

**Hong Kong Space Museum**  
**Application for Special Booking of Lecture Hall**

**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 application, or cancelling or terminating a confirmed booking.
- (4) Part I to Part III and Part V 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.
- (5) Please send the completed form to the Hong Kong Space Museum by email to mps@lcsd.gov.hk or fax at 2721 2361 or by mail to Hiring and Sales Sub-unit, Hong Kong Space Museum, 10 Salisbury Road, Kowloon, Hong Kong.

**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 organisation)

Name of Organisation : \_\_\_\_\_ (Registered Name)

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

Address of Organisation : \_\_\_\_\_

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

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

Position held by Signatory : \_\_\_\_\_

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

**PART II#**

Date(s) and Time Required :

DATETIME

1st choice \_\_\_\_\_

2nd choice \_\_\_\_\_

**PART III#**

Name of Event : \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Nature of Event : \_\_\_\_\_

Details of Event (Please provide theme, title, synopsis, names of artists /speakers, /creative team/ production team , and, etc. Please specify the country of origin if there are any artists / speakers who are non-Hong Kong residents. If you need more space to explain the details, please attach separate sheets of paper)

\_\_\_\_\_

Reason(s) why this booking needs confirmation more than 7 months in advance: (Please attach documents to support the information given above)

Commencement time of function : \_\_\_\_\_ Admission Fee : HKD  FreeAny sales of merchandise during the event ? Yes No If Yes, please specify the merchandise items at below:

**PART IV**

If you are interested in the Concessionary Rates for Non-profit Organisations 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.

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

**PART V#**

Person to contact regarding detailed arrangements of the event :

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

Address : \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

**DECLARATION**

I, the authorized 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.

Date	Signature of Applicant	Name of Applicant/ Signatory*	Organisation Chop
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*\* Delete if inapplicable                       Please put a “✓” in the appropriate box.*

**Acknowledgement Slip** (To be completed by staff of the Hong Kong Space Museum)  
Your application for special booking of the Lecture Hall for the month of \_\_\_\_\_ 20\_\_\_\_\_ was received.  
Your application is now under consideration by the Leisure and Cultural Services Department and we will contact you in due course.  
For enquiries, please call the Hong Kong Space Museum Hiring and Sales Sub-unit at 2734 2718.

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

Serial No. : \_\_\_\_\_ for Manager, Hong Kong Space Museum

## **Notices regarding the Personal Data (Privacy) Ordinance Cap. 486**

### **Purpose of Collection**

1. The personal data provided by means of this form will be used by the Leisure and Cultural Services Department for the following purposes:-
  - (a) Processing of booking applications for the Hong Kong Space Museum facilities;
  - (b) Communication with the applicant 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 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 application may be disclosed to other Government bureau, departments and other organisations for the purposes mentioned in paragraph 1 above.

### **Access to Personal Data**

4. The applicant has a right to request access to or correction of the 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.

### **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 at 2734 2707 (Phone) or 2721 2361 (Fax).