



WITHOUT PREJUDICE
SUBJECT TO CONTRACT

To : Lee Tung Avenue Management Company Limited
Enquiry : 3791 2304 (Customer Service Centre) Fax : 2790 3793
Email : ltapromotion@leetungavenue.com.hk

Venue Enquiry Form

Application Date (DD/MM/YYYY): _____

Event Organiser: _____

Category: ☐ Commercial ☐ Non-Profit

Company Information

Company Name: _____

Business Address: _____

Business Phone No.: _____

Nature of Business: _____

Contact Person: _____ Title: _____

Email: _____ Phone No.: _____

Event Details

Title of Event: _____

☐ Public Event ☐ Private Event

Admission Fee: ☐ Yes, price range: _____ ☐ No

Sales Activity: ☐ Yes, description: _____ ☐ No

Target Audience: _____

Estimated No. of Visitors (per day / whole event period): _____

Nature of Event

☐ Exhibition ☐ Bazaar / Market ☐ Workshop ☐ Carnival

☐ Charity Activity (please specify): _____

☐ Performance (please specify): _____

☐ Others (please specify): _____

Event Period (DD/MM/YYYY)

1st Choice Event Period: _____

Move-in / Set up: _____ Move-out: _____

2nd Choice Event Period: _____

Move-in / Set up: _____ Move-out: _____

Proposed Venue

☐ Central Piazza (Whole venue: Area A & B) ☐ Central Piazza (Area A only)

☐ Central Piazza (Area B only) ☐ Along the street



Notes:

1. Standard operation hours of the venues are 10am – 10pm.
2. Setup and dismantle time must be included within the booking period. Setup and dismantling work is allowed from 9am to 12nn and 2pm to 10pm, except 6pm – 8pm during weekdays.
3. No overnight work is allowed at Central Piazza.
4. No on-site storage will be provided.
5. **A detailed event proposal must be submitted** along with this Venue Enquiry Form for assessment and approval at least 45 days prior to the event date. The proposal should include: (a) Background and profile of the company or organiser; (b) Event objectives; (c) Event plans and details; (d) Venue layout plan; (e) Implementation schedule; and (f) Relevant experience with similar events.
6. An acknowledgement and feedback will be provided within 14 working days.
7. An official quotation for applicable licence and administration fees will be issued upon approval of the event proposal. Upon confirmation of the quotation, an official application form and event license agreement will be issued. The venue booking will be deemed final once the signed application form, licence agreement and the requisite payment have been received.
8. No warranty or representation that the proposed venue can be used or fit to be used for the applicant's intended event.
9. Lee Tung Avenue Management Company Limited shall have the absolute to accept or reject or impose conditions on the application. The decision of Lee Tung Avenue shall be final, conclusive and binding on the applicant. In the event of rejection or imposition of conditions by Lee Tung Avenue Management Company Limited, the applicant shall not be entitled to claim or demand against Lee Tung Avenue Management Company Limited for any compensation of whatsoever nature in all respects.
10. The applicant warrants, represents and guarantees that all the details and information provided in this application form are true, correct, lawful and valid.
11. The applicant shall indemnify, defend and hold Lee Tung Avenue Management Company Limited harmless from any and all claims, demands, suits, actions, judgments, damages, costs, losses, expenses (including legal costs, fees and expenses) and other liabilities arising from the information and details provided by the applicant in this form or from the conduct of applicant's business or from any activity, work or things which may be permitted or suffered by Lee Tung Avenue Management Company Limited in or about the information and details provided in this form, including but not limited to claims arising from copyright or trademark infringement; and shall further indemnify, defend and hold Lee Tung Avenue Management Company Limited harmless from and against any and all claims, demands, suits, actions, judgments, damages, costs, losses, expenses (including legal costs, fees and expenses) and other liabilities arising from any breach or default in the performance and observance of any obligation on the applicant's part to be performed and observed under the provisions of this form, arising from any breach or alleged breach of any of the representations, guarantees or warranties made by it under this form and/or arising from any negligence, act and/or omission of the applicant or any of its agents, contractors, employees or invitees and from any and all costs, legal costs, fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon.
12. Nothing herein shall prejudice the rights, interests and position of Lee Tung Avenue Management Company Limited on the captioned matter; unless and until the said Licence Agreement has been signed by the applicant and Lee Tung Avenue Management Company Limited. All the rights, interests and position on the captioned matter of Lee Tung Avenue Management Company Limited are hereby expressly reserved.

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 lapromotion@leetungavenue.com.hk.

Floor Plan

Central Piazza

