

Jockey Club Auditorium – Booking Application Form
賽馬會綜藝館 – 租用申請表格

I Particulars of Applicant 申請者資料

Name of Organization 團體名稱 _____ (English)

_____ (中文)

Nature of Organization 團體性質

- Commercial 商業團體
- Government 政府
- Charitable 慈善團體
- Registered Non-profit-making 註冊非牟利團體
- Others 其他 _____

Name of Signatory 負責人姓名 _____ (English) _____ (中文)

Position Held by Signatory 負責人所擔任職位 _____

Telephone No. 電話號碼 _____ Mobile Phone No. 手提電話號碼 _____

Email 電郵 _____

Correspondence Address 通訊地址 _____

II Particulars of Booking 租用資料

Venue Applied for 申請場地

Dates 日期

Session 時段

Auditorium 綜藝館

Booking Date 申請日期 _____

Foyer 大堂

Booking Date 申請日期 _____

Lam Tai Fai Amphitheatre 林大輝廣場

Booking Date 申請日期 _____

i) Auditorium Booking Sessions (4 hours per session) 綜藝館租用時段 (每時段為4小時) : 0900-1300 / 1400-1800 / 1900-2300 (International Hour 國際時間)

ii) Foyer Booking Session 大堂租用時段 : Reception, other Functions 接待及其他集會 - Any hour within 0900 – 2300 內的任何時間; Exhibition 展覽 0900-1900

iii) Lam Tai Fai Amphitheatre Booking Session 林大輝廣場租用時段 : 0900-1900

III Particulars of Event 節目資料

1. Type of Event 節目形式

Performing Programme (e.g. Dance, Drama, Opera etc.) 演藝節目 (如舞蹈, 話劇, 歌劇等) _____

Concert 音樂會

Variety Show 綜合表演

Conference 會議 / Seminar 研討會

Ceremony 典禮

Filmshow 電影

Recital 獨奏會

Exhibition 展覽

Other Functions 其他 _____

2. Name of Event 節目名稱 _____ (English)

_____ (中文)

3. Name & No. of Principal Artiste(s) / Speaker(s) 表演 / 演講者姓名及人數 _____

4. Anticipated No. of Artiste(s) 預計表演人數 _____ 5. Anticipated No. of Audience 預計觀眾人數 _____

IV Particulars of Ticketing 票務資料

- Public 公開 : Free admission 免費入場 / Selling tickets 售票 (Ticket price 票價 HK\$)
 Private 私人: Free admission 免費入場 / Selling tickets 售票 (Ticket price 票價 HK\$)

Remark 備註 : Choose where appropriate 選取適用者

V Booking Schedule 租用時段表

For Performing Programme 演藝節目, Conference 會議, Seminar 研討會, Ceremony 典禮, Filmshow 電影, or Recital 獨奏會 etc.

Booking Date 日期			Purpose 用途			
dd/mm/yyyy 日/月/年			(Please fill in where appropriate 請於適當處填寫)			
hour-hour 時段		Rehearsal / Set-up 排演/佈置	Occupancy 佔用	Programme 節目	Move-out 離場	
e.g. 例子						
10/01/2000	Day 1	0900-1300	x			
		1400-1800	x			
		1900-2300		x		x
/ /	Day 1					
/ /	Day 2					
/ /	Day 3					

Remark 備註 : Please use separate sheet if space is not enough. 如空位不足，請加附頁。

For Exhibition 展覽

From 由:

To 至:

	Date 日期	Time 時間	Date 日期	Time 時間
Set-up 佈置				
Ceremony 典禮				
Exhibition 展覽				
Move-out 離場				

