Application No.:	

## 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.
- 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 complete)	leted	if Applicant is an <u>individual</u> )						
Name of Applicant : Mr / Ms*				(English )			(Chinese)	
Hong Kong Identity Card	/ Passport No.* (Please fill in the first 4 characters,	23456(7) → A123) :	·56(7) → A123) :					
Address:								
Email Address :			Phone	: J	Fax :			
Section B (To be comp	leted	if Applicant is an <u>organisation</u> )						
Name of Organisation : _						(Registe	ered Name)	
Nature of Organisation:		Commercial   Non-commercial		☐ Government Bure	au / Depa	artment		
Form of Registration:		Business Registration		3			ıracter	
<ul><li>☐ Registered under Companies Ordinance, C</li><li>☐ Registration of a School</li></ul>			2 🗆	(under Inland Revenue Ordinance, Cap. 112) Registered under Societies Ordinance, Cap.151 Others :				
Address of Organisation :								
			Phone	: 1	Fax :			
Name of Signatory: Mr	/ Ms	*		(English)			_ (Chinese)	
Position held by Signatory	:		Phone	:				
Email Address :			Fax:	Fax :				
PART II #								
Unit Required : Lecture H	all /	Special Exhibition Hall *						
Date(s) and Time Require minimum of 4 consecutive		a minimum of 3 consecutive hours for Lecture Hall s for other events.)	; Special	Exhibition Hall shall be hired	d by day f	or exhibi	itions or a	
		<u>Date</u>	<u>Time</u>					
1st Choice								
2 <sup>nd</sup> Choice								
3 <sup>rd</sup> Choice								
PART III #								
Name of Event :		(English)					_ (Chinese)	
Nature of Event :								
	are a	de theme, title, synopsis, names of artists /speaker ny artists / speakers who are non-Hong Kong res	idents. I	f you need more space to ex				
Commencement Time of I			dmission Fee: \$			/ free*		
Will you use URBTIX serv	vice?	Yes / No* If No, please specify how the tickets	s will be	issued: Self print / Others	:			

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Any sale of merchandise durin	g the event? Yes	s / No* If Yes, please specify the merchandis	e items below:	
Name(s) of Sponsor (if any) :		Name(s) of Co-pres	senter (if any) :	
For exhibitions at the Special I	Exhibition Hall, pl	lease attach catalogues of past exhibitions.		
Payment Service				
Settle hire charges through <u>Ge</u>	neral Demand No	ote if application is approved? Yes / No*		
PART IV				
		ates for Non-Profit Organisations Scheme" and the Event is open / not open* to the public.	l then complete the following	:
PART V #				
Person to contact regarding de	etailed arrangemer	nts of the Event :		
Name : <u>Mr / Ms*</u>			(English)	(Chinese)
Address:				
Email Address :		Phone :	Fax :	
Declaration				
	e of the applicant	/organisation, hereby declare that the Bookin	ng Arrangements, Conditions	of Use and Scale of Hire
Charges are read through befo			.g mangemento, comunica	or our min come or rine
understand that it is an offence	e under the Preve ntage to any office	ed should any false information and / or invalintion of Bribery Ordinance Cap. 201 for me /: er of the Department in connection with the bo	any members, employees, ager	nts and contractors of the
		Signature :		
		Name of Applicant /	Signatory*:	
* Delete where appropriate				
☐ Tick if appropriate		Date :		
	Not	tices regarding the Personal Data (Privacy)	Ordinance	
Purpose of Collection  Classes of Transferees	1. The perso purposes:  (a) Proce (b) Com (c) For s will r (d) Any 2. The provinformation	essing of booking applications for the Hong Komunication with the applicant in the normal contatistics and research purposes on the condition to be made available in a form which will ident other legitimate purposes as may be required, and ision of personal data by means of this are not is provided, the application / request may be anall data you provide by means of this application.	ong Science Museum facilities; urse and in case of emergencie in that the resulting statistics or iffy the data subjects or any of uthorised, or permitted by law application is voluntary. He delayed or not be considered	es; r results of the research them; and v. owever, if insufficient or processed.
Access to Personal Data	departmer	ats and other organisations for the purposes me cant has a right to request access to or correction	entioned in paragraph 1 above.	
	accordanc	e with Sections 18 and 22 and Principle 6 of Sci	hedule 1 to the Personal Data	(Privacy) Ordinance.
Enquiries		concerning the personal data collected by mean ion, should be addressed to the Manager at 273.		

Booking Enquiries: 2732 3231 Fax: 2311 2248
Email: hkscmbooking@lcsd.gov.hk
(Monday to Friday from 9am to 1pm and 2pm to 5:45pm, except public holidays)

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