

Serial No.: \_\_\_\_\_  
(For official use)

**Application Form for Use of Amphitheatres/Performance Venues under  
the Leisure and Cultural Services Department**

Name of Organisation : \_\_\_\_\_

Name of Venue to be Booked : \_\_\_\_\_

Date to be Booked : Option (1) \_\_\_\_\_ Option (2) \_\_\_\_\_

Purpose : \_\_\_\_\_ No. of Performers : \_\_\_\_\_

Session(s) to be Booked : \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm ( \_\_\_\_\_ sessions totalling \_\_\_\_\_ hours)

Name of Applicant: \_\_\_\_\_ Identity Document No. (first 4 digits): \_\_\_\_\_

Title held in the Organisation: \_\_\_\_\_ Fax No. : \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_ (Day) \_\_\_\_\_ (Night)

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

Points to note: All organisations are welcome to use our venues. An organisation may only submit one application each month. Repeated applications will be cancelled. The applying organisation is required to submit an application for the use of a venue by completing and returning the application form together with a copy of the applicant's identity document and the certificate of society or company registration 3 months in advance to the respective District Leisure Services Office. Sessions will be allocated by ballot two months prior to the date of use. Please note that the ballot will be held at the respective District Leisure Services Office on the 10th of each month and will be automatically postponed to the following working day if it falls on a Saturday, Sunday or public holiday.

**Declaration**

**I hereby declare that the above venue is hired by our organisation for organising non-profit-making activities only. I undertake to observe the conditions of use or regulations on the use of the venue and shall indemnify the Leisure and Cultural Services Department against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death arising out of or as a result of the use of the venue by me due to my negligence or on the part of the person authorised by me during the Hire Period. I shall also meet the cost of repair needed for any damage caused and for repair or reinstatement or replacement of any equipment, fixture, fittings, facilities or other property damaged or destroyed, stolen or removed during the activities. My right to use the venue shall be liable to suspension if I breach the conditions of use or regulations.**

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

\_\_\_\_\_  
Official Chop of the Organisation

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

\* The information provided by you will be used for processing bookings for amphitheatres/performing venues under the Leisure and Cultural Services Department. If you wish to correct or gain access to the personal data thus provided, please contact the staff of the respective booking office.

If the application is submitted by post, please make sure that all mail items bear sufficient postage. This Department will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website ([http://www.hongkongpost.hk/en/postage\\_calculator/index.html](http://www.hongkongpost.hk/en/postage_calculator/index.html)).