

Hong Kong Science Museum
Lecture Hall / Special Exhibition Hall
Application for Ordinary / Late Booking*

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 a booking 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.

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.* (Please fill in the first 4 characters, e.g. A123456(7) → A123) :

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Address : _____

Email Address : _____ Phone : _____ Fax : _____

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

Name of Organisation : _____ (Registered Name)

Nature of Organisation : Commercial Non-commercial Government Bureau / DepartmentForm 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 : _____

Phone : _____ Fax : _____

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

Position held by Signatory : _____ Phone : _____

Email Address : _____ Fax : _____

PART II #

Unit Required : Lecture Hall / Special Exhibition Hall *

Date(s) and Time Required : (a minimum of 3 consecutive hours for Lecture Hall; Special Exhibition Hall shall be hired by day for exhibitions or a minimum of 4 consecutive hours for other events.)

DateTime1st Choice _____2nd Choice _____3rd 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) : _____

Commencement Time of Function : _____ Admission Fee : \$ _____ / free*

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

