East Kowloon Cultural Centre Application for Ordinary / Late / Special Booking of The Hall / The Theatre / The Turns / The Beats*

Important Notes:

(1) Please read the Booking Arrangements, Conditions of Use and Scales 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 V and Part IX 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.

For Office Use Only			
Hirer I.D. :			
Appn I.D. :			

PART I # Section A (To be complete)	leted if Applicant is an	individual)				_
Name of Applicant	Mr / Ms*	,	(English)		(Chinese))
		Please fill in the first 4 characters, ment to venue staff for verification.)	e.g. A123456(7)→A123)			
Address						
Tel	Fax	Email				
Section B (To be compa	leted if Applicant is an	organisation)				
Name of Organisation			(R	Registered Eng	glish Name)	
			(R	Registered Chi	nese Name)
Nature of Organisation	☐ Commercial	☐ Non-commercial	☐ Government Bureau / Department			
Form of Registration	☐ Business Registrat	ion	☐ Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance Cap. 112)			
	☐ Registered under Companies Ordinance Cap.622		Properties Programme Registered under Societies Ordinance Cap.151			
	☐ Registration of a School ☐ Others:					
Address of Organisation						
			Tel	Fax		
Name of Signatory	Mr / Ms*		(English)		(Chinese)	
Position Held by Signato	ry					
Email						
PART II #						
Major Facilities Requir	ed:					

□ The Turns

Booking time is from 9am to 11pm. Technical support and other services required can be confirmed after confirmation of booking. Please refer to the

☐ The Beats

To (dd/mm/yyyy)

Date(s) applied for Full day (9am to 11pm) ^

Facility

Priority

1st choice

2nd choice

3rd choice

□ The Theatre

From (dd/mm/yyyy)

□ The Hall

East Kowloon Cultural Centre Scales of Hire Charges for details.

Total No. of Days @

Only one performance/ event is allowed for a one-day booking except for film screenings at The Hall. * Delete if inapplicable

[☐] Tick if appropriate

Number of Perform	ance(s):			
Date and Commend	ement Time of the Performance(s) :			
Stage Format Requ (Please select the form		is not allowed a	after the application has been	annroyed)
The Hall	□ Proscenium		☐ Sound Canopy	арргочеи.)
	☐ Orchestral Pit		□ Extension Stage	(select if applicable)
The Theatre	Thrust Stage			
The Turns	☐ End Stage ☐ Horizontal Sta	age	□ Flat Floor	
The Beats	□ End Stage		□ Flat Floor	
⁺ Setup work may have	e to be conducted during the booking period.			
PART III #				
Name of Event				(English)
				(Chinese)
Nature of Event (e.g.	Theatre / Dance / Music)			
(a) Key Performers a	nch supplementary sheets if necessary.) Ind Creative Staff (e.g. Artistic Director analities of any non-HK residents.)	r, Scriptwriter	Music Director, Sound De	esigner, Lighting Designer, etc.)
(b) Theme, Concept	and Content			
(c) Plan for Audience	e Building or Promotion of Arts / Arts	s Technology	in the Community (if any	9
(Please refer to websilif yes, please complete	ion of advanced stage equipment / te ite <u>www.lcsd.gov.hk/en/tech/index.html</u> for d e the parts below <i>(Attach supplementa</i> Equipment / Technology to be Applie	details on the ary sheets if	stage equipment / technic necessary) :	s / No* cal information of the venue.)
	Professionals and Their Biographies malities 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 Partic	cipants					
Use of URBTIX Service	Yes / No*		Admission Fee	\$		/ Free*
Any sale of merchand	ise during the event?	Yes / No*	If yes, please specify	the mercha	andise items b	elow :
PART IV # (For Reason(s) why this booking			advance: <i>(Please attach</i>	n documents	to substantiate t	the reason(s).)
PART V # Use of e-Payment Settle hire charges through	e-Payment if application is	approved (e-Payme	nt refers to online paym	ent service b	y means of PPS	6 / Credit Card / FPS):
□ Yes □ No	If yes, please	provide your email	for receiving the pass	sword for u	sing e-paymer	nt service:
					(if different	from Part I above)
PART VI If you are interested in a East Kowloon Cultural C Will you apply for the So Submission of Documer If the applicant organisa hire charges / concession Queen Elizabeth Stadiu (if any) and Articles of A are still valid to be appliere-submission. The ap This applicant organisat and Articles of Associati concessionary rates at required documentary p	Centre Scales of Hire Checheme? Yes / No* Intary Proof (Applicable to ation has, during the passionary rates at an Leisure m, museum or the Hong association or the Constitute to the present appropriate of the present appropriate or an arts organis. Approval was given	o applications for Cost 12 months, applications and Cultural Service Kong Central Libratution or tax exemplication, the application whose aganisation (whose agent to the application	The Event is ope concessionary Rates ed for and been granges Department culturary) and has submitted into document issued ant organisation may ubmit the relevant documents to promote arts in made for any kind of	for Non-proted any kir al venue (i.e. d document declare the ocuments was stated ir of rental sul	en* to the puble of the following of the puble of the pub	g: ns Scheme only) psidy / reduction of town hall / theatre, h as Memorandum Department) which to save the effort of //. on or Memorandum on of hire charges /
PART VII (Applie	cable to ordinary book	ing applications o	only – Please refer t	to the <i>Bool</i>	king Arrangei	ments for details)
If the date(s) could not be (1) together with other be Date(s) (if they are different between the date)	ooking applications rece	eived in the followir	-	uld like the Yes		be reprocessed: □
1 st Choice	2 ^{nc}	Choice		3 rd Choice)	
(2) together with other b Date(s) (if they are diffe				Yes	□ No	
1 st Choice	2 ^{ng}	Choice		3 rd Choice)	
* Delete if inapplicable	☐ Tick if approp	riate				

		oplication(s) for major facility(ies) of other ent stated in Part III? If yes, please list the	
(venue / date(s))	(venue / date(s))_	(venue / date(s	s))
(venue / date(s))	(venue / date(s))	(venue / date(s	s)) <u> </u>
PART IX # Person to Contact Regard	ing Detailed Arrangements for the	e Event	
Name of Contact Person	Mr / Ms*	(English)	(Chinese)
Address			
Tel	Fax	Email	
Scales of Hire Charges are I I hereby declare that all info	read through before submitting the bormation and documents submitted the legal status of the applicant / or	ereby declare that the Booking Arrangem booking application. by me in support of this booking applicates ganisation, and I undertake to provide	ation are updated, valid and
I understand that I may be li	•	alse information and/or invalid documents	be provided in this booking
contractors of the organisation	on to offer any advantage to any offic	Ordinance (Cap. 201) for me / any memb cer of the Leisure and Cultural Services D d with the Leisure and Cultural Services [epartment in connection with
Chop of Organisation Repre	esented:		
		Signature:	
	Name of Applica	ant / Signatory*:	
		Date:	

* Delete if inapplicable

PART VIII (For internal reference only)

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)

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).

Booking Enquiries: 3166 2844 Fax: 3547 2697

(Monday to Friday from 9am to 5:45pm (except public holidays))