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) This booking application will be considered by the Leisure and Cultural Services Department.

(2) Please read the Booking Arrangements before completing this application form.

(3) For functions involving public exhibition of films as defined in section 2 of the Film Censorship Ordinance, Cap. 392, a Certificate of Approval/Exemption is required from the Film Censorship Authority. Please contact Office for Film, Newspaper & Article Administration for details. Applicant should also note that they need to comply with any requirements set out in other Ordinances as may be applicable to their function(s), such as those in the Control of Obscene and Indecent Articles Ordinance Cap. 390 and the Summary Offences Ordinance Cap. 228.

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

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
1st choice		
2nd choice		
3rd 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 **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 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 6 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 III(C), Sheung Wan Civic Centre 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 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.

**Please delete where inappropriate*

PART VI

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：_____

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