

# Hong Kong City Hall

## Application for Ordinary/ Late/ Special Booking (Minor Facilities)

**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 under the Film Censorship Ordinance, a Certificate of Approval/Exemption is required from the Commissioner for Television and Entertainment Licensing. Please see the leaflet on "How to Apply for a Certificate of Approval/Exemption for the Exhibition of Films". 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 the Control of Obscene and Indecent Articles Ordinance and the Summary Offences Ordinance.

For Office Use Only	
Hirer I.D.:	
Application No.:	

### 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. \* \_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

#### Section B *(To be completed if Applicant is an organization)*

Name of Organization \_\_\_\_\_ (Registered Name)

Nature of Organization   
 Registered Charitable                     
 Registered Non-profit-making                     
 Commercial                     
 Private  
 Government Department                     
 Academic Institute                     
 Religious

Address of Organization \_\_\_\_\_

\_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_

Name of Signatory Mr. / Ms. \* \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Position Held by Signatory \_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_

### PART II

#### Section A

Venue	Date		Time
<input type="checkbox"/> Recital Hall	1 <sup>st</sup> choice		
<input type="checkbox"/> Committee Room South	2 <sup>nd</sup> choice		
<input type="checkbox"/> Committee Room North	3 <sup>rd</sup> choice		

#### Section B

Commencement Time of Function \_\_\_\_\_

Estimated No. of Participants \_\_\_\_\_ Admission Fee \$ \_\_\_\_\_ / Free\*

### 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 who are non-HK residents)

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.

**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)

Schedule of performances immediately preceding the proposed performance in Hong Kong (Dates / Places):

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**PART V**

If you are interested in the Rental Subsidy Scheme, please read the attached information sheet 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 rental subsidy only)

If the applicant organization has, during the past 12 months, applied for and been granted the same kind of rental subsidy / reduction of hire charges at an LCSD 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 Constitution / Memorandum and Articles of Association or tax exemption document issued by the Inland Revenue Department) which are still valid to be applicable to the present application, the applicant organization may declare the same below to save the effort of re-submission. However, as different cultural venues may have different levels / forms of rental subsidy / reduction of hire charges, the applicant organization may be requested to submit the relevant documents when necessary.

This applicant organization is/is not\* an arts organization (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 rental subsidy / reduction of hire charges at \_\_\_\_\_ (name of the venue) in \_\_\_\_\_ / \_\_\_\_\_ (month / year) with the required documentary proof submitted.

\*Please delete where inappropriate.

Name of sponsors / co-presenters (if any) \_\_\_\_\_

**PART VI**

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

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

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Chop of Organization Represented:

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

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

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

\*Delete if inapplicable

if appropriate

**Notices Regarding the Personal Data (Privacy) Ordinance**

- Purpose of Collection** (1) The personal data provided by means of this form will be used by the *Hong Kong City Hall* for the following purposes :  
(a) Processing of booking applications for the *Hong Kong City Hall* hiring facilities; and  
(b) Communication in the normal course and in case of emergencies; and  
(c) Communication regarding other LCSD services.
- (2) The provision of personal data by means of this form 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 form may be disclosed to other Government departments for the purposes mentioned in paragraph 1 above.
- Access to Personal Data** (4) Applicant will have a right to request access to or the correction of his / her personal data as stated in this form 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 form including the request for access and correction, should be addressed to Manager (Operations) at 2921 2836 (Tel) or 2877 0353 (Fax).