



# QUEEN ELIZABETH STADIUM

## Application Form for ORDINARY BOOKING of

- Multi-Purpose Hall /  Function Room /  Committee Room  
 Badminton Court /  Table-Tennis Table /  Squash Court

### Important Notes :

- Please read the Booking Arrangements and Guidelines, Conditions of Use and Schedule of Hire Charges of Terms and Conditions of Hire (Hiring Units other than Arena, Distribution & Exchange Lobby and VIP Lounge) before completing this application form. Applicant must submit the **original copy** of the Booking Application Form.
- 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.
- 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.
- Sections marked with # are mandatory sections. Booking application may not be considered further should applicant fail to complete these sections 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 No.: \_\_\_\_\_

**Note: \* Please tick  as appropriate**

For the period \_\_\_\_\_ to \_\_\_\_\_

### I. PARTICULARS OF APPLICANT #

(1) Name of Applicant: Mr. Ms. \_\_\_\_\_ (in English) \_\_\_\_\_ (in Chinese)

(2) Position held by Applicant: \_\_\_\_\_

(3) Name of organisation represented: \_\_\_\_\_  
 (Application should be made by a company or an organisation registered in Hong Kong)

(4) Address of organisation: \_\_\_\_\_  
 (P.O. Box No. is not accepted)  
 Tel. No.: \_\_\_\_\_ Fax. No.: \_\_\_\_\_ email: \_\_\_\_\_

(5) Correspondence address: \_\_\_\_\_  
 (if different from Item 4 above)

### II. PARTICULARS OF EVENT #

Details of Event (Please provide event content and name of artists / speakers, and etc. Please specify the country of origin if there are any artists / speakers who are non-HK residents. If you need more space to explain the details, please attach separate sheets of paper.)

(1) Name of event: \_\_\_\_\_

(2) Nature of event: \_\_\_\_\_

(3) Estimated no. of persons per unit per session: \_\_\_\_\_

(4) Details of booking:

Date(s) Applied (Date/Month)	Session(s) / Hour(s) Required		Unit / Nos.	Reservation Fee (see Item (v) of Annex)
	No.	Session(s)/hour(s)		
e.g. 4,11,19, 26 Jan	13-14	1900-2100	Badminton Court	\$59 x 4 days x 2 hrs=\$472



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- (5) Application for e-Payment service of e-APS  Yes \_\_\_\_\_ (Email)  No  
(Applicable for approved ordinary booking of Function Room and Committee Room)

(e-Payment service refers to online payment service of e-APS by means of PPS / credit card. A password will be sent to this email account for e-Payment if the application is approved.)

### III. CONCESSIONARY RATES FOR NON-PROFIT ORGANISATIONS SCHEME

If you are interested in the Concessionary Rates for Non-profit Organisations Scheme, please read the relevant guidelines and tick  against your choice:

- I wish to apply for the Concessionary Rates for Non-profit Organisations Scheme  
 I will not apply for the Concessionary Rates for Non-profit Organisations Scheme

### IV. DECLARATION #

I, the authorised representative of the applicant/organisation, hereby declare that the Booking Arrangements, Conditions of Use and Schedule of Hire Charges of Terms and Conditions of Hire (Hiring Units other than Arena, Distribution & Exchange Lobby and VIP Lounge) 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Organisation Chop

**NOTES TO APPLICANT:**

- (i) **All applications must be made on behalf of the organisation represented and not for private use of individuals.**
- (ii) In order to ensure that your application is processed as soon as it is received, the **original copy of this application form** must reach the Stadia Office, together with copy of Certificate of Registration or incorporation or Business Registration Certificate.
- (iii) Ordinary Booking applications are processed in one lot on a quarterly basis and four months in advance of each quarter.

This means that –

Booking applications should be forwarded to Stadia Office in	Booking For
September	January to March of the subsequent year
December	April to June of the subsequent year
March	July to September of the same year
June	October to December of the same year

Completed application forms should reach the Booking Section of the Stadia Office **before 5:30pm on the last working day\*** of the month accepting applications, together with a reservation fee. Payment can be made by company cheque in favour of "The Government of The HKSAR", by cash or by cashier order at the Stadia Office in person. An official receipt will be issued. Online application is available via e-APS at <http://www.lcsd.gov.hk/eaps> for ordinary booking of Function Rooms and Committee Rooms. Applications received after the above deadline will not be accepted.

*\*Working day refers to Monday to Friday except public holidays.*

- (iv) **Forms which are improperly or inadequately completed will be rejected.**

- (v) Reservation Fee :-

Hiring Unit	Reservation Fee per Booking Session
Function Rooms I & II	\$280/room
Multi-purpose Hall	\$270
Badminton Courts A, B & C	\$59/court (peak hours), \$51/court (non-peak hours)
Table-tennis Table A, B, C & D	\$14/table (peak hours), \$13/table (non-peak hours)
Squash Courts A, B & C	\$27/court (peak hours), \$18/court (non-peak hours)
Committee Rooms I, II, III & IV	see table below

Booking Hour Per Day	Committee Room I or II or III	Committee Room IV
2 hrs	\$115	\$125
3-4 hrs	\$230	\$250
5-6 hrs	\$345	\$375
7-8 hrs	\$460	\$500
9-10 hrs	\$575	\$625
11-12 hrs	\$690	\$750
13-14 hrs	\$805	\$875

- (vi) Hiring Sessions :-

(a) MPH / Badminton Court / Table-Tennis Table; (b) Function Room; (c) Committee Room; (d) Squash Court

Session Code	(a)	(b)	(c)	Session Code	(d)	Session Code	(d)
01	0700-0800	0900-1030	any period from 0830 to 2230 (minimum hiring : 2 hours)	01	0700-0730	17	1500-1530
02	0800-0900	1100-1230		02	0730-0800	18	1530-1600
03	0900-1000	1300-1430		03	0800-0830	19	1600-1630
04	1000-1100	1500-1630		04	0830-0900	20	1630-1700
05	1100-1200	1700-1830		05	0900-0930	21	1700-1730
06	1200-1300	1900-2030		06	0930-1000	22	1730-1800
07	1300-1400	2100-2230		07	1000-1030	23	1800-1830
08	1400-1500			08	1030-1100	24	1830-1900
09	1500-1600			09	1100-1130	25	1900-1930
10	1600-1700			10	1130-1200	26	1930-2000
11	1700-1800			11	1200-1230	27	2000-2030
12	1800-1900			12	1230-1300	28	2030-2100
13	1900-2000			13	1300-1330	29	2100-2130
14	2000-2100			14	1330-1400	30	2130-2200
15	2100-2200			15	1400-1430	31	2200-2230
16	2200-2300			16	1430-1500	32	2230-2300

Peak hours: - Mon to Fri: 1800-2300 hrs, Sat: 1300-2300 hrs, Sun & public holidays: 0700-2300 hrs

- only one court is available for Badminton Court & Squash Court and two tables are available for Table-Tennis Table

Non-peak hours: - two courts are available for Badminton Court & Squash Court and two tables are available for Table-Tennis Table

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**Notices regarding the Personal Data (Privacy) Ordinance Cap. 486**

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 Queen Elizabeth Stadium 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.