

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 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 and 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.:	
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. *(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	<input type="checkbox"/> Commercial	<input type="checkbox"/> Non-commercial	<input type="checkbox"/> Government Bureau / Department
Form of Registration	<input type="checkbox"/> Business Registration	<input type="checkbox"/> Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance)	
	<input type="checkbox"/> Registered under Companies Ordinance	<input type="checkbox"/> Registered under Societies Ordinance	
	<input type="checkbox"/> Registration of a School	Others: _____	

Address of Organisation

	Tel	Fax
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Name of Signatory Mr. / Ms. *	(English)	(Chinese)
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Position Held by Signatory

Tel	Fax	Email
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Correspondence concerning this booking 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 (9am – 8pm)	Others		
1st choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
Service Schedule Required: <small>*Rehearsal A: With lighting, sound and stage support *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*					
2nd choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
Service Schedule Required: <small>*Rehearsal A: With lighting, sound and stage support *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*					
3rd choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
Service Schedule Required: <small>*Rehearsal A: With lighting, sound and stage support *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*					

Concert Hall stage format : 1) Sound Canopy Proscenium
 2) Ordinary Stage Extension Stage / Orchestral Pit* (Seating capacity would be reduced by **59 nos.**)

Use of URBTIX Service : Yes No

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 / speakers 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.

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 _____ (if different from Part I above)

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)

PART V

If you are interested in applying the Concessionary Rates for Non-profit Organisations Scheme, please refer to Scale V (C), Hong Kong City Hall 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 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 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 (if any) 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.

Name of co-presenter(s) (if any)

Co-presenter(s) must submit all relevant supporting documents for booking application and Concessionary Rates for Non-profit Organisations Scheme (if applicable).

Name of sponsor(s) (if any)

PART VI (Applicable to Ordinary Booking Applications for major facilities only)

If the 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 this venue, have you submitted ordinary booking application(s) for major facility(ies) of other performance venues under LCSD for the same event stated in Part III? If yes, please list the venue(s) and date(s) you have applied

(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 _____ 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 up-to-date, 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.

Chop of Organisation Represented: _____

Signature : _____

Name of Applicant / Signatory* : _____

Date : _____

*Delete if inapplicable.

Tick if appropriate.

Notices Regarding the Personal Data (Privacy) Ordinance

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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 Hong Kong City Hall 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. |
| Classes of Transferees | (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. |
| Access to Personal Data | (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. |
| Enquiries | (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).
(5) Enquiries concerning the personal data collected by means of this application including the request for access and correction, should be addressed to Manager (City Hall) Hiring Management at (852) 2921 2835 (Tel) or (852) 2877 0353 (Fax). |

Booking Enquiries: Tel: (852)2921 2821 / 2921 2838 Fax: (852)2877 0353 (Monday to Friday from 9am to 5:45pm (except public holidays))
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