

**Artists' Corner (2019) at Sha Tin Park  
Prospectus**

**Aim:** To bring more enjoyment to the parkgoers, the Leisure and Cultural Services Department (LCSD) will set up an "Artists' Corner" at Sha Tin Park where handicrafts and arts service stalls will be provided.

**Type of Stalls :**

1. Handicrafts stalls: for selling handicrafts and artworks such as pottery, straw-weaving works, dough models, paper craftworks, carving works, accessories, floral artworks, sand paintings, cloth artworks and clay works.
2. Service stalls: for providing services of photography, painting, calligraphy, silhouette cutting, sketching/caricature, etc.

**Date:** From 1 January 2019 to 31 December 2019 (Saturdays, Sundays and Public Holidays)  
*(Artists Corner will be suspended during the period when major events are being held in the Park)*

**Time:** 9:00 a.m. – 7:00 p.m.

**No. of Stalls:** 18 stalls

**Fee:** HK\$100 registration fee and HK\$1,000 security deposit for each stall. The HK\$1,000 security deposit will be forfeited if the stalls operation attendance is less than 70% or when the termination is due to failure in fulfilling the agreement terms. The registration fee of HK\$100 is non-refundable and non-transferable.

**Eligibility:** Any interested individuals or non-profit making organization (any charitable organization which is exempt from tax under section 88 of the Inland Revenue Ordinance)

**Application forms are available at:**

Places	Office hours
Sha Tin Park Management Office - 2 Yuen Wo Road, Sha Tin, Hong Kong.	9:00 am to 5:30 pm from Monday to Sunday and Public Holidays
Sha Tin District Leisure Services Office - Unit 07-12, Level 12, Tower 1, Grand Central Plaza, No. 138 Rural Committee Road, Sha Tin, N.T.	8:30 am to 6:15 pm from Monday to Friday (closed on Saturday, Sunday and Public Holidays)

**Download from LCSD website:** <http://www.lcsd.gov.hk/en/parks/stp/activities/artists.html>

**Application method:** The completed application form must be submitted in person together with copies of relevant proof of professional knowledge in the respective field (if any) and sample(s) of artworks or handicrafts or photo samples (not more than three pieces) to the Sha Tin Park Management Office, 2 Yuen Wo Road, Sha Tin, Hong Kong during office hours. **It should be noted that the artworks must be the applicant's original works and the handicrafts or the photo samples must be produced by the applicant himself/herself.**

**Date of application:** **1 November 2018 (Thursday) to 5:00 pm on 12 November 2018 (Monday).**

**Remarks:**

1. Applications will be considered by a Vetting Panel which is composed of Sha Tin District Councilors and representatives from the Leisure Services Branch and Cultural Services Branch of the LCSD.
2. Please refer to the overleaf for the assessment criteria and procedure.
3. Successful applicants are required to effect and keep in force a public liability insurance with an indemnity of not less than HK\$6.5 million during the agreement period.

**Enquiries:** 2695 9253

**Assessment Criteria and Procedure  
for “Artists’ Corner” in Sha Tin Park**

The assessment criteria and procedure of Vetting Panel are as below:

**I. Assessment criteria:**

1. nature, variety, creativity, artistic merit and attractiveness of the handicrafts or arts service to be provided (30%);
2. quality of the handicrafts or artworks or photos sample submitted (30%);
3. relevant professional skills possessed by the applicant (20%); and
4. relevant experience or the performance of the applicant in the previous phase of the Artists’ Corner (20%).

**II. Assessment procedure:**

1. A number will be allocated to the samples and the relevant certificate(s) or resume(s) provided by the applicant during the assessment by the Vetting Panel.
2. Each application will be given a score by each member in the Vetting Panel according to the above criteria.
3. The relevant certificate(s) / resume(s) of the applicants will be provided to each member in the Vetting Panel for judging reference.
4. The past performance of the applicant (e.g. attendance rate and any irregularities) in the previous phase of the Artists’ Corner will be listed on the score sheet for judging reference.
5. The total score of an applicant is the summation among members in the Vetting Panel. Stalls will be allocated to applicants with higher scores in descending order. If the applicant fails to obtain score in Item 1 or/and Item 2 of the above Assessment Criteria, his/her application will be considered unsuccessful.
6. If total qualified applicants exceed the quota, stalls will be allocated to those of the highest score or by drawing lots if the scores are equal.
7. The quota of successful applicant and the quota of applicant on the waiting list in each category will be determined by the Assessment Panel. When the quota of successful applicant in each category is full, other applicants will be placed in the waiting list according to their scores in descending order.
8. If there is any withdrawal by the successful applicant, the first applicant in the waiting list will be invited to operate the stall.
9. Decisions made by the Vetting Panel shall be considered as final.

**Application Form for the Artists' Corner at Sha Tin Park (2019)**  
**(1 January 2019 to 31 December 2019)**

**Serial No.**  
**(For official use only)**

\* Name of Applicant/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address (if any): \_\_\_\_\_ Fax No.: \_\_\_\_\_

Tel. No. (Home/Office): \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Name of Organization's Representative: \_\_\_\_\_ Mobile No of Organization's Representative : \_\_\_\_\_

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

Please specify the equipment and accessories to be used:

Please provide your professional qualifications for operating the Handicrafts/Service Stall:

Please state the reason(s) for being interested in operating the Handicrafts/Service Stall:

Do you have any experience in operating the Handicrafts/Service Stall: Yes / No \*\*

If yes, please describe:

Declaration of Applicant

1. I have read and understood the prospectus of Sha Tin Park Artists Corner (2019) and the remarks listed on the back of this application form and I agreed to comply with them;

