

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

**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:

- PolyU Department 理大部門  
 Student Organization of PolyU 理大學生組織

Name of Signatory 負責人姓名: \_\_\_\_\_ (English) \_\_\_\_\_ (中文)

PolyU  Staff No./ Student No. 理大  職員編號/ 學生編號: \_\_\_\_\_

Position Held by Signatory 負責人所擔任職位: \_\_\_\_\_

Telephone No. 電話號碼 \_\_\_\_\_ Fax No. 傳真號碼 \_\_\_\_\_

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
<input type="checkbox"/> Auditorium 綜藝館		
Booking Date 申請日期:	_____	_____
<input type="checkbox"/> Foyer 大堂		
Booking Date 申請日期:	_____	_____
<input type="checkbox"/> 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\$ )

REMARKS 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 (Please fill in where appropriate 請於適當處填寫)			
dd/mm/yyyy	hour-hour		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	0900-1030	x			
		1030-1200			x	
		1200-1300				x
/ /	Day 1					
/ /	Day 2					
/ /	Day 3					

REMARK 備註 : Please use separate sheet if space 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
<b>AUDITORIUM</b> 1025 fixed seats (expandable to 1084, including 6 wheelchair user spaces)	<b>1. Drama, Dance, Concert, Variety Show etc.</b> Booking Sessions : 0900-1300/1400-1800/1900-2300		
	<b>a. Performance</b> Per session within 4 hours (or part thereof) Per additional hour	<b>12,000</b> <b>3,600</b>	- 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>b. Rehearsal/Set-up/Move-out</b> Per session within 4 hours (or part thereof) Per additional hour	<b>7,200</b> <b>2,400</b>	Same as 1a. Except basic ushering service and air conditioning to seating area of Auditorium and Foyer.
	<b>c. Occupancy</b> Per session within 4 hours (or part thereof) Per day (3 sessions)	<b>1,500</b> <b>4,800</b>	This session does not include any service. Hirer is not allowed to use the venue.
	<b>2. Conference, Seminar, Ceremony, Assembly etc.</b>		
	<b>a. Day time (0900-1800)</b> Per session within 3 hours (or part thereof) Per additional hour	<b>9,600</b> <b>3,600</b>	Same as 1a.
<b>b. Evening (1900-2300)</b> Per session within 4 hours (or part thereof) Per additional hour	<b>12,000</b> <b>3,600</b>		
<b>3. Film Show, Recital</b>	<b>a. Day Time (0900-1800)</b> Per screening within 2 hours (or part thereof) Per additional half hour	<b>9,600</b> <b>2,400</b>	Same as 1a.
	<b>b. Evening (1900-2300)</b> Per screening within 2.5 hours (or part thereof) Per additional half hour	<b>12,000</b> <b>2,400</b>	
<b>FOYER</b> (520 sq. m. gross approximately)	<b>4. Exhibition</b>		
	<b>a. Not involving sales of exhibits or any sort of related products</b> Per week Per day (0900-1900)	<b>36,000</b> <b>7,200</b>	- Basic electricity and air-conditioning supply
	<b>b. Involving sales of exhibits or any sort of related products</b> Per week Per day (0900-1900)	<b>54,000</b> <b>10,800</b>	
<b>5. Reception, other functions</b> Per hour	<b>4,200</b>	- Basic electricity and air-conditioning supply	
<b>LAM TAI FAI AMPHITHEATRE</b> (1,100 sq. m. gross approximately)	<b>6. Exhibition</b>		
	<b>a. For non-commercial use</b> Per day (0900-1900)	<b>12,000</b>	- Basic electricity supply
<b>b. For commercial use</b> Per day (0900-1900)	<b>36,000</b>		
<b>7. Reception, other functions</b>	<b>a. For non-commercial use</b> Per day (0900-1900)	<b>12,000</b>	- Basic electricity supply
	<b>b. For commercial use</b> Per day (0900-1900)	<b>36,000</b>	
Remarks : * PolyU student organization/department may apply for a venue subsidy from Student Activity Matching Fund/University Matching Fund respectively. For details, please refer to Student Activity Matching Fund/University Matching Fund application form. Should the venue subsidy application be not successful, the student organization/department is required to pay all venue hire charges in full to Jockey Club Auditorium. - Hirer will only be admitted to the venue within the booked sessions.			

### Important Notes

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) Hong Kong Identity Card/Passport (not applicable if this form is submitted in person) ;
- 3) Promotional materials of previous or similar programme ;
- 4) Photo or sample of exhibits if the application is for an exhibition.

General Enquiries: 2766 7100, Fax: 2954 1053, Email: pccpeo@polyu.edu.hk

### 注意事項

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) 申請人身份證/護照(不適用於親身遞交申請表者)；
- 3) 過往曾舉辦同類型節目之宣傳物品；
- 4) 展覽活動之申請需附上展品樣本或照片。

查詢電話：2766 7100, 傳真：2954 1053, 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

#### 1. Purpose of Collection

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

- a. carrying out activities relating to the booking application made to Jockey Club Auditorium;
- b. 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.

#### 2. 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 1.a. above.

#### 3. 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.

#### 4. 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

#### 1. 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：

- a. 處理有關向賽馬會綜藝館申請租用事宜；
- b. 方便大學與申請人聯絡。

填寫本申請表並提供個人資料，純屬自願性質。但若資料提供不足，申請事宜可能不得辦理。

#### 2. 獲轉授資料的機構類別

在本申請表填報的個人資料可能會交給其他政府部門及機構，以進行上文第 1. a. 段之目的。

#### 3. 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一份。

#### 4. 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「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

**Will you apply for Jockey Club Auditorium venue subsidy from the University Matching Fund?**

**閣下會否申請香港理工大學部門租用賽馬會綜藝館場租賃資助?**

Yes 會       No 不會

**Will you still proceed with this booking application if your application for venue subsidy is not successful?**

**如閣下的場租賃資助申請未被接納，會否依然繼續是次租用申請?**

Yes 會       No 不會

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 職員專用：

Date of receipt: \_\_\_\_\_ Source of Venue Information: \_\_\_\_\_

FOH: \_\_\_\_\_ Technical: \_\_\_\_\_

Booking: \_\_\_\_\_