

Number of Performance(s) :		
Date and Commencement Time of the Performance(s) :		
Stage Format Required⁺ : (Please select the format as appropriate. Change of stage format is not allowed after the application has been approved.)		
The Hall	<input type="checkbox"/> Proscenium <input type="checkbox"/> Orchestral Pit	<input type="checkbox"/> Sound Canopy <input type="checkbox"/> Extension Stage (select if applicable)
The Theatre	Thrust Stage	
The Turns	<input type="checkbox"/> End Stage <input type="checkbox"/> Horizontal Stage <input type="checkbox"/> Flat Floor	
The Beats	<input type="checkbox"/> End Stage <input type="checkbox"/> Flat Floor	

⁺ Setup work may have to be conducted during the booking period.

PART III

Name of Event (English)

(Chinese)

Nature of Event (e.g. Theatre / Dance / Music)

Details of Event (Attach supplementary sheets if necessary.)

(a) Key Performers and Creative Staff (e.g. Artistic Director, Scriptwriter, Music Director, Sound Designer, Lighting Designer, etc.)
(Please specify the nationalities of any non-HK residents.)

(b) Theme, Concept and Content

(c) Plan for Audience Building or Promotion of Arts / Arts Technology in the Community (if any)

Is there any application of advanced stage equipment / technology in the event? Yes / No*

(Please refer to website www.lcsd.gov.hk/en/tech/index.html for details on the stage equipment / technical information of the venue.)

If yes, please complete the parts below **(Attach supplementary sheets if necessary)** :

(a) Advanced Stage Equipment / Technology to be Applied in the Event, or Other Information

(b) Stage Technical Professionals and Their Biographies

(Please specify the nationalities of any non-HK residents.)

* Delete if inapplicable

☐ Tick if appropriate

Name of Co-presenter(s) (if any) _____

Name of Sponsor(s) (if any) _____

Estimated No. of Participants _____

Use of URBIX Service Yes / No*

Admission Fee \$ / Free*

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

PART IV # (For Special Booking Application only)

Reason(s) why this booking requires confirmation more than 12 months in advance: (Please attach documents to substantiate the reason(s).)

PART V

Use of e-Payment

Settle hire charges through e-Payment if application is approved (e-Payment refers to online payment service by means of PPS / Credit Card / FPS):

☐ Yes ☐ No If yes, please provide your email for receiving the password for using e-payment service:

(if different from Part I above)

PART VI

If you are interested in applying for the Concessionary Rates for Non-profit Organisations Scheme, please refer to Scale V(D) of the East Kowloon Cultural Centre Scales of Hire Charges and Booking Arrangements and then complete the following:

Will you apply for the Scheme? Yes / No*

The Event is open / not open* to the public.

Submission of Documentary Proof (Applicable to applications for Concessionary Rates for Non-profit Organisations Scheme only)

If the applicant organisation has, during the past 12 months, applied for and been granted any kind of rental subsidy / reduction of hire charges / concessionary rates at an Leisure and Cultural Services Department cultural venue (i.e. civic centre / town hall / theatre, Queen Elizabeth Stadium, museum or the Hong Kong Central Library) and has submitted documentary proof (such as Memorandum (if any) and Articles of Association or the Constitution or tax exemption document issued by the Inland Revenue Department) which are still valid to be applicable to the present application, the applicant organisation may declare the same below to save the effort of re-submission. The applicant organisation may be requested to submit the relevant documents when necessary.

This applicant organisation is / is not* an arts organisation (whose aim is to promote arts as stated in its Constitution or Memorandum and Articles of Association). Approval was given to the application made for any kind of rental subsidy / reduction of hire charges / concessionary rates at _____ (name of the venue) in _____ / _____ (month / year) with the required documentary proof submitted.

PART VII (Applicable to ordinary booking applications only – Please refer to the Booking Arrangements for details)

If the date(s) could not be allocated for this application, please indicate whether you would like the application to be reprocessed:

(1) together with other booking applications received in the following month

Yes ☐ No ☐

Date(s) (if they are different from those specified in Part II):

1st Choice _____ 2nd Choice _____ 3rd Choice _____

or / and

(2) together with other booking applications received in the second succeeding month

Yes ☐ No ☐

Date(s) (if they are different from those specified in Part II):

1st Choice _____ 2nd Choice _____ 3rd Choice _____

* Delete if inapplicable

☐ Tick if appropriate

PART VIII *(For internal reference only)*

Apart from this venue, have you submitted ordinary booking application(s) for major facility(ies) of other performance venues under the Leisure and Cultural Services Department for the same event stated in Part III? If yes, please list the venue(s) and date(s) you have applied.

(venue / date(s)) _____ (venue / date(s)) _____ (venue / date(s)) _____

(venue / date(s)) _____ (venue / date(s)) _____ (venue / date(s)) _____

PART IX

Person to Contact Regarding Detailed Arrangements for the Event

Name of Contact Person Mr / Ms* _____ (English) _____ (Chinese)

Address _____

Tel _____ Fax _____ Email _____

Declaration

I, the authorised representative of the applicant / organisation, hereby declare that the Booking Arrangements, Conditions of Use and Scales of Hire Charges are read through before submitting the booking application.

I hereby declare that all information and documents submitted by me in support of this booking application are updated, 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.

I understand that it is an offence under the Prevention of Bribery Ordinance (Cap. 201) for me / any members, employees, agents and contractors of the organisation to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.

Chop of Organisation Represented:

Signature : _____

Name of Applicant / Signatory* : _____

Date : _____

* Delete if inapplicable

Notices Regarding the Personal Data (Privacy) Ordinance Cap. 486

- 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 East Kowloon Cultural Centre 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 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 (Cap. 486).
- Enquiries** (5) Enquiries concerning the personal data collected by means of this application, including the request for access and correction, should be addressed to Manager(East Kowloon Cultural Centre)³ at (852) 3166 2806 (Tel) or (852) 3547 2697 (Fax).

<p style="text-align: center;">Booking Enquiries: 3166 2844 Fax: 3547 2697</p> <p style="text-align: center;">(Monday to Friday from 9am to 5:45pm (except public holidays))</p>
