

SHOWCASE 展藝館

場地租用申請表

- 申請人填寫本申請表格前，請先細閱《展藝館租用指引》及《展藝館租用條款細則》。
- 請用黑筆填寫申請表格。
- 本申請表格必須全部填妥，並由申請人簽署(個人申請)或由申請團體的授權代表簽署及蓋上機構印章(如有)(團體申請)。
- 所有申請表格的簽署人必須正確地於適當的空格上加上「✓」號。
- 如有任何查詢，歡迎致電香港藝術發展局場地辦事處 3959 3510，或電郵至 islandsouth@hkadc.org.hk。
(場地辦事處辦公時間：星期一至五上午 10 時至下午 1 時及下午 2 時至下午 6 時)。

場地辦事處專用

租用人號碼：_____

申請編號：_____

第一部分

個人申請

 先生 小姐 女士

申請人中文姓名(須與身分證相同) _____

申請人英文姓名(須與身分證相同) _____

香港身份證號碼

(首 4 個字元，例：A123456(7)→A123)

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*租用期間或需向場地職員出示相關身份證明文件

聯絡電話 _____

傳真 _____

電郵地址 _____

聯絡地址 _____

團體申請

申請團體中文名稱(須與註冊文件相同) _____

申請團體英文名稱(須與註冊文件相同) _____

機構性質

 商業 非商業 香港政府部門

團體地址(中文) _____

團體地址(英文) _____

電郵地址 _____

網頁(如有) _____

負責人 先生 小姐 女士

中文姓名 _____

職銜 _____

英文姓名 _____

聯絡電話 _____

電郵地址 _____

傳真 _____

 本人/團體欲申請特惠場租計劃(有關申請資格請參閱《展藝館租用指引》第四部分)

本人/團體為：

 ADC 藝術空間(黃竹坑 Landmark South)藝術工作室現有租戶 獲南區民政事務處支持的非牟利地區團體 根據《公司條例》(第 622 章)或前《公司條例》(第 32 章)在香港註冊成立的無股本擔保有限公司並必須符合相關條件* 根據《社團條例》註冊或獲豁免註冊的社團並必須已獲稅務局確認為根據《稅務條例》第 88 條豁免繳稅的慈善機構或慈善信託* 香港註冊學校(幼稚園/小學/中學/專上院校) 香港政府部門/政策局

*請根據《展藝館租用指引》第四部分第(1)段提交相關證明文件

第二部分

租用場地					
場地	日期 (日/月/年)	租用時段			
		第一節 (10:00 – 14:00)	第二節 (15:00 – 19:00)	全日 (10:00 – 19:00)	額外時段租用 (08:00-09:00 09:00-10:00 19:00-20:00 20:00-21:00 21:00-22:00)
展藝館	第一選擇	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	第二選擇	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	第三選擇	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 通宵佈置或清場租用 (22:00-08:00) 日期 (日/月/年) : _____					
備註 :					

第三部分

活動資料			
活動名稱	(中文)		
	(英文)		
活動性質	<input type="checkbox"/> 展覽 <input type="checkbox"/> 演出 <input type="checkbox"/> 放影 <input type="checkbox"/> 工作坊 <input type="checkbox"/> 其他 (請註明):		
活動目的			
活動詳情	例如主題、劇目、節目及藝人/講者姓名等。倘有非香港居民的藝人/講者，請註明國籍。		
主要演出人員/參與藝術家			
節目開場時間		估計入場人數	
入場費用	<input type="checkbox"/> 收費 \$ _____ <input type="checkbox"/> 免費	活動是否讓公眾人士入場	<input type="checkbox"/> 是 <input type="checkbox"/> 否
活動期間會否銷售商品	<input type="checkbox"/> 不會 <input type="checkbox"/> 會 (請註明商品: _____)		
活動期間會否進行錄音 / 錄影 / 攝影	<input type="checkbox"/> 不會 <input type="checkbox"/> 會 (請繼續填寫以下部分)		
	1. 如於活動期間進行的錄音 / 錄影 / 攝影 / 拍攝 / 電視廣播 / 電台廣播，請參閱《展藝館租用條款細則》第 12 條及事先徵得本局書面同意。 2. 如於活動期間進行的錄音 / 錄影 / 攝影 / 拍攝 / 電視廣播 / 電台廣播不作商業如售賣等用途，請向本局申報： <input type="checkbox"/> 本人向香港藝術發展局聲明所有於場地中進行的錄音 / 錄影 / 攝影 / 拍攝 / 電視廣播 / 電台廣播純供宣傳、存檔或教育研究之用，現證明並提交證據，不作商業如售賣等用途。		
贊助機構 (如適用者)			

