

Hong Kong Space Museum

Application for Ordinary/Late booking of Lecture Hall*

列印表格 Print Form

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 IV 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)
 (in BLOCK letters)

Hong Kong Identity Card No. / Passport No.* (Please fill in the first 4 characters, e.g. A123456(7) → A123): _____

Address: _____

Email Address: _____ Phone: _____ Fax: _____

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

Name of Organisation : _____

Nature of Organisation : Local Overseas Commercial Charitable Registered Non-profit Making
 Govt. Bureau / Department. Others (Please specify: _____)*

Form of Registration : Business Registration Charitable Institution or Trust of a Public Character
 (under Inland Revenue Ordinance Cap. 112)
 Registered under Companies Ordinance Cap. 622 Registered under Societies Ordinance Cap. 151
 Registration of a School Others : _____

Address of Organisation : _____

Name of Signatory: Mr / Ms* _____ (English) : _____ (Chinese)

Position Held by Signatory : _____ Phone: _____

Email Address: _____ Fax: _____

PART II #

Name of Event : _____ (English)

_____ (Chinese)

Nature of Event : _____

Details of Event (Please provide theme, title, synopsis, name 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)

Will you use URBIX service? Yes / No* If No, please specify how the tickets will be issued : Self print / Others : _____

Any sale of merchandise during the event? Yes / No* If Yes, please specify the merchandise items below :

Name(s) of Sponsor (if any) : _____ Name(s) of Co-presenter (if any) : _____

Admission Fee : HKD Free admission*

Part III #

Date(s) and Time Required :

	Date(s)	Time
First Choice		
Second Choice		

Payment Service:

Settle hire charges through General Demand Note if application is approved: Yes / No*

Please read the guidelines for “Concessionary Rates for Non-Profit Organisations Scheme” and then complete the following :
Will you apply for the Scheme? Yes / No* The Event is open / not open* to the public*.

PART IV #

Person to contact regarding detailed arrangements of the Event :

Name : Mr / Ms* _____ (English) _____ (Chinese)
Address : _____

Email Address : _____ Phone : _____ 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

* Delete if inapplicable Please put a “✓” in the appropriate box.

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

Purpose of Collection

- The personal data provided by means of this form will be used by the Leisure and Cultural Services Department for the following purposes:-
 - Processing of booking applications for the Hong Kong Space Museum facilities;
 - Communication with the applicant in the normal course and in case of emergencies.
 - 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
 - Any other legitimate purposes as may be required, authorised, or permitted by law.
- 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).

Booking Enquiries : 2734 2718 Fax : 2721 2361

Email: mps@lcsd.gov.hk

(Monday to Friday from 9am to 1pm and 2pm to 5:45pm, except public holidays)