

**‘Arts Corner (Phase XVI)’ at Victoria Park  
Prospectus**

**Aim:** To bring more enjoyment to the parkgoers, the Leisure and Cultural Services Department (LCSD) will set up an “Arts Corner” at South Pavilion Plaza in Victoria Park where handicrafts and arts service stalls will be provided.

**Type of Stalls :**

1. Service stalls: for providing services of photography, painting, calligraphy, silhouette cutting, sketching/caricature, etc.
2. Handicrafts stalls: for selling handicrafts and artworks such as pottery, straw-weaving works, dough models, paper craftworks, carving works, accessories, floral artworks, sand paintings, cloth artworks and clay works.

**Date:** From 3 April 2015 to 27 March 2016 (Sundays and public holidays)

**(Arts Corner will be suspended during the period when major events are being held in the Park. Since the resurfacing work of South Pavilion Plaza is tentatively scheduled in 2015 / 2016, the location of stalls might be affected and stalls would be relocated. Details will be announced in due course.)**

**Time:** 10:00 a.m. to 6:00 p.m.

**No. of Stalls:** 27 stalls (tentative)

**Fee:** HK\$100 registration fee and HK\$1,000 security deposit for each stall. The HK\$1,000 security deposit will be forfeited if the stalls operation attendance is less than 70% or when the termination is due to failure in fulfilling the agreement terms. The registration fee of HK\$100 is non-refundable and non-transferable.

**Eligibility:** Any interested individuals or subvented non-governmental organisations

**Application forms are available at:**

Places	Office hours (closed on Saturday, Sunday and public holiday)
Victoria Park Management Office - 1 Hing Fat Street, Causeway Bay, Hong Kong.	9:00 am to 5:30 pm from Monday to Friday
Eastern District Leisure Services Office – 3/F., Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong.	8:30 am to 6:15 pm from Monday to Friday

**Download from website:** <http://www.lcsd.gov.hk/en/parks/vp/help.html>

**Application method:** The completed application form must be submitted in person together with copies of relevant proof of professional knowledge in the respective field (if any) and sample(s) of artworks or handicrafts or photo samples (not more than three pieces) to the Victoria Park Management Office, 1 Hing Fat Street, Causeway Bay, Hong Kong during office hours. **It should be noted that the artworks must be the applicant’s original works and the handicrafts or the photo samples must be produced by the applicant himself/herself.**

**Date of application:** **From 8 (Thursday) to 29 (Thursday) January 2015, 5:00 pm**

**Remarks:**

1. Applications will be considered by a Vetting Panel which is composed of Eastern District Councilors and representatives from the Leisure Services Branch, Cultural Services Branch of the LCSD and the Photographic Society of Hong Kong.
2. Please refer to the overleaf for the assessment criteria and procedure.
3. Successful applicants are required to effect and keep in force a public liability insurance with an indemnity of not less than HK\$6.5 million during the agreement period.
4. The Permit Holder shall personally report to the check-in counter located at South Pavilion between 9:30 a.m. and 10:00 a.m. on every Business Day to collect a Business Permit and items on loan to him by the Government Representative. After Opening Hours, the Permit Holder shall return all items on loan to him and the Business Permit to the Government Representative. Failure to comply with the aforesaid requirements in this Clause will render the particular Business Day be counted as non-attendance for calculating the attendance rate.

**Enquiries:** 2890 5824

**Assessment Criteria and Procedure  
for ‘Arts Corner (Phase XVI)’ in Victoria Park**

The assessment criteria and procedure of Vetting Panel are as below:

**I. Assessment criteria:**

1. nature, variety, creativity, artistic merit and attractiveness of the handicrafts or arts service to be provided (40%);
2. quality of the handicrafts or artworks or photos sample submitted (30%);
3. relevant professional skills possessed by the applicant (20%); and
4. relevant experience or the performance of the applicant in the previous phase of the Arts Corner (10%).

