

Leisure and Cultural Services Department's Civic Centres Booking Application Form (Minor Facilities) Practice Room of 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 (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.
- (4) Part I to Part V are mandatory parts (marked with #). Booking application may not be considered further should applicant fail to complete these parts 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 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 / DepartmentForm of Registration Business Registration Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance Cap. 112) Registered under Companies Ordinance Cap. 622 Registered under Societies Ordinance Cap. 151 Registration of a School 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)		Time
<input type="checkbox"/> Practice Room (1)	1 st choice		
<input type="checkbox"/> Practice Room (2)	2 nd choice		
<input type="checkbox"/> Practice Room (3)	3 rd choice		

PART III

Name of Event (English)

(Chinese)

Nature of Event

Details of Event (Please provide theme, title, synopsis, name of artists / speakers / creative team / production team, 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.)

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 #

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 the Booking Arrangements, Conditions of Use and Scale of Hire Charges 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.

Chop of Organisation Represented: _____

Signature : _____

Name of Applicant / Signatory* : _____

Date : _____

*Delete if inapplicable.

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 (Cap.486).
- 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 2551 Fax: 2693 4878
(Monday to Friday from 9am to 5:45pm (except public holidays))