

Hong Kong City Hall

Application for Ordinary/ Late/ Special Booking* (Major 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 _____

 Correspondence concerning this application to be sent to (Please choose **ONE** only):
 Signatory
 Contact Person (See Part VIII)

PART II
Section A

Venue :	<input type="checkbox"/> Concert Hall <input type="checkbox"/> Theatre				<input type="checkbox"/> Exhibition Hall	<input type="checkbox"/> Exhibition Gallery	
	Date(s)	9am – 1pm	2pm – 6pm	7pm – 11pm	Others	Whole day	Others
1 st choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Service Schedule Required: <small>* Rehearsal A: With lighting, sound and stage support</small> <small>* Rehearsal B: With sound and stage support</small>	Event/ Rehearsal A*/ Rehearsal B*/ Occupation*	Event/ Rehearsal A*/ Rehearsal B*/ Occupation*	Event/ Rehearsal A*/ Rehearsal B*/ Occupation*		<input type="checkbox"/>		
2 nd choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Service Schedule Required: <small>* Rehearsal A: With lighting, sound and stage support</small> <small>* Rehearsal B: With sound and stage support</small>	Event/ Rehearsal A*/ Rehearsal B*/ Occupation*	Event/ Rehearsal A*/ Rehearsal B*/ Occupation*	Event/ Rehearsal A*/ Rehearsal B*/ Occupation*		<input type="checkbox"/>		
3 rd choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Service Schedule Required: <small>* Rehearsal A: With lighting, sound and stage support</small> <small>* Rehearsal B: With sound and stage support</small>	Event/ Rehearsal A*/ Rehearsal B*/ Occupation*	Event/ Rehearsal A*/ Rehearsal B*/ Occupation*	Event/ Rehearsal A*/ Rehearsal B*/ Occupation*		<input type="checkbox"/>		

 Stage format (for Concert Hall only):
 Sound Canopy
 Proscenium

 Extension Stage
 Ordinary Stage (Seating capacity should be deducted by **59 nos.** for extension stage setting.)

 Use of URBIX Service :
 Yes
 No

Section B

Commencement Time of Function _____

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

**Delete if inapplicable*
 ✓ if appropriate

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 12 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):

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

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 co-presenters (if any) _____
Co-presenter(s) must submit all relevant supporting documents for application of booking and rental subsidy (if applicable).

Name of sponsors (if any) _____

PART VI (Applicable to ordinary booking applications for major facilities only)

If date(s) could not be allocated for this application, please indicate whether you would like the application to be reprocessed:

(1) together with other booking applications received in the following month: Yes No

Date(s) (if they are different from those specified in Part II A):

1st Choice _____ 2nd Choice _____ 3rd Choice _____

or/ and

(2) together with other booking applications received in the second succeeding month: Yes No

Date(s) (if they are different from those specified in Part II A):

1st Choice _____ 2nd Choice _____ 3rd Choice _____

PART VII (for internal reference only)

Apart from Hong Kong City Hall, have you submitted ordinary booking application(s) for major facility(ies) of other performing venues under LCSD for the same event stated in Part III? If yes, please list the venue(s) and date(s) you are applying

(venue/ date(s)): (i) _____ (ii) _____
(iii) _____ (iv) _____

PART VIII

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 <i>Hong Kong City Hall</i> for the following purposes :
(a) Processing of booking applications for the <i>Hong Kong City Hall</i> hiring facilities; and
(b) Communication in the normal course and in case of emergencies; and
(c) Communication regarding other LCSD services. |
| Classes of Transferees | (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. |
| Access to Personal Data | (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. |
| Enquiries | (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.
(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). |