合辦機構
(如適用者)

第四部分

特別租用

如申請為特別租用，請列明原因，並附上有關證明文件。

第五部分

聲明

本人作為申請人/申請團體授權代表謹此聲明（請勾選以下方框以確認你已充分閱讀、理解並同意）：

本人就此租用申請所提交的所有資料，包括有關申請人/申請團體法律地位的資料及相關證明文件，全屬真實、最新、有效及存續的資料及文件；如有任何更改，本人承諾提供相關的資料及文件給香港藝術發展局。

維護國家安全條例

申請人須確保其本人、其僱員、其代理人、在租用期間獲申請人授權進入租用場地的任何人士以及其於展藝館內進行及舉辦的活動及相關宣傳品均遵守或符合《中華人民共和國香港特別行政區維護國家安全法》和香港特別行政區有關維護國家安全的其他法律，不得作出任何可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動。

我已閱讀並同意以上就維護國家安全訂定的條款。

個人資料

香港藝術發展局會根據本申請表格背面有關《個人資料(私隱)條例》部分的規定收集、持有、處理及/或使用本申請表格所提供的個人資料。

我已閱讀並同意背面所述有關《個人資料(私隱)條例》的部分。

若申請人繼續提交申請，即使未勾選以上任何方框，申請人仍將被視為已充分閱讀、理解並同意遵守上述條款，以及《展藝館租用指引》和《展藝館租用條款細則》，並須受上述條款及文件之條款所約束。

機構印章(團體申請適用)
(如沒有機構印章，請說明)

簽署申請表格後，我/我們同意將受上述條款約束。

簽署

姓名

職銜(團體申請適用)

日期

有關《個人資料(私隱)條例》

- 收集資料的目的 (1) 香港藝術發展局將使用本表格上的個人資料作下列用途：
- (a) 辦理展藝館場地設施的租用申請事宜；
 - (b) 展藝館場地設施租用的一般行政及管理；
 - (c) 在一般情況下或發生緊急事故時聯絡申請人；
 - (d) 作統計及研究用途，但所得的統計數字或研究結果不會以識辨各有關的資料當事人或其中任何人的身分的形式提供；以及
 - (e) 作法例/法規規定、授權或准許的其他合法用途。
- (2) 本表格上的個人資料均由申請人自願提供。若申請人提供的資料不足，有關申請/要求可能會因而延遲審批、不獲接納或不予受理。
- 資料傳交 (3) 為作上文第 1 段所述的用途，你在本表格上所提供的個人資料，或會向香港特別行政區政府及/或其他機構透露。
- 保存 香港藝術發展局會以電子或紙本形式一直保留所有申請人過往的申請記錄及相關個人資料，包括姓名、電話及身份證號碼首四個字母或數字，以供上述用途。如你在提交申請表格後有任何查詢或需更改自己的個人資料，請隨時聯繫我們。
- 查閱個人資料 (4) 根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則，申請人於本申請表格內提供的個人資料所涉及之個人有權要求查閱或改正本表格上的個人資料。
- 查詢 (5) 如欲查詢本表格上的個人資料，包括要求查閱和更改資料，可以致電 39593510 或電郵至 islandsouth@hkadc.org.hk，與場地辦事處場地經理聯絡。

提示

在提交申請時，請夾附以下文件：

- 已全部填妥及簽署的申請表格
- 公司/組織/團體申請者: 公司/組織/團體註冊證明、組織章程細則或章程文件(如適用)、主要成員及董事會成員名單(如適用)
- 個人申請者: 身份證副本

遞交申請時，信封面請註明「展藝館場地租用」。

SHOWCASE 展藝館

APPLICATION FORM FOR VENUE HIRING

- Please read the "SHOWCASE Hiring Guidelines" and "SHOWCASE Hiring Terms and Conditions" carefully before completing this Application Form.
- Please fill in this Application Form in black ink.
- The Application Form must be duly completed and signed by the Applicant (for Individual Application), or signed by the Authorized Representative with the relevant chop/seal (if any)(for Group Application).
- All application forms must be completed by the signatory correctly by inserting an "✓" in the appropriate box.
- Should you have any enquiries, please contact the Venue Management Office at 3959 3510 or email to islandsouth@hkadc.org.hk.
(Office hours of the Venue Office: Monday to Friday, 10 a.m. to 1 p.m. and 2 p.m. to 6 p.m.).

