

Leisure and Cultural Services Department's Civic Centres Booking Application Form (Minor Facilities) Function Rooms of Tai Po Civic Centre

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 IV and Part VI 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
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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)
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Position Held by Signatory

Tel	Fax	Email
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PART II

Facilities	☐ Function Room 1 ☐ Function Room 2										
Time	^ 9:00 to 9:30	9:30 to 11:30am	@ 11:30 to 12:00	12:00 to 2:00pm	@ 2:00 to 2:30	2:30 to 4:30pm	@ 4:30 to 5:00	5:00 to 7:00pm	@ 7:00 to 7:30	7:30 to 9:30pm	^ 9:30 to 10:00
1st Choice	Date :										
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2nd Choice	Date :										
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3rd Choice	Date :										
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Note: An applicant can book up to three sessions (two hours each) per day per facility. Cleansing slots cannot be booked alone.

^ The first/last cleansing slot can only be booked together with the first/last booking session respectively.

@ Booking of the cleansing slot in-between is possible when two consecutive sessions are booked. If users of the facility are different in the two sessions, a 15-minute interval during the cleansing slot should be allowed for facility cleansing by venue staff.

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.)

Commencement Time of Function

Estimated No. of Participants

Use of URBIX 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), Tai Po 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 / 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

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)

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|--------------------------------|---|
| 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 Tai Po Civic Centre 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) 3165 8355 (Tel) or (852) 3165 8486 (Fax). |

Booking Enquiries: 3165 8317 Fax: 3165 8486
(Monday to Friday from 9am to 5:45pm (except public holidays))