

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

**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 reserves the right to accept or decline a booking application, or to cancel or terminate a confirmed booking.

**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 : \_\_\_\_\_ Tel : \_\_\_\_\_ 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)  
 Registered under Companies Ordinance  Registered under Societies Ordinance  
 Registration of a School  Others : \_\_\_\_\_

Address of Organisation : \_\_\_\_\_

\_\_\_\_\_ Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Name of Signatory : Mr. / Ms.\* \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Position held by Signatory : \_\_\_\_\_ Tel : \_\_\_\_\_

Email Address : \_\_\_\_\_ Fax : \_\_\_\_\_

**PART II**

Unit Required : Lecture Hall / Special Exhibition Hall \*

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

DATETIME1<sup>st</sup> Choice \_\_\_\_\_2<sup>nd</sup> Choice \_\_\_\_\_3<sup>rd</sup> Choice \_\_\_\_\_**PART III**

Name of Event : \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Nature of Event : \_\_\_\_\_

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 / speakers who are non-Hong Kong residents) : \_\_\_\_\_

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

Will you use URBITX service? Yes / No\* If No, please specify how you would issue your tickets : Self print / Others : \_\_\_\_\_

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

Name of Sponsors (if any) : \_\_\_\_\_ Name of Co-presenters (if any) : \_\_\_\_\_

For exhibitions at the Special Exhibition Hall, please attach catalogues of past exhibitions.

**PART IV**

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

**PART V**

Person to contact regarding detailed arrangements of the Event :

Name of Contact Person : Mr. / Ms.\* \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Address : \_\_\_\_\_

Email Address : \_\_\_\_\_ Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

**Declaration**

I, the authorised representative of the applicant /organisation, 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.

Chop of Organisation Represented :

Signature : \_\_\_\_\_

Name of Applicant / Signatory\* : \_\_\_\_\_

\* Delete where appropriate

Tick if appropriate

Date : \_\_\_\_\_

**Notices regarding the Personal Data (Privacy) Ordinance**

- Purpose of Collection** 1. The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes:
  - (a) Processing of booking applications for the Hong Kong Science Museum hiring facilities;
  - (b) Communication in the normal course and in case of emergencies;
  - (c) 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
  - (d) Any other legitimate purposes as may be required, authorised, or permitted by law.
- 2. The provision of personal data by means of this application 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 bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.
- Access to Personal Data** 4. You have a right to request access to or the correction of your 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 the Manager at 2732 3228 (Tel) or 2311 2248 (Fax).

**Booking Enquiries : 2732 3231 Fax : 2311 2248**  
**Email: booking@hk.science.museum**  
**(Monday to Friday from 9am to 1pm and 2pm to 5:30pm, except public holidays)**