For Official Use by the Venue Office Only

Hirer No.: _____

Application No.: _____

Part I

Individual Application

 Mr. Miss Ms.

Applicant's name in Chinese (must be the same as ID card) _____

Applicant's name in English (must be the same as ID card) _____

Hong Kong Identity Card No.
(First 4 characters, e.g.:A123456(7)→A123)

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* You may be required to present relevant identity documents to the venue staff during the Hiring Period.

Tel. No. _____ Fax No. _____ Email address _____

Address _____

Group Application

Group Applicant's name in Chinese (must be the same as the registration document) _____

Group Applicant's name in English (must be the same as the registration document) _____

Group nature Commercial Non-commercial Department of the HKSAR Government

Group address (in Chinese) _____

Group address (in English) _____

Email address _____ Website (if any) _____

Person-in-charge

 Mr. Miss Ms.

Chinese name _____ Title _____

English name _____ Tel. No. _____

Email address _____ Fax No. _____

 I / the Group wishes to apply under the Concessionary Rate Scheme (Please refer to Section D of the "SHOWCASE Hiring Guidelines" for eligibility criteria).

I am / the Group is:

 An existing tenant of the arts studio of ADC Artspace (Landmark South, Wong Chuk Hang)

 A non-profit-making local group supported by the Southern District Office

 A company limited by guarantee incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) registered in Hong Kong satisfying the relevant conditions *

 A society registered or exempted from registration under the Societies Ordinance, which is confirmed by the Inland Revenue Department as a charitable institution or trust exempted from tax under section 88 of the Inland Revenue Ordinance *

 A registered school in Hong Kong (kindergarten / primary school / secondary school / post-secondary institution)

 A department of the HKSAR Government

*Please submit relevant supporting documents in accordance with Paragraph (1)(e) of Section D of the "SHOWCASE Hiring Guidelines".

Part II

Hiring Venue					
Venue	Date (DD/MM/YY)	Hiring Time Slots			
		Session I (10:00 - 14:00)	Session II (15:00 - 19:00)	Whole Day (10:00 - 19:00)	Additional Hiring Time Slots (08:00-09:00 09:00-10:00 19:00-20:00 20:00-21:00 21:00-22:00)
SHOWCASE	1 st Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2 nd Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3 rd Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Overnight setup or reinstatement hiring (22:00-08:00) Date (DD/MM/YY): _____					
Remarks:					

Part III

Activity Information			
Name of the Activity	(in Chinese)		
	(in English)		
Nature of the Activity	<input type="checkbox"/> Exhibition <input type="checkbox"/> Performance <input type="checkbox"/> Screening <input type="checkbox"/> Workshop <input type="checkbox"/> Others (Please specify):		
Purpose/objective(s) of the Activity			
Details of the Activity	E.g. theme, repertoire, programme and name of artist/speaker(s). If any of the artist/speaker is not a Hong Kong resident, please specify his/her nationality.		
Main performers/ participating artists			
Commencement Time of the Programme		Estimated no. of attendee(s)	
Admission Fee	<input type="checkbox"/> Charged at \$ _____ <input type="checkbox"/> Free	Whether the Activity is open to the public	<input type="checkbox"/> Yes <input type="checkbox"/> No
Whether any product(s) will be sold during the Activity	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please specify the product(s):)		
Whether audio/video recording/photo-taking will be conducted during the Activity	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please continue with the following part)		
	1. For any audio/video recording, photo-taking, filming, television broadcasting or radio broadcasting conducted during the activity, please refer to Clause 12 of the "SHOWCASE Hiring Terms and Conditions" and obtain prior written consent of HKADC. 2. If the audio/video recording, photo-taking, filming, television broadcasting or radio broadcasting conducted during the activity is not for commercial purposes (such as for sale), please make declaration(s) to the HKADC as follows: <input type="checkbox"/> I hereby declare to HKADC that all audio/video recording, photo-taking, filming, television broadcasting or radio broadcasting conducted at the Venue is solely for promotional/archival/educational purpose, and I certify with supporting evidence that it is not for commercial purposes (such as for sale).		
Sponsoring organisation(s) (if applicable)			
Co-organizer(s) (if applicable)			

Part IV

Special Hiring

If the application is a special hiring, please state the reasons and attach the relevant supporting documents.

