

A01

Application No. _____

The Chinese University of Hong Kong
LEE HYSAN CONCERT HALL
Booking Application

IMPORTANT NOTICE

The booking application will be considered by the Management Committee of Lee Hysan Concert Hall, The Chinese University of Hong Kong. Please read the Lee Hysan Concert Hall Booking Terms and Conditions before completing this application form.

PART I – APPLICANT INFORMATION

Section A [For Individual Applicant]

Name: Mr. / Ms.* _____ (Eng) _____ (Chi)

Contact No. : _____ Email: _____ Fax.: _____

Address: _____

Are you a staff/ student of CUHK? Yes/No*

If Yes, please provide the information below.

Department: _____ Position: _____ Student/ Staff ID*: _____

Section B [For CUHK Affiliates]

Organization/ Department: _____

Name of Signatory: Mr. / Ms. _____ (Eng) _____ (Chi)

Position: _____

Contact No. : _____ Email: _____ Fax.: _____

Section C [For External Organization]

Organization: _____

Nature of Organization:

- | | |
|--|---|
| <input type="checkbox"/> Registered Charitable | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Government Department | <input type="checkbox"/> Academic Institute |
| <input type="checkbox"/> Private | <input type="checkbox"/> Others |

Contact No. : _____ Email: _____ Fax.: _____

Address: _____

Name of Signatory: Mr. / Ms. _____ (Eng) _____ (Chi)

Position: _____

Contact No. : _____ Email: _____ Fax.: _____

PART II – PROGRAMME INFORMATION

Venue to Hire: Concert Hall / Exhibition Gallery / Foyer*

Event: _____ (Eng)

_____ (Chi)

Nature of Event: _____

Sponsor(s)/ Co-presenter(s)* (if any): _____

Selling of merchandise item(s) (if any): Yes / No*, please specify _____

IMPORTANT: The committee will **NOT** consider any application of hiring the Concert Hall for *non-music purpose*.

[LHCH/booking/form_2001_I.doc]

rev. 8/09, 9/12, 9/13

EVENT TIME

DATE	TIME			Whole Day	Other timeslots
	9am – 12:30pm	2pm – 5:30pm	7pm – 10:30pm	9am – 10:30pm	
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"/>	

REHEARSAL TIME

DATE	TIME			Whole Day	Other timeslots
	9am – 12:30pm	2pm – 5:30pm	7pm – 10:30pm	9am – 10:30pm	
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"/>	

PART III – CONTACT PERSON INFORMATION

Name: Mr. / Ms.* _____ (Eng) _____ (Chi)

Contact No. : _____ Email: _____ Fax.: _____

Address: _____

Authorized Chop

I have read and agree with the Terms and Conditions of Hire

http://www.arts.cuhk.edu.hk/-music/files/LHCH_terms.pdf

Signature: _____

Name: _____

Date: _____

* Delete if inapplicable

Tick if appropriate

OFFICE USE

Approved / Not Approved

Signature: _____

Date: _____

Professor Frederick LAU
Chairman, Management Committee

Notice Relating to the Personal Data (Privacy) Ordinance

Purpose of Collection

1. The personal data provided by means of this form will be used by the Music Department of The Chinese University of Hong Kong for the following purposes.
 - a. Processing of booking applications for the Lee Hysan Concert Hall hiring facilities; and
 - b. Communication and correspondence in connection with the current and future use of the Lee Hysan Concert Hall of The Chinese University of Hong Kong.
2. The provision of personal data by means of this form 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 form may be disclosed to other departments of The Chinese University of Hong Kong 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 I to the Personal Data (Privacy) Ordinance.

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 Management Committee, Lee Hysan Concert Hall
c/o Music Department, The Chinese University of Hong Kong, Shatin, Hong Kong

Tel: 3943 6487

Fax: 2603 5273