

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

Important Notes :

- (1) This booking application will be considered by the Leisure and Cultural Services Department.
 (2) Please read the Hong Kong Science Museum Booking Arrangements before completing this application form.
 (3) For functions involving public exhibition of films as defined in Section 2 of the Film Censorship Ordinance (Cap. 392), a Certificate of Approval / Exemption is required from the Film Censorship Authority. Please contact Office for Film, Newspaper and Article Administration for details. 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 (Cap. 390) and the Summary Offences Ordinance (Cap. 228).

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.)

	<u>DATE</u>	<u>TIME</u>
1 st Choice	_____	_____
2 nd Choice	_____	_____
3 rd 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 URB TIX 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
(Monday to Friday from 9am to 1pm and 2pm to 5:30pm, except public holidays)