

For Office Use:
Application No.: _____ / _____ / _____
Received Date: _____
Received By: _____

Gallery & Central Courtyard Booking Application Form

Notes:

- Please read the "Guidelines on Hiring Galleries, Central Courtyard and Jockey Club Black Box Theatre" and the "Terms and Conditions of Hiring of the Jockey Club Black Box Theatre, Galleries, Central Courtyard and Subsidiary Venues of Jockey Club Creative Arts Centre" before completing the application form.
- Notices regarding Personal Data (Privacy) has been listed on the Guidelines. For enquiry, please contact 2353-1311 or visit www.jccac.org.hk for details.
**Delete where inapplicable* *✓ where applicable*

PART I

Venue applied for _____ L0 Gallery / L1 Gallery / Central Courtyard *
Proposed hiring date / time _____ (including set up and dismantle time)

PART II

Section A (For individual)

Name of Applicant Mr./ Ms.* _____ (English) _____ (Chinese)
HKID No. / Passport No.* _____ Tel _____ Fax _____
Address _____ Email _____

Section B (For Organisation)

Name of Organisation (English) _____
(Chinese) _____
Nature of Organisation Registered non-profit-making Registered Charity Government Department
 Academic Institute Religious Commercial
 Private Other: _____
Name of Contact Person Mr./ Ms.* _____ (English) _____ (Chinese)
Position Held by Contact Person _____ Tel _____ Email _____
Address _____ Fax _____ Website _____

PART III

Name of Event _____ (English)
_____ (Chinese)
Nature of Event _____
Details of Event (e.g. theme, title, programmes, target audience, artists/speakers etc. Please use a separate sheet if the space is not enough.)

Co-presenter (if any) _____

Apply for Concession Hiring Charges (Tier 2 Hiring Charges) Yes No
(If apply, all the co-presenters of this event should be Non-profit making and provide supporting document according to the Guidelines)
This is a non-profit, free admission and open to public arts and cultural activity Yes No

I confirm that I have read and accepted the contents of the "Guidelines on Hiring Galleries, Central Courtyard and Jockey Club Black Box Theatre" and "Rate Card of JCCAC Galleries & Central Courtyard", and declare the information filled in this application form and supplementary information attached is correct and true. I acknowledge the Event shall be carried out in accordance with the above details, and will not transfer or sub-let the Venue to other.

If JCCAC accepted our booking, I agree to abide by the Hiring Terms and Conditions of Hiring of JCCAC and the venue hiring charges shall be made in accordance with the "Confirmation for Hiring of JCCAC Venue". I also agreed JCCAC may, at its absolute discretion, turn down my application or refuse to the application without the need to give any reasons or explanation.

Signature _____

Name of Applicant _____

Chop of Organisation Represented _____

Position _____

Date _____