fax).