

**Leisure and Cultural Services Department's Sheung Wan Civic Centre (Minor Facilities)**  
**Rehearsal Hall / Dance Practice Room / Art Studio (1)(2) / Music Practice Room (1)(2)\* Booking Application Form**

**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) 

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(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**

Minor Facilities Required :  Rehearsal Hall  Dance Practice Room  Art Studio (1)  Art Studio (2)  
 Music Practice Room (1)  Music Practice Room (2)

	Date (dd/mm/yy)	Time
<b>1st choice</b>		
<b>2nd choice</b>		
<b>3rd choice</b>		

**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** **Admission Fee / Course 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



## **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 Sheung Wan Civic Centre hiring facilities;
  - (b) Communication in the normal course and in case of emergencies; and
  - (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 (Sheung Wan Civic Centre) at (852)2853 2686 (Tel) or (852)2543 9771 (Fax).

**Booking Enquiries: 2853 2678    Fax: 2543 9771    Email: [swccbooking@lcsd.gov.hk](mailto:swccbooking@lcsd.gov.hk)  
(Monday to Friday from 9am to 5:45pm (except public holidays))**