**II. Assessment procedure:**

1. A number will be allocated to the samples and the relevant certificate(s) or resume(s) provided by the applicant during the assessment by the Vetting Panel.
2. Each application will be given a score by each member in the Vetting Panel according to the above criteria.
3. The relevant certificate(s) / resume(s) of the applicants will be provided to each member in the Vetting Panel for judging reference.
4. The past performance of the applicant (e.g. attendance rate and any irregularities) in the previous phase of the Arts Corner will be listed on the score sheet for judging reference.
5. The total score of an applicant is the summation among members in the Vetting Panel. Stalls will be allocated to applicants with higher scores in descending order.
6. If total qualified applicants exceed the quota, stalls will be allocated to those of the highest score or by drawing lots if the scores are equal.
7. The quota of successful applicant and the quota of applicant on the waiting list in each category will be determined by the Assessment Panel. When the quota of successful applicant in each category is full, other applicants will be placed in the waiting list according to their scores in descending order.
8. If there is any withdrawal by the successful applicant, the first applicant in the waiting list will be invited to operate the stall.
9. Decisions made by the Vetting Panel shall be considered as final.

**Application Form for the 'Arts Corner (Phase XVI)' at Victoria Park  
(3 April 2015 to 27 March 2016)**

For office use only
<input type="checkbox"/> copy of proof of professional knowledge received
<input type="checkbox"/> samples of artworks received
Serial No. :

\* Name of Applicant/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail address (if any): \_\_\_\_\_ Fax No.: \_\_\_\_\_

Tel. No. (Home/Office): \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Name of Assistant: \_\_\_\_\_ Mobile No \_\_\_\_\_

HKID No. of Assistant: \_\_\_\_\_ of Assistant: \_\_\_\_\_

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Type of Stall to be operated:

(1) Service Stall: \*\*for providing the service of photography/painting/calligraphy/silhouette cutting/sketching/caricature/others (please specify)

\_\_\_\_\_  
Please specify the equipment and accessories to be used:

(2) Handicrafts Stall: \*\*for selling pottery/straw-weaving works/dough models/paper craftworks/ carving works/accessories/floral artworks/sand paintings/cloth artworks/ clay works/others (please specify)

\_\_\_\_\_  
Materials used in the products to be sold and other details of the products:

\_\_\_\_\_  
Please provide your professional qualifications for operating the Handicrafts/Service Stall, if any:

\_\_\_\_\_  
Please state the reason(s) for being interested in operating the Handicrafts/Service Stall:

\_\_\_\_\_  
Do you have any experience in operating the Handicrafts/Service Stall: Yes / No \*\*

If yes, please describe:

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Declaration of Applicant

1. I have read and understood the prospectus of 'Arts Corner (Phase XVI)' at Victoria Park and the remarks listed on the back of this application form and I agreed to comply with them;
2. I confirm that the above mentioned Assistant could be legally employed.