Signature of Applicant/Organization's Representative: \_\_\_\_\_

Name of Applicant/Organization's Representative: \_\_\_\_\_

H.K. Identity Card No of Applicant / Organization 's Representative.: \_\_\_\_\_

Post title with organization chop (applicable to Organization) \_\_\_\_\_

Date : \_\_\_\_\_

\* Please fill in one applicant only

\*\* Delete as appropriate

**PLEASE READ THE INFORMATION LISTED ON THE PROSPECTUS AND OVERLEAF BEFORE YOU COMPLETE THIS APPLICATION FORM**

## **REMARKS**

1. Application is open to any interested individuals or organization. For organization, they must be non-profit making organization (any charitable organization which is exempt from tax under section 88 of the Inland Revenue Ordinance) (For Organizations, please submit copy of related certification together with the application form). The stall operator must operate the stall **personally** if he/she is an individual or with authorized persons nominated by the Organization and approved by the department.
2. Applicants for service stalls (e.g. photography / painting / calligraphy / silhouette cutting / sketching / caricature) are required to submit their completed application forms together with copies of relevant proof of professional knowledge in respective fields (if any) **and not more than three samples of artworks (drafts or photographs) created by the themselves for our consideration. Each submitted sample must be properly packed in a separate transparent plastic bag.**
3. Applicants for handicrafts stalls must prove that the handicraft items to be sold are of good quality. Applicants must submit their completed application forms together with **not more than three samples of the handicraft items produced by themselves** for our consideration. Only approved handicraft items can be sold.
4. The submitted samples must be the applicants' original artworks or handicrafts or photos samples produced by the applicants themselves. Failure to comply with this requirement will lead to disqualification or immediate termination of the agreement for the operation of a stall (if such an agreement has already been made) without refund or compensation to the applicants.
5. Each application from the applicant/organization will be given a score by the "Artists' Corner" Vetting Panel in accordance with the quality and variety of products/services to be provided. Please refer to the 'Assessment Criteria and Procedure for "Artists' Corner" in Sha Tin Park' for details.
6. Each applicant or organization 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 ballot.
7. The completed application forms together with copies of relevant proof of professional knowledge in respective fields (if any) and relevant samples (not more than three pieces) should be submitted to the Sha Tin Park Management Office, 2 Yuen Wo Road, Sha Tin, Hong Kong within the period **from 1 November 2018 to 12 November 2018, 5:00 pm.**
8. Successful applicants must attend the briefing on **5 December 2018.** They are required to draw lots 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.
9. All returned samples must be collected from **5 December 2018 to 19 December 2018** at the Sha Tin Park Management Office. LCSD has the right to dispose the uncollected samples afterwards.
10. Artists' Corner will be suspended during the time when major events are held in Sha Tin Park. Stall operators will be notified in advance.
11. The HK\$1,000 security deposit will be forfeited if the stalls operation attendance is less than 70% or when termination is due to failure in fulfilling the agreement terms. The registration fee of HK\$100 is non-refundable and non-transferable.
12. Successful applicants are required to effect and keep in force a public liability insurance with an indemnity of not less than HK\$6.5 million during the agreement period.
13. Telephone Enquiries : 2695 9253

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### Notices regarding the Personal Data (Privacy) Ordinance

#### Purpose of Collection

1. The personal data provided by means of this form will be used by LCSD for the following purposes:
  - (a) processing of application for service stall/ arts and crafts sales stall at Sha Tin Park; and
  - (b) communication and correspondences in connection with the current and future use of Sha Tin Park.
2. The provision of personal data by means of this form is voluntary. However, if insufficient information is provided, the application may not be considered or processed.

#### Disclosure of Data

3. The personal data you provide by means of this form may be disclosed to other Government departments for the purposes mentioned in paragraph 1 above.

#### Access to Personal Data

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

#### Enquiries

5. Enquiries concerning the personal data collected by means of this form including the request for access and correction, should be addressed to the Sha Tin Park Management Office on 2695 9253 (Tel) or 2693 1597 (Fax).

**List of samples of handicrafts or artworks  
for the “Artists’ Corner (2019)” in Sha Tin Park**

**PART I**

Please provide details of the samples of handicrafts or artworks by completing PART I and returning together with the samples to Sha Tin Park Management Office.

Sample No.	Brief description of the samples of handicrafts or artworks or photos	Remarks: If the samples are not the original, please specify in this column (Photocopy / Photo)

Name of Applicant : \_\_\_\_\_  
Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

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**PART II**

Sha Tin Park acknowledges the receipt of \_\_\_\_\_ nos. of the above-listed samples and copies of \_\_\_\_\_ nos. of certificates from the applicant.

Chop of Sha Tin Park : \_\_\_\_\_ Date: \_\_\_\_\_

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**PART III**

Submitted samples can be collected at Sha Tin Park Management Office from **5 December 2018 to 19 December 2018**. Uncollected samples will be disposed of by the Leisure and Cultural Services Department and not be returned. If the applicant is unable to collect the samples in person during the above-mentioned period, he/she may authorize another person to collect the samples by filling in the following Authorization Form. For enquiries, please call us at **2695 9253**

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Collection of sample in person

I, \_\_\_\_\_, (I.D. card no: \_\_\_\_\_) have collected the above-mentioned samples on \_\_\_\_\_.

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Authorization Form

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ (I.D. card no.: \_\_\_\_\_) to collect on my behalf the above-mentioned samples.

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Signature : \_\_\_\_\_  
*(Please sign here)*

Date : \_\_\_\_\_