

**Venue Hiring Application Form**

To : Nan Lian Garden General Office      Fax No : (852) 3658 9424

**Part 1**

Venue for hire : Xiang Hai Xuan / Long Men Lou Conference Room\*

Proposed date of hire : from \_\_\_\_\_ to \_\_\_\_\_

**Part 2****Section A** : (To be completed by individual applicant)

Name of applicant : (English) Mr/Mrs/Ms\*  
(Chinese) \_\_\_\_\_

HK I/D / Passport no : \_\_\_\_\_ Tel. no. : \_\_\_\_\_

E-mail : \_\_\_\_\_ Fax no. : \_\_\_\_\_

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

**Section B** : (To be completed by organisation)

Name of organisation : (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

Nature of organisation: e.g. charitable / non-profit making / commercial / private / government /  
public organisation / educational / religious / others \* (please specify)

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

\_\_\_\_\_ Tel. no.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax no.: \_\_\_\_\_

Contact person/Representative: \_\_\_\_\_ Position: \_\_\_\_\_

\* Please delete as inapplicable

For office use only	Ref
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**Part 3**

Name of activity : \_\_\_\_\_

Nature of activity : \_\_\_\_\_

Details of activity (e.g. no. of participants, subject, purpose, programme, name of artists/speakers) :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Set-up requirements (e.g. classroom or theatre style, projectors, mics, podium) :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will there be sales activities during the hiring period? Yes / No\*

If yes, please give details

\_\_\_\_\_

\_\_\_\_\_

Will there be admission charges? Yes / No\*

If yes, please give details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part 4**

Food & beverage requirements (Additional charges apply. Subject to availability.) :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant /  
Representative of organisation

\_\_\_\_\_  
Organisation/Company chop  
(If applicable)

\_\_\_\_\_  
Date

\* Please delete as inapplicable

## Nan Lian Garden Venue Hiring Application Form

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### Notes about Personal Data

1. The personal data provided by means of this form will be used by the Management of Nan Lian Garden and the Leisure and Cultural Services Department for the following purposes:
  - (a) activities relating to the processing of this application; and
  - (b) facilitating communications between the Management of Nan Lian Garden and the applicant as and when necessary.
2. The personal data is supplied by the applicant on a voluntary basis. However, if the applicant fails to supply the required data, the application may be refused.
3. Applicants have a right of access and correction with respect to personal data as provided for sections 18 and 22 and principle 6 of schedule 1 of Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of the applicant's personal data provided by this form.
4. Enquiries concerning the personal data collected by this form, including the making of access and corrections, should be addressed to the Management of Nan Lian Garden at No 60 Fung Tak Road, Diamond Hill, Kowloon, Hong Kong.

*Nan Lian Garden is a HKSAR public park managed by Chi Lin Nunnery*  
南蓮園池由香港特別行政區政府委托志蓮淨苑管理