



QUEEN ELIZABETH STADIUM

Application Form for LATE BOOKING of Multi-Purpose Hall / Function Room/ Committee Room / Badminton Court / Table-Tennis Table / Squash Court

Important Notes :

- (1) Please read the Booking Arrangements and Guidelines, Conditions of Use and Schedule of Hire Charges before completing this application form. Applicant must submit the **original copy** of the Booking 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 reserves the right to accept or decline a booking application, or to cancel or terminate a confirmed booking.

(For Office Use Only)

Hirer I.D. : _____

Appn No.: _____

Note: * Please tick ☒ as appropriate

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

- (1) Name of event: _____
- (2) Nature of event: _____
- (3) Estimated no. of persons per room per session: _____
- (4) For additional booking, please state the details of the Confirmed Booking:-
Unit : _____ Name of event : _____
Date(s) & session(s) allocated: _____
- (5) Details of booking:

Date(s) Applied (Day/Month/Year)	Session(s) / Hour(s) Required	Unit / Nos.	Hire Charges
e.g. 3,11,19,28 January 2018	10:30 to 12:30	Comm Rm I & II	\$115 x 4 days x 2 hrs x 2 Rms = \$1,840

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 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
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QUEEN ELIZABETH STADIUM

Confirmed Booking Form for **LATE BOOKING** of
Multi-Purpose Hall / Function Room / Committee Room /
Badminton Court / Table-Tennis Table / Squash Court

PART I: (To be completed by the Department)

Details of Booking:

Booking Date(s) (Day/Month/Year)	Sessions / Hours Offered	Unit / Nos.	Scale of Hire Charges (per session / hour)	Hire Charges
Sub-total:				
Rental subsidy granted (if any):				
Total:				

PART II: (To be completed by the Hirer)

To : Director of Leisure and Cultural Services

I, the undersigned, hereby apply for the use of the facilities of the Queen Elizabeth Stadium as specified in Part I above and agree to follow and abide by the 'Terms and Conditions of Hire' (**Revised 27th Edition**) and the additional terms and conditions, if any, prescribed by the Leisure and Cultural Services Department.

Date	Signature of Hirer	Organisation Chop
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PART III : (To be completed by the Department)

To : Hirer

Your application in Part II above has been accepted by the Leisure and Cultural Services Department and the booking you applied for is hereby confirmed. Payment for the Confirmed Booking shall be made in accordance with the Schedule of Hire Charges of the 'Terms and Conditions of Hire' (**Revised 27th Edition**).

Date	Ms. AU Wai-ying Senior Manager, Stadia Office for Director of Leisure and Cultural Services
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Notices regarding the Personal Data (Privacy) Ordinance

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| 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. |