Part V

Declaration

I, as the Individual Applicant / Authorised Representative of the Group Applicant, hereby declare that :

(Please **tick the box** below to confirm that you have fully read, understood and agreed)

- All information, including regarding the legal status of the Applicant / the Group Applicant, and the relevant supporting documents submitted by me in connection with this hiring application are true, up-to-date, valid and subsisting, and I undertake to provide HKADC with the relevant information and documents in case of any change(s).

Safeguarding National Security Ordinance

The Applicant shall ensure that the Applicant, his/her employee(s), agent(s), any person(s) authorised by the Applicant to enter the hired venue during the hiring period, the activity(s) conducted and organised in the Venue, and the related promotional materials are all in compliance with and conform to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, and other laws of the HKSAR relating to the safeguarding of national security, and shall not engage in any act or activity that is likely to constitute or cause the occurrence of any offence endangering national security or which would otherwise be contrary to the interest of national security.

- I have read and agree to the above terms regarding safeguarding national security.

Personal Data

HKADC will collect, hold, process and/or use the personal data provided in this Application Form in accordance with the section "Regarding the Personal Data (Privacy) Ordinance" overleaf.

- I have read and agree to the said the section "Regarding the Personal Data (Privacy) Ordinance" overleaf.

If the above boxes are not ticked, the Applicant will nonetheless be deemed to have fully read, understood and agreed to comply with the above terms, as well as the "SHOWCASE Hiring Guidelines" and "SHOWCASE Hiring Terms and Conditions", and will be bound by the provisions of these terms and documents if the Applicant proceeds with the application.

Organisation seal (for Group Application)
(Please specify in case there is no organisation seal)

Upon signing the Application Form, I/we hereby accept that I/we will be bound by the terms contained herein.

Signature

Name

Title (for Group Application)

Date

Regarding the Personal Data (Privacy) Ordinance

- Purpose of data collection** (1) HKADC will use the personal data provided in this Application Form for the following purposes:
- (a) Handling matters concerning hiring applications for SHOWCASE facilities;
 - (b) General administration and management of hiring of SHOWCASE facilities;
 - (c) Contacting the Applicant under normal circumstances or in case of emergency;
 - (d) For statistical and research purposes, provided that the resulting statistics or findings would not be made available in such form(s) which may identify the data subjects concerned or the identity of any of them; and
 - (e) Other lawful purpose(s) as prescribed, authorized or permitted under the legislation/regulation(s).
- (2) All personal data contained in this Application Form is provided by the Applicant on a voluntary basis. In case of insufficient information provided by the Applicant, the Application/Request may be delayed, rejected or not accepted.
- Document submission** (3) All personal data provided by you in the Application Form may be disclosed to the HKSAR Government and/or other organisation(s) for the purposes mentioned in paragraph (1) above.
- Retention** HKADC will retain all applicant's past application records and related personal data in either digital or paper format, which includes your name, phone number, and the first four letters/numbers of your identity card for the purposes set out above. If you have any inquiries or need to make any change in your personal data after the submission of application, please feel free to contact us.
- Access to personal data** (4) Pursuant to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, an individual whose personal data was provided in this Application Form by the Applicant has the right to request access to or correction of the personal data provided in this Application Form.
- Inquiry** (5) Should you have any enquiries regarding the personal data contained in this Application Form, including any request for access and correction of data, you may contact *Venue Manager* of the Venue Office at 39593510 or email to islandsouth@hkadc.org.hk.
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REMINDERS:

When submitting the application, please enclose the following documents:

- A duly completed and signed Application Form
- Company / Organisation / Group Applicant: Proof of registration of the company / organisation / group, Articles of Association of Constitution (if applicable), a List of Principal Members and Board Members (if applicable)
- Individual Applicant: Copy of Hong Kong Identity Card

When submitting the application, please indicate "SHOWCASE Venue Hiring" on the envelope.