Signature of Applicant/Organisation's Representative: \_\_\_\_\_

Name of Applicant/Organisation's Representative: \_\_\_\_\_

H.K. Identity Card No.: \_\_\_\_\_

Post title with organization chop  
(applicable to Organisation) \_\_\_\_\_

Date : \_\_\_\_\_

\* Please fill in one applicant only

\*\* Delete as appropriate

**PLEASE READ THE INFORMATION LISTED ON THE PROSPECTUS AND  
OVERLEAF BEFORE YOU COMPLETE THIS APPLICATION FORM**

## REMARKS

1. Application is open to any interested individuals or subvented non-governmental Organisations (For Organisations, please submit copy of related certification together with the application form). The stall operator must operate the stall **personally** if he/she is an individual or with authorized persons nominated by the Organisation and approved by the department.
2. Applicants for service stalls (e.g. photography / painting / calligraphy / silhouette cutting / sketching / caricature) are required to submit their completed application forms together with copies of relevant proof of professional knowledge in respective fields (if any) **and not more than three samples of artworks (drafts or photographs) created by the themselves for our consideration. Each submitted sample must be properly packed in a separate transparent plastic bag.** (LCSD reserves the right to refuse accepting the damaged samples)
3. Applicants for handicrafts stalls must prove that the handicraft items to be sold are of good quality. Applicants must submit their completed application forms together with **not more than three samples of the handicraft items produced by themselves** for our consideration. Only approved handicraft items can be sold.
4. The submitted samples must be the applicants' original artworks or handicrafts or photos samples produced by the applicants themselves. Failure to comply with this requirement will lead to disqualification or immediate termination of the agreement for the operation of a stall (if such an agreement has already been made) without refund or compensation to the applicants.
5. Each application from the applicant/organisation will be given a score by the "Arts Corner" Vetting Panel in accordance with the quality and variety of products/services to be provided. Please refer to the 'Assessment Criteria and Procedure for "Arts Corner" in Victoria Park' for details.
6. Each applicant or organisation can only operate one stall for each period. If the total number of applications that have met the criteria exceeds the stall quota, the stalls will be allocated to those with the highest marks. If there are applicants with equal marks, the result will be determined by ballot.
7. The completed application forms together with copies of relevant proof of professional knowledge in respective fields (if any) and relevant samples (not more than three pieces) should be submitted to the Victoria Park Management Office, 1 Hing Fat Street, Causeway Bay, Hong Kong within the period **from 8 to 29 January 2015, 5:00 pm.**
8. Successful applicants must attend the briefing on **2 March 2015**. They are required to draw lots to determine stall location and pay the registration fee and security deposit on the same day. Non-transferable permits will be issued to all successful applicants after signing an agreement with LCSD.
9. All returned samples must be collected from **2 March to 2 April 2015** at the Victoria Park Management Office. LCSD has the right to dispose the uncollected samples afterwards. We should not be liable and compensate for any damage and loss of submitted samples.
10. The opening hour are from 10:00 a.m. to 6:00 p.m.. The Permit Holder shall personally report to the check-in counter located at South Pavilion between 9:30 a.m. and 10:00 a.m. on every Business Day to collect a Business Permit and items on loan to him by the Government Representative. After Opening Hours, the Permit Holder shall return all items on loan to him and the Business Permit to the Government Representative. Failure to comply with the aforesaid requirements in this Clause will render the particular Business Day be counted as non-attendance for calculating the attendance rate.
11. Arts Corner will be suspended during the time when major events are held in Victoria Park. Stall operators will be notified in advance.
12. **Since the resurfacing work of South Pavilion Plaza is tentatively scheduled in 2015 / 2016, the location of stalls might be affected and stalls would be relocated. Details will be announced in due course.**
13. The HK\$1,000 security deposit will be forfeited if the stalls operation attendance is less than 70% or when termination is due to failure in fulfilling the agreement terms. The registration fee of HK\$100 is non-refundable and non-transferable.
14. Successful applicants are required to effect and keep in force a public liability insurance with an indemnity of not less than HK\$6.5 million during the agreement period.
15. Telephone Enquiries : 2890 5824

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### Notices regarding the Personal Data (Privacy) Ordinance

#### Purpose of Collection

1. The personal data provided by means of this form will be used by LCSD for the following purposes:
  - (a) processing of application for service stall/ arts and crafts sales stall at Victoria Park; and
  - (b) communication and correspondences in connection with the current and future use of Victoria Park.
2. The provision of personal data by means of this form is voluntary. However, if insufficient information is provided, the application may not be considered or processed.

#### Disclosure of Data

3. The personal data you provide by means of this form may be disclosed to other Government departments for the purposes mentioned in paragraph 1 above.

#### Access to Personal Data

4. Applicant will have a right to request access to or the correction of his/ her personal data as stated in this form 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 form including the request for access and correction, should be addressed to the Victoria Park Management Office on 2890 5824 (Tel) or 2882 4151 (Fax).

**List of samples of handicrafts or artworks  
for the “Arts Corner (Phase XVI)” in Victoria Park**

**PART I**

Please provide details of the samples with properly packed in a separate transparent plastic bag of handicrafts or artworks by completing PART I and returning together to Victoria Park Management Office (Damage would not be compensated).

Sample No.	Brief description of the samples of handicrafts or artworks or photos	Remarks: If the samples are not the original, please specify in this column (Photocopy / Photo)

Name of Applicant :

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

**PART II**

Victoria Park acknowledges the receipt of \_\_\_\_\_ nos. of the above-listed samples and copies of \_\_\_\_\_ nos. of certificates from the applicant.

Chop of Victoria Park : \_\_\_\_\_ Date: \_\_\_\_\_

**PART III**

Submitted samples can be collected at Victoria Park Management Office from **2 March to 2 April 2015**. Uncollected samples will be disposed of by the Leisure and Cultural Services Department and not be returned. We should not be liable and compensate for any damage and loss of submitted samples. If the applicant is unable to collect the samples in person during the above-mentioned period, he/she may authorize another person to collect the samples by filling in the following Authorization Form. For enquiries, please call us at **2890 5824**.

Collection of sample in person

I, \_\_\_\_\_, (I.D. card no: \_\_\_\_\_) have collected the above-mentioned samples on \_\_\_\_\_.

Authorization Form

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ (I.D. card no.: \_\_\_\_\_) to collect on my behalf the above-mentioned samples.

Signature : \_\_\_\_\_  
*(Please sign here)*

Date : \_\_\_\_\_