

# 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 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  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 <sup>st</sup> choice		
<input type="checkbox"/> Practice Room (2)	2 <sup>nd</sup> choice		
<input type="checkbox"/> Practice Room (3)	3 <sup>rd</sup> choice		

## 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 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: \_\_\_\_\_

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**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)

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**PART V****Person to contact regarding detailed arrangements of the event**

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

Address

Tel Fax Email

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**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.

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Chop of Organisation Represented:

Signature : \_\_\_\_\_

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

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

\*Delete if inapplicable.

Tick if appropriate.

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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 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))