**Jockey Club Auditorium Hiring Scheme
(effective 1 April 2018)**

	PURPOSE	VENUE HIRE CHARGES Standard (HK \$)	FACILITIES
AUDITORIUM 1025 fixed seats (expandable to 1084, including 6 wheelchair user spaces)	1. Drama, Dance, Concert, Variety Show etc. Booking Sessions 0900-1300 / 1400-1800 / 1900-2300		
	a. Performance Per session within 4 hours (or part thereof) Per additional hour	12,000 # 3,600	- Air conditioning to Auditorium and Foyer - Electricity supply for existing equipment and installation - Water supply - Electrical equipment and sound system as installed - Lighting Technician - Stage Technician - Sound Controller - Projectionist if required - Dressing rooms - Basic ushering service
	b. Rehearsal/Set-up/Move-out Per session within 4 hours (or part thereof) Per additional hour	7,200 2,400	Same as 1a. Except basic ushering service and air conditioning to seating area of Auditorium and Foyer.
	c. Occupancy Per session within 4 hours (or part thereof) Per day (3 sessions)	1,500 4,800	This session does not include any service. Hirer is not allowed to use the venue.
	2. Conference, Seminar, Ceremony, Assembly etc.		
	a. Day time (0900-1800) Per session within 3 hours (or part thereof) Per additional hour	9,600 # 3,600	Same as 1a.
	b. Evening (1900-2300) Per session within 4 hours (or part thereof) Per additional hour	12,000 # 3,600	
	3. Film Show, Recital		
	a. Day Time (0900-1800) Per screening within 2 hours (or part thereof) Per additional half hour	9,600 # 2,400	Same as 1a.
	b. Evening (1900-2300) Per screening within 2.5 hours (or part thereof) Per additional half hour	12,000 # 2,400	
FOYER (520 sq. m. gross approximately)	4. Exhibition		
	a. Not involving sales of exhibits or any sort of related products Per week Per day (0900-1900)	36,000 7,200	- Basic electricity and air-conditioning supply
	b. Involving sales of exhibits or any sort of related products Per week Per day (0900-1900)	54,000 10,800	
5. Reception, other functions Per hour	4,200	- Basic electricity and air-conditioning supply	
LAM TAI FAI AMPHITHEATRE (1,100 sq. m. gross approximately)	6. Exhibition		
	a. For non-commercial use Per day (0900-1900)	12,000	- Basic electricity supply
	b. For commercial use Per day (0900-1900)	36,000	
	7. Reception, other functions		
	a. For non-commercial use Per day (0900-1900)	12,000	- Basic electricity supply
	b. For commercial use Per day (0900-1900)	36,000	
Remarks : # Or 10% - 15% of gross ticket proceeds, whichever is the greater Hirer will only be admitted to the venue within the booked sessions			

VI Venue Hire Note 場地租用須知

Please return completed application form to Culture Promotion and Events Office, Jockey Club Auditorium, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong together with copies of the following documents:

- 1) Certificate of Business Registration / Certificate of Registration and a list of the current committee members ;
- 2) Promotional materials of previous or similar programme ;
- 3) Photo or sample of exhibits if the application is for an exhibition.

申請人請將此表格填妥連同以下文件副本交回「文化及設施推廣處」

地址: 香港九龍紅磡

香港理工大學

賽馬會綜藝館

- 1) 商業登記/團體註冊證及現任委員名單;
- 2) 過往曾舉辦同類型節目之宣傳物品;
- 3) 展覽活動之申請需附上展品樣本或照片。

General Enquiries : 2766 7100, Email: pccpeo@polyu.edu.hk

查詢電話: 2766 7100, 電郵: pccpeo@polyu.edu.hk

Notices Regarding the Collection of Personal Data in Connection with Booking Application of Jockey Club Auditorium – In accordance with the Personal Data (Privacy) Ordinance

a. Purpose of Collection

The personal data provided by means of this form will be used by the University for:

- i. carrying out activities relating to the booking application made to Jockey Club Auditorium;
- ii. facilitating communication between the University and yourself.

The provision of personal data by means of this form is voluntary. However, the booking application may not be able to process if information is insufficient.

b. Class of Transfer

The personal data that you have provided by means of this form may be disclosed to other Government departments and agencies in pursuance of the purpose mentioned in paragraph a. above.

c. Access to Personal Data

You have right of access and correction with respect to personal data as provided for in accordance with the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data, which you have provided by means of this form.

d. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections should be addressed to Culture Promotion and Events Office, Jockey Club Auditorium, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

關於賽馬會綜藝館之租用申請所填報之個人資料 – 根據個人資料(私隱)條例之規定處理

a. 資料收集之目的

香港理工大學將使用經這份申請表格填報的資料作以下用途:

- i. 處理有關向賽馬會綜藝館申請租用事宜;
- ii. 就賽馬會綜藝館之服務與申請人聯絡。

本申請表上的個人資料,均由申請人自願提供。若提供的資料不足,申請事宜可能不獲辦理。

b. 資料傳交

本申請表內的個人資料可能會交給其他政府部門及機構,以進行上文 a. 段所述之用途。

c. 查閱個人資料

根據個人資料(私隱)條例,你有權查閱及更改你的個人資料。查閱的權利包括有權索取此申請表內所提供的個人資料副本。

d. 查詢

如對經由此申請表取得個人資料一事有任何疑問,包括查閱及更改資料等,可來函致香港九龍紅磡香港理工大學賽馬會綜藝館文化及設施推廣處。

Please tick in the box provided if you do not want to receive marketing materials from our Office in future.

如閣下將來不希望收到有關文化及設施推廣處的推廣資訊,請選擇此項。

Applicant / Authorized Signature 申請人 / 負責人簽署 _____ Date 日期 _____

Organization Chop 團體之印鑑 _____

For Office Use Only

Date of receipt: _____ Source of Venue Information: _____

FoH: _____ Technical: _____

Booking: _____