

**East Kowloon Cultural Centre**  
**Application for Ordinary / Late / Special Booking of**  
**The Lab**

(Only for applications involving Arts Technology Activities)

**Important Notes:**

- (1) Please read the Booking Arrangements, Conditions of Use and Scales 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 (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 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)

(Note: You may be required to produce your identification document to venue staff for verification.)

**Address**

**Tel** **Fax** **Email**

**Section B** (To be completed if Applicant is **an organisation**)

**Name of Organisation** (Registered English Name)

(Registered Chinese Name)

**Nature of Organisation** ☐ Commercial ☐ Non-commercial ☐ Government Bureau / Department

**Form of Registration** ☐ Business Registration ☐ Charitable Institution or Trust of a Public Character (under Inland Revenue Ordinance Cap. 112)  
☐ Registered under Companies Ordinance Cap.622 ☐ 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 Signatory** **Tel** **Fax**

**Email**

**PART II #**

Priority	Date(s) applied for Full day (9am to 11pm) ^		
	From (dd / mm / yyyy)	To (dd / mm / yyyy)	Total No. of Days
1 <sup>st</sup> choice			
2 <sup>nd</sup> choice			
3 <sup>rd</sup> choice			

^ Booking time is from 9am to 11pm. Technical support and other services required can be confirmed after confirmation of booking. Please refer to the East Kowloon Cultural Centre Scales of Hire Charges for details.

\* Delete if inapplicable

☐ Tick if appropriate

## PART III #

Name of Event

(English)

(Chinese)

### Nature of Event (Only for applications involving Arts Technology Activities)

(Please select and complete **one of the following**.)

<input type="checkbox"/>	<b>Technical Rehearsal / Testing</b>
Have you successfully hired or submitted any booking application for any performance venue for a stage performance / activity related to this Technical Rehearsal / Testing? (The date of the performance / activity must be later than the date(s) of this Technical Rehearsal / Testing.)	
Yes / No* (If yes, please provide information on the <b>performance / activity</b> below.)	
<b>Name of Performance / Activity</b> :	
<b>Date and Duration of Performance / Activity</b> :	
<b>Venue and Facility Hired</b> : (Please attach supporting document(s), e.g. booking confirmation or application form.)	
<input type="checkbox"/>	<b>Real-time Streaming for Live Performance / Activity Held at Other Performance Venues</b>
<b>Name of the Live Performance / Activity</b> :	
<b>Venue of the Live Performance / Activity</b> :	
(Please attach supporting document(s), e.g. booking confirmation or booking application for the live performance / activity to this application form.)	
During the real-time streaming of the live performance / activity held at other performance venues, will there be any simultaneous performance / activity in <b>The Lab</b> with live audience?	
Yes / No* (If yes, please provide the information on the performance / activity to be held in <b>The Lab</b> below.)	
<b>Total No. of Performances / Activities@</b> :	
<b>Date and Time of the Performance(s) / Activity(ies)</b> :	
<b>Estimated No. of Participants</b> :	
<b>Use of URBIX Service</b> Yes / No* <b>Admission Fee \$</b> / Free*	
<input type="checkbox"/>	<b>Performance</b>
<b>Nature of Performance</b> : (e.g. Theatre / Dance / Music)	
<b>Name of Performance</b> :	
<b>Total No. of Performances@</b> :	
<b>Date and Commencement Time of Performance</b> :	
<b>Stage Format<sup>+</sup></b> : (Please select the format as appropriate. Change of stage format is not allowed after the application has been approved.)	
<input type="checkbox"/> End Stage	
<input type="checkbox"/> Thrust Stage	
<input type="checkbox"/> Flat Floor	
<b>Estimated No. of Participants</b> :	
<b>Use of URBIX Service</b> Yes / No* <b>Admission Fee \$</b> / Free*	
<input type="checkbox"/>	<b>Other Activities</b>
Please specify the details:	

@ Only one performance is allowed for a one-day booking.

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

\* Delete if inapplicable

☐ Tick if appropriate

**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)

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**(b) Theme, Concept and Content**

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**Advanced Stage Equipment / Technology to be Applied in the Event** (Please refer to the website [www.lcsd.gov.hk/en/tech/index.html](http://www.lcsd.gov.hk/en/tech/index.html) for details on the stage equipment / technical information of The Lab) (Attach supplementary sheets if necessary)

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

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**(b) Stage Technical Professionals and Their Biographies** (Please specify the nationalities of any non-HK residents)

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

**Name of Sponsor(s)** (if any)

**Any sale of merchandise during the event?** Yes / No\*

If yes, please specify the merchandise items at below :

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**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).)

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**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)

\* Delete if inapplicable

☐ Tick if appropriate

## 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):

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> 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):

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

## 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 \_\_\_\_\_

\* Delete if inapplicable

☐ Tick if appropriate

## 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*

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

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|--------------------------------|--|
| <b>Purpose of Collection</b>   | (1) The personal data provided by means of this application will be used by the Leisure and Cultural Services Department for the following purposes:<br>(a) Processing of booking applications for the East Kowloon Cultural Centre hiring facilities;<br>(b) Communication in the normal course and in case of emergencies;<br>(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<br>(d) Any other legitimate purposes as may be required, authorised or permitted by law. |
| <b>Classes of Transferees</b>  | (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.  |
| <b>Access to Personal Data</b> | (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.  |
| <b>Enquiries</b>               | (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).   |
|                                | (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))**