

Important Notes:

- (1) Please read the Booking Arrangements, Conditions of Use and Scale 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 IV and Part VII to VIII 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 Official Use
Only**

 Application
No.:
PART I #**Section A** *(To be completed if Applicant is an individual)*
Name of Applicant Mr. / Ms. * _____ (English) _____ (Chinese)

Address _____

Email _____ **Tel** _____ **Fax** _____
Section B *(To be completed if Applicant is an organization)*
Name of Organization _____ (Registered Name)

Nature of Organization Registered Charitable Registered Non-profit-making Commercial Private
 Government Department Academic Institute Others _____

Tel _____

Fax _____

Address of Organization _____

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

Position Held by Signatory _____ **Tel** _____ **Fax** _____

 Correspondence concerning this application to be sent to (Please choose **ONE** only): Signatory Contact Person (See Part VII)
PART II #
Date(s) Required

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

PART III #
Name of Event _____ (English)

_____ (Chinese)

Nature of Event Event is related to ☐ arts ☐ education ☐ government services ☐ others _____

Details of Event (Please provide theme, title, name of *artists/speakers/creative team/production team etc. Please attach images of exhibits and exhibition catalogues)

 Any sale of merchandise during the event? ☐ Yes ☐ No If yes, please specify the merchandise items at below:

*Please specify the country of origin if there are any artists/speakers who are non-HK residents.

PART IV # *(For Special Booking Application only)*
Reason(s) why this booking needs confirmation more than 24 months in advance (Please attach documents to support the information given below)

Schedule of events immediately preceding the proposed exhibition in Hong Kong (Dates / Places)
Schedule of events immediately succeeding the proposed exhibition in Hong Kong (Dates / Places)

PART V (For Ordinary Booking Application Only)

If 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 From _____ To _____ 2nd Choice From _____ To _____ 3rd Choice From _____ To _____

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 From _____ To _____ 2nd Choice From _____ To _____ 3rd Choice From _____ To _____

PART VI (for internal reference only)

Apart from Hong Kong Visual Arts Centre, have you submitted ordinary booking application(s) for exhibition facility(ies) of other venues under LCSD for the same event stated in Part III? If yes, please list the venue(s) and date(s) you are applying. Yes No

(venue / date(s)): (i) _____ (ii) _____
(iii) _____ (iv) _____

PART VII

Person to contact regarding detailed arrangements of the event

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

Address _____

Email _____ Tel _____ Fax _____

PART VIII

Declaration

I, the authorised representative of the applicant/organisation, hereby declare that the Booking Arrangements, Conditions of Use and Scale 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 update, valid and subsisting with regard to the legal status of the applicant/organization, 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 Organization Represented: _____

Signature : _____

Name of Applicant / Signatory* : _____

Date : _____

*Delete if inapplicable

☐ ✓ if appropriate

Notices Regarding the Personal Data (Privacy) Ordinance

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 Visual Arts Centre hiring facilities;
 - (b) Communication in the normal course and in case of emergencies; and
 - (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.

Enquiries

- (5) Enquiries concerning the personal data collected by means of this application, including the request for access and correction, should be addressed to Assistant Curator I (Art Promotion Office) Visual Arts Centre at (852) 2521 3008 (Tel) or (852) 2501 4703 (Fax).

Hong Kong Visual Arts Centre (17.7.2026)