Leisure and Cultural Services Department's Civic Centres Booking Application Form (Major Facilities)
Auditorium / Cultural Activities Hall / Exhibition Gallery / Plaza * Sha Tin Town Hall

Important Notes:

(1) Please read the Booking Arrangements, Conditions of Use and Scale of Hire Charges before completing this 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 I.D. : _____

PART I

Section A *(To be completed if Applicant is **an individual**)*

Name of Applicant Mr. / Ms. * (English) (Chinese)

Hong Kong Identity Card No. / Passport No. *(Please fill in the first 4 characters, e.g.A123456(7)→A123) | | | | |

(Note: You may be required to produce your identification document to venue staff for verification.)

Address

Tel **Fax** **Email**

Section B *(To be completed if Applicant is **an Organisation**)*

Name of Organisation (Registered English Name)

(Registered Chinese Name)

Nature of Organisation ☐ Commercial ☐ Non-commercial ☐ Government Bureau / Department

Form of Registration

☐ Business Registration

☐ Registered under Companies Ordinance Cap.622

☐ Registration of a School

☐ Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance Cap. 112)

☐ Registered under Societies Ordinance Cap. 151

☐ Others: _____

Address of Organisation

Name of Signatory Mr. / Ms. * (English) (Chinese)

Position Held by Signatory

Tel **Fax** **Email**

PART II

Facilities	Date (dd/mm/yy)		Auditorium / Cultural Activities Hall / Exhibition Gallery				Exhibition Gallery	Plaza
			9am – 1pm	2 – 6 pm	7 – 11 pm	Whole day (except 1-2 pm and 6-7 pm)	9am-8pm	9am-6pm
☐Auditorium ☐Cultural Activities Hall ☐Exhibition Gallery (Whole/Half*) ☐Plaza	1st choice		☐	☐	☐	☐	☐	☐
	2nd choice		☐	☐	☐	☐	☐	☐
	3rd choice		☐	☐	☐	☐	☐	☐

Remarks:

Auditorium Stage format : ☐ Proscenium ☐ Sound Canopy ☐ Orchestral Pit (Approval will depend on availability of the venue)

Cultural Activities Hall Stage format: ☐ Sound Canopy ☐ Stage (no piano will be provided on the stage of C.A. Hall)

PART III

Name of Event (English)

(Chinese)

Nature of Event

Details of Event (e.g. theme, title, programmes and name of artists / speakers, etc. Please specify the country of origin if there are any artists/speakers who are non-HK residents)

Commencement Time of Function **Estimated No. of Participants**

Use of URBTIX Service ☐ Yes ☐ No **Admission Fee** $ / Free*

Any sale of merchandise during the event? Yes / No* If yes, please specify the merchandise items at below:

For exhibitions, please attach catalogues of past exhibitions.

Name of sponsor(s) (if any)

Name of co-presenter(s) (if any)

Use of e-Payment

Settle hire charges through e-Payment if application is approved (e-Payment refers to online payment service by means of PPS/Credit Card) :

☐ Yes ☐ No

If yes, please provide your email for receiving the password for using e-payment service:_____(if different from Part I above)

PART IV *(For Special Booking Application only)*

Reason(s) why this booking needs confirmation more than 7 months in advance: (Please attach documents to support the information given above)

PART V

If you are interested in applying for the Concessionary Rates for Non-profit Organisations Scheme, please refer to Scale V (D), Sha Tin Town Hall Scales of Hire Charges and Booking Arrangements and then complete the following:

Will you apply for the Scheme? Yes / No* The Event is open / not open* to the public.

Submission of Documentary Proof (Applicable to applications for Concessionary Rates for Non-profit Organisations Scheme only)

If the applicant organisation has, during the past 12 months, applied for and been granted any kind of rental subsidy / reduction of hire charges / concessionary rates at an Leisure and Cultural Services Department cultural venue (i.e. civic centre / town hall / theatre, Queen Elizabeth Stadium, museum or the Hong Kong Central Library) and has submitted documentary proof (such as Memorandum (if any) and Articles of Association or the Constitution or tax exemption document issued by the Inland Revenue Department) which are still valid to be applicable to the present application, the applicant organisation may declare the same below to save the effort of re-submission. The applicant organisation may be requested to submit the relevant documents when necessary.

This applicant organisation is/is not* an arts organisation (whose aim is to promote arts as stated in its Constitution or Memorandum and Articles of Association*). Approval was given to the application made for any kind of rental subsidy / reduction of hire charges / concessionary rates at _____ (name of the venue) in _____ / _____ (month / year) with the required documentary proof submitted.

PART VI *(Applicable to ordinary booking applications* for major facilities only) (*i.e. 3 months to 7 months in advance of the month of hire)*

If the date(s) could not be allocated for this application, please indicate whether you would like the application to be reprocessed:

(1) together with other booking applications received in the following month ☐ Yes ☐ No

Date(s)(if they are different from those specified in the Part II):

1st Choice_____ 2nd Choice_____ 3rd Choice_____

(2) together with other booking applications received in the second succeeding month ☐ Yes ☐ No

Date(s)(if they are different from those specified in the Part II):

1st Choice_____ 2nd Choice_____ 3rd Choice_____

PART VII *(for internal reference only)*

Apart from this venue, have you submitted ordinary booking application(s) for major facility(ies) of other performance venues under Leisure and Cultural Services Department for the same event stated in Part III? If yes, please list the venue(s) and date(s) you have applied.

(venue/date(s))_____(venue/date(s))_____(venue/date(s))_____

(venue/date(s))_____(venue/date(s))_____(venue/date(s))_____

PART VIII

Person to contact regarding detailed arrangements of the event

Name of Contact Person Mr. / Ms. * (English) (Chinese)

Address

Tel **Fax** **Email**

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.

Chop of Organisation Represented:

Signature：_____

Name of Applicant / Signatory*：_____

Date：_____

**Please delete where inappropriate* ☐*Tick if appropriate*

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 Sha Tin Town Hall 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 (New Territories East) Operations at (852) 2694 2506 (Tel) or (852) 2693 4878 (Fax).

Booking Enquiries: 2694 2550 (Major Facilities) / 2694 2551 (Minor Facilities) Fax: 2693 4878

(Monday to Friday from 9am to 5:45pm (except public holidays))