

康樂及文化事務署

香港太空館演講廳租訂安排（2016年4月1日起生效）

普通訂租 普通訂租申請於訂租月份前 3 至 7 個月內接受申請，由太空館集中處理有關期間的申請(見註 1)。
(例如：2006 年 6 月會接受 2006 年 9 月至 2007 年 1 月的訂租申請)。

填妥的申請表格須於每月的最後一個工作天下午 5 時 30 分前(星期一至星期五(公眾假期除外))，交抵太空館租務及銷售分組。太空館會在截止日期後 14 個工作天內給予回覆。

如同一個檔期有一宗以上的訂租申請，太空館會根據該活動的內容、天文及太空科學的推廣價值、以往活動的受歡迎程度及主辦者的組織能力而作出考慮。

(註 1：如欲舉辦與太空科學、天文、科學、博物館及藝術無關的活動，申請只可在租用月份前 3 個月內提出。政府部門、區議會及註冊學校的申請除外。)

逾期訂租 在「普通訂租」截止日期後遞交的申請一律視為「逾期訂租」，並會根據普通訂租的考慮因素及按運作上的可行性，處理有關申請。填妥的申請表格須於每星期的最後一個工作天下午 5 時 30 分前(星期一至星期五(公眾假期除外))交抵太空館租務及銷售分組。太空館會集中處理每星期的申請。

特別訂租 凡有特別原因需預早策劃和籌備的活動，均可申請特別訂租。特別訂租申請可於訂租月份前 8 至 24 個月內提出。填妥的申請表格須於每月的最後一個工作天下午 5 時 30 分前(星期一至星期五(公眾假期除外))交抵太空館租務及銷售分組。太空館會集中處理每月的申請，並會在截止日期後 14 個工作天內給予回覆。

證明文件 以機構名義申請者，須一併遞交下列文件副本：

- i) 按商業登記條例發出的商業登記證；或
- ii) 按公司條例發出的公司註冊證書；或
- iii) 按社團條例發出的社團成立通知書；或
- iv) 按社團條例發出的社團註冊證明書。

如以個人名義提出申請，申請人在交回申請表格時，需親身出示身分證／護照作核對資料用途。如經別人或以郵寄／傳真方式遞交表格，則需連同申請人的身分證／護照副本一併交回。

如欲申請為非牟利團體提供的特惠場租計劃的團體，請參閱為非牟利團體提供的特惠場租計劃細則及一併遞交所需文件。

查詢電話 (852) 2734 2718 或 (852) 2734 2710 (星期一至星期五上午 9 時至下午 1 時及下午 2 時至 5 時 45 分 (公眾假期除外))

傳真 (852) 2721 2361

辦事處地址 九龍尖沙咀梳士巴利道 10 號香港太空館租務及銷售分組

LEISURE AND CULTURAL SERVICES DEPARTMENT

Hong Kong Space Museum Lecture Hall Booking Arrangements (with effect from 1 April 2016)

Ordinary Bookings Ordinary Booking applications are accepted not less than 3 months but not more than 7 months in advance of the month of hire and processed collectively (e.g. applications for September 2006 – January 2007 are accepted in June 2006). (See Note 1)

Completed application forms should reach the Hiring and Sales Sub-unit of the Museum before 5:30pm of the last working day of each month (Mondays to Fridays except public holidays). A reply will be provided within 14 working days thereafter.

When more than one applicant applies for the same date(s), applications will be considered in accordance with the content, astronomy and space science promotion value of the proposed function, popularity of previous events and the organizing ability of the applicant.

(Note 1: For activities not related to space science, astronomy, science, the museum and the arts, applications will only be accepted 3 months in advance to the month of application with the exception for booking applications by the Government, Registered Schools and District Councils.)

Late Bookings Applications received after the Ordinary Booking Period are considered as Late Bookings. Applications will be processed in one lot on a weekly basis. Completed application forms should reach the Hiring and Sales Sub-unit of the Museum before 5:30 pm of the last working day of each week (Mondays to Fridays except public holidays). They will be processed collectively subject to operational feasibility and in accordance with the criteria as for the Ordinary Booking applications.

Special Bookings Events requiring a longer lead-time for planning and preparation are eligible to apply for Special Bookings. Special Booking applications are accepted not less than 8 months and not more than 24 months in advance of the month of hire. Completed application forms should reach the Hiring and Sales Sub-unit of the Museum before 5:30 pm of the last working day of each month (Mondays to Fridays except public holidays). Applications will be processed collectively and a reply will be provided within 14 working days thereafter.

Supporting Documents For organizations, applications should include copies of: -

- i) Business Registration Certificate under the Business Registration Ordinance; or
- ii) Certificate of Incorporation under the Companies Ordinance; or
- iii) Notification of the Establishment of Society under the Societies Ordinance; or
- iv) Certificate of Registration of a Society under the Societies Ordinance.

For individuals, applicants should present their identity cards / passports for checking when they submit applications in person. If applications are submitted by post / fax / third party, copies of the applicants' identity card / passport should be enclosed.

For organizations which want to apply for Concessionary Rates for Non-profit Organizations Scheme, please refer to the information sheet of the Concessionary Rates for Non-profit Organizations Scheme for details and submit the required documents at the same time.

Enquiries (852) 2734 2718 or (852) 2734 2710 (Mondays to Fridays from 9am to 1pm and 2pm to 5:45pm (except public holidays))

Fax (852) 2721 2361

Office Address Hiring & Sales Sub-unit, Hong Kong Space Museum, 10 Salisbury Road, Tsim Sha Tsui, Kowloon.