

Leisure And Cultural Services Department
Hong Kong Science Museum Booking Arrangement
(with effect from 1 April 2016)

Lecture Hall / Special Exhibition Hall

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 April – August 2016 are accepted in January 2016). (See Note 1)

Completed application forms should reach the Booking Office of the Museum before 5:30pm of the last working day of each month (Monday to Friday 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, science promotion value of the proposed function, popularity of previous events and the organizing ability of the applicant.

Note 1: Applications for non-science-and-technology activities or non-arts activities will only be accepted 3 months in advance to the month of application, with the exception for booking applications by the Government, District Councils and Registered Schools.

Late Bookings Applications received after the Ordinary Booking Period are considered as Late Bookings. Applications will be processed collectively subject to operational feasibility and in accordance with the criteria as for the Ordinary Booking applications. Completed application forms should reach the Booking Office of the Museum before 5:30pm of the last working day of each week (Monday to Friday except public holidays). They will be processed in one lot on a weekly basis and a reply will be provided within 7 working days thereafter.

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 Booking Office of the Museum before 5:30pm of the last working day of each month (Monday to Friday 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) certificate of business registration; or
- ii) certificate of incorporation under the Companies Ordinance; or
- iii) notification of establishment of society; or
- iv) certificate of registration 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 apply for Concessionary Rates, applications should also include a copy of the following duly signed by the Chairman and one other office bearer (together with the date of signature and official chop of the organization) to the effect that it is a true copy:

- i) Constitution; or
- ii) Memorandum and Articles of Association.

For details, please refer to the guidelines on "Concessionary Rates for Non-Profit Organizations Scheme"

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

Tel: (852) 2732 3231 or (852) 2732 3230

Fax: (852) 2311 2248

康樂及文化事務署
香港科學館訂租安排
(2016年4月1日起生效)

演講廳／特備展覽廳

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，由科學館集中處理有關期間的申請（見註1）。

（例如：2016年1月會接受2016年4月至8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）），交抵科學館場地租務部。科學館會在截止日期後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，科學館會根據該活動的內容、科學及科技的推廣價值、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：非科學及科技活動或非藝術性質活動的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））交抵科學館場地租務部。科學館會集中處理每星期的申請，並會在截止日期後7個工作天內給予回覆。

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））交抵科學館租務部。科學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) 商業登記證；或
- ii) 按公司條例發出的公司註冊證書；或
- iii) 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，則須連同申請人的身分證／護照副本一併交回。

申請特惠場租的團體，須一併遞交下列經主席及另一名幹事正式簽署的文件（註明簽署日期及附上團體印章），以示真確：

- i) 章程；或
- ii) 組織章程大綱及章程細則。

有關詳情請參閱「為非牟利團體提供的特惠場租計劃」指引。

查詢

辦公時間：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）

電話：(852) 2732 3231 或 (852) 2732 3230

傳真：(852) 2311 2248