

Fax : 2504 2091

Tel. : 2921 0503

Important Notes :

- (1) The Leisure and Cultural Services Department reserves all right to refuse this booking application.
- (2) When the applicant submits the booking application form, he is deemed to have read and agreed to the Booking Arrangements and all Terms and Conditions of Hire of the Exhibition Gallery and Lecture Theatre of the Hong Kong Central Library.
- (3) All activities to be held at the Exhibition Gallery and Lecture Theatre of the Hong Kong Central Library should be relating to arts, education, literary arts, library services and government services.
- (4) 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.

<u>For Official Use Only</u>	
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	<input type="checkbox"/> Registered Charitable	<input type="checkbox"/> Registered Non-profit-making	<input type="checkbox"/> Commercial	<input type="checkbox"/> Private
	<input type="checkbox"/> Government Department	<input type="checkbox"/> Academic Institute	<input type="checkbox"/> Others _____	
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

Unit Required : Lecture Theatre Exhibition Gallery (Whole or Gallery 1,2,3,4,5)*

Date(s) and Time Required (Exhibition Gallery is hired by day for exhibitions or minimum 4 consecutive hours for other events; minimum 3 consecutive hours for Lecture Theatre) :

DATE (Date/Month/Year)

TIME

1st choice _____

2nd choice _____

PART III

Name of Event (English) _____ (Chinese) _____

Nature of Event: Event is related to arts education literary arts library services government services

Details of Event Nature

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-Hong Kong residents)

Commencement time of function _____ **Admission time** _____ **Admission Fee \$** _____ / Free*

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

For exhibitions at the Exhibition Gallery, 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 events immediately preceding the proposed event in Hong Kong (Dates / Places):

Schedule of events immediately succeeding the proposed event 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.

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):

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):

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

PART VII (for internal reference only)

Apart from Hong Kong Central Library, 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 arrangement of the event

Name of Contact Person Mr. / Ms.* _____ (English) _____ (Chinese)

Address _____

Position held by Contact Person _____ **Tel** _____ **Fax** _____

Chop of Organization Represented: _____

Signature : _____

Name of Applicant / Signatory* : _____

Date : _____

*Delete if inapplicable

Tick 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 Hong Kong Central Library for the following purposes:
(a) Processing of booking applications for the Hong Kong Central Library hiring facilities; and
(b) Communication in the normal course and in case of emergencies.
 - (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 form may be disclosed to other Government departments for the purposes mentioned in paragraph 1 above.
- Access to Personal Data**
- (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.
- Enquiries**
- (5) Enquiries concerning the personal data collected by means of this form including the request for access and correction, should be addressed to Duty Manager (Hong Kong Central Library) at 2921 0500(Tel) or 2504 2091(Fax).