

Ground Floor, Lee Tung Avenue

Venue Booking

(Free Application)

Situated at the heart of Wanchai, Lee Tung Avenue has always aimed at serving the community at utmost to foster communal relations. "Venue Booking Scheme" for Ground Floor of Lee Tung Avenue is now introduced to all community bodies and schools from different districts.

Interested parties can apply the venue for free to organize non-commercial activities, including but not limited to dance performances, mini-concerts, art and photography exhibitions, charity fund-raising events etc. We will provide supports and basic facilities for free to these activities, including electricity plug-in, standard tables and chairs.

All community bodies and schools are welcome to apply the venue by mail or fax. Please provide particulars of the event and a full set of event proposal including layout plan and drawings on the set-up and decoration in your application. All applicants should **comply with "Public Open Space in Private Developments Design and Management Guidelines" set out by the Development Bureau** (devb.gov.hk). Lee Tung Avenue Management Company Limited reserves the final rights and discretion on the decision in relation to the applications.

We will follow up and contact the applicants based on the submission date of application. Please note that application procedures may require a minimum of 30 days. For any queries on the above scheme, please contact the Customer Service Centre at 3791 2304.

Venue Booking Form

To : Lee Tung Avenue Management Company Limited
Enquiry : 3791 2304 (Customer Service Centre)
Email: ltapromotion@leetungavenue.com.hk

Fax : 2790 3793

We would like to apply the venue for non-commercial activities and provide the details as follows :

Applicant (Organization / Unit) : _____

Event period : _____

Name of the person-in-charge : _____

Corresponding address : _____

Occupation / Title : _____

Contact Tel : _____

Email address : _____

Fax : _____

1. Name of the event : _____

2. Event Nature (non-commercial activities only)

- dance performances
- mini-concerts
- art and photography exhibitions
- charity fund-raising events
- others (please specify) _____

3. Event details : _____

4. Event objectives : _____

5. Provisions required for the event : _____

5. Participants : _____ nos.

Declaration by the applicant:

- a) I/ We declare that all information provided in this application is true and correct. I/ We acknowledge and agree that Lee Tung Avenue Management Company Limited (hereunder "LTAML") reserves the rights to accept or reject the publishing of the event details provided by the applicant and its decision should be final.
- b) For fund-raising activities, I/ We agree to apply for followings and submit a copy upon request:
 - [Reply slip](#) of the adoption of [the Reference Guide on Best Practices for Charitable Fund-raising Activities](#) issued by The Social Welfare Department
 - [Public Subscription Permit](#) issued by The Social Welfare Department
- c) Should this application be approved, I/ We undertake to abide by all terms and conditions of LTAML and the building manager. I/ We understand that any breach or failure to comply may result in the rejection of future application.
- d) I/We should be responsible for the admin fee of HK\$5,000 and cleansing fee of HK\$5,000 if applicable.

Signature & Company Chop Date

PERSONAL INFORMATION COLLECTION STATEMENT

It is voluntary for you to provide the personal data. However, if you do not provide us with your personal data, we may not be able to process the matter set out in this form or provide the products or services at your request. All personal data provided will be kept confidential and only be used for the matter set out in this form and direct related purposes within Hong Kong. We may share your personal data with any third-party service providers who may involve in handling the matter. Our Privacy Policy is available at <http://www.leetungavenue.com.hk/en/privacy/> or upon request. You have rights to request access to and correction of your personal data. You may contact Promotion Department via email at ltapromotion@leetungavenue.com.hk.

閣下提供個人資料屬自願性質。然而，如果閣下不向我們提供閣下的個人資料，我們可能無法處理與此表格相關的事項或提供閣下所要求的產品及服務。我們將對所持有的個人資料保密，該等資料只會於香港境內被用於與此表格相關的事項及作其他直接相關用途。我們可能會向涉及處理相關事項的第三方服務供應商提供閣下的個人資料。閣下可到此網站 <http://www.leetungavenue.com.hk/tc/privacy/> 參閱我們的私隱政策，或向我們索取該私隱政策的複本。閣下有權要求查閱及修改我們所持有閣下的個人資料。閣下可透過電郵（電郵地址：ltapromotion@leetungavenue.com.hk）與推廣部聯絡。