

Hong Kong Film Archive

Booking Application Form

Cinema / Exhibition Hall

Important Notes :

- (1) Only booking application for film-related activities will be considered by the Hong Kong Film Archive, Leisure and Cultural Services Department.
- (2) Please read the Booking Arrangements, Conditions of Use and Scale of Hire Charges 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 Director of Film, Newspaper and Article Administration. 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).
- (4) 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.
- (5) The Leisure and Cultural Services Department reserves the right to accept or decline a booking application, or to cancel or terminate a confirmed booking.

For Office Use Only

Hirer No.: _____

Application No.: _____

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)

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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)

☐ 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 _____ **Fax** _____ **Email** _____

PART II

Facilities Required: ☐ Cinema ☐ Exhibition Hall

	Date (dd/mm/yy)	Time (During 10am to 8pm)
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, film title and name of artists / speakers, etc. Please specify the country of origin if there are any artists / speakers who are non-HK residents)

Commencement Time of Function

Estimated No. of Participants

Use of URBITX Service

☐ Yes

☐ No

Admission Fee

\$

/ Free*

Any sale of merchandise during the event?

☐ Yes

☐ No

If yes, please specify the merchandise items at below:

For exhibitions, please attach catalogues of past exhibitions.

Name of co-presenter(s) (if any)

Co-presenter(s) must submit all relevant supporting documents for booking application and Concessionary Rates for Non-profit Organisations Scheme (if applicable).

Name of sponsor(s) (if any)

PART IV (For Special Booking Application only)

Reason(s) why this booking needs confirmation more than 7 months in advance: (Please attach documents to support the information given above)

PART V

If you are interested in applying for the Concessionary Rates for Non-profit Organisations Scheme, please refer to the Hong Kong Film Archive Booking Arrangement and Scale of Hire Charges 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 LCSD 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 Memorandum (if any) and Articles of Association or the Constitution*). Approval was given to the application made for rental subsidy / reduction of hire charges / concessionary rates at _____ (name of the venue) in _____ / _____ (month / year) with the required documentary proof submitted.

PART VI (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 VII

Person to contact regarding detailed arrangements of the event:

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

Address _____

Tel _____ Fax _____ Email _____

Tel no. for public enquiries _____

Declaration

I, the authorized representative of the applicant/organisation, hereby declare that all information and documents submitted by me in support of this booking application are up-to-date, 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 ☐ Tick if appropriate

Notices Regarding the Personal Data (Privacy) Ordinance

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|--------------------------------|---|
| 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 Film Archive 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. |
| Classes of Transferees | (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. |
| Access to Personal Data | (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. |
| Enquiries | (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.
(5) Enquiries concerning the personal data collected by means of this application, including the request for access and correction, should be addressed to Assistant Manager (Film Archive) House Management at (852) 2119 7381 (Tel) or (852) 2311 5229 (Fax). |