

THE "STAR" FERRY COMPANY, LIMITED



VENUE INQUIRY FORM

Correspondence Address:  
Kowloon Pier,  
Tsim Sha Tsui,  
Kowloon.  
Telephone : 2118 6206  
Fax : 2118 6028

Our Ref: \_\_\_\_\_ (for official use only)

**Part A: Particulars of Applicant**

Name: Mr. / Mrs. / Ms. \_\_\_\_\_ Title: \_\_\_\_\_

Company/ Organization: \_\_\_\_\_

Nature of Organization:

- Private Sector
- Government Department
- Registered Charitable organization (Note: Document of Proof may be required)
- Registered non-government organization but not charitable organization (Note: Document of Proof may be required)

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Part B: Details of Proposed Event** (Please tick where appropriate)

Official Name of the Event: \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)

- Nature and Details of the Event:  Ceremony  Carnival  Exhibition  Trade Fair
- Food Business Activities (Annex 1\*)
  - Public Performance (Please specify) \_\_\_\_\_
  - Fund Raising  
Type: \_\_\_\_\_ (Annex 2\*)  
Beneficiary of the fund raised: \_\_\_\_\_  
Estimated amount of fund raised: \_\_\_\_\_  
(Note: Document of Proof may be required if the beneficiary is not the organizer)
  - Others: (Please specify) \_\_\_\_\_

Description of the Event (Required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choice of Venue:

- |  |  |
|--|--|
| <u>Pier 7</u>  | <u>Central Terminal Building (CTB)</u> |
| <input type="checkbox"/> Seaview Corridor + access lobby | <input type="checkbox"/> C001 (1/F)    |
| <input type="checkbox"/> Public Viewing Deck-P001        | <input type="checkbox"/> C002 (1/F)    |
|  | <input type="checkbox"/> C003 (G/F)    |

Desired Date & Time (Including venue set-up and reinstatement)

- 1. Date: From: \_\_\_\_\_ to \_\_\_\_\_ (DD-MM-YY) Time: From: \_\_\_\_\_ to \_\_\_\_\_
- 2. Date: From: \_\_\_\_\_ to \_\_\_\_\_ (DD-MM-YY) Time: From: \_\_\_\_\_ to \_\_\_\_\_
- 3. Date: From: \_\_\_\_\_ to \_\_\_\_\_ (DD-MM-YY) Time: From: \_\_\_\_\_ to \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Proposed set-up in Venue: (Please tick where appropriate)

- Photo Backdrop (Size: \_\_\_\_\_ Number of backdrop: \_\_\_\_\_)
- Reception Counter (Number of tables: \_\_\_\_\_)
- LCD Projector/ Lighting systems (Type: \_\_\_\_\_ Size: \_\_\_\_\_ Quantity: \_\_\_\_\_)
- Public Address or Sound Amplification System (Type: \_\_\_\_\_ Number of amplifier: \_\_) (Annex 3\*)
- Carpet (Size: \_\_\_\_\_)
- Signage (Type: \_\_\_\_\_ Number of signage: \_\_\_\_\_)
- Banner/Bunting (Size: \_\_\_\_\_ Number of banner/bunting: \_\_\_\_\_)
- Display board (Size: \_\_\_\_\_ Number of display board: \_\_\_\_\_)
- Refreshment (Food supplier: \_\_\_\_\_ Type of fuel to be used for food warming: \_\_\_\_\_)
- Retail Sale of Liquor at public entertainment event or on public occasion (Annex 4\*)
- Temporary structures to be erected

(Please specify and provide a copy of the sketch plan with dimensions, construction details and materials used. If proprietary products are to be used, the relevant manufacturer’s specifications should be provided.):

(Note : The Hirer shall employ at his expense an Authorized Person or a Registered Structural Engineer, as appropriate, to provide certification on the design and construction prior to the function of the safety of any or all structures which in the opinion of the department require such certification. For the purpose of illustration, structures exceeding 1.7 metres high that may require such certification include but not limited to stage with backdrop, marquee and tent on or within which public programme or performance will be conducted.)

Others (Please specify): \_\_\_\_\_

**Electricity consumption:**

- 13 Amp Single-phase  100 Amp 3-phase
- 60 Amp 3-phase  160 Amp 3-phase

Time: From: \_\_\_\_\_ to \_\_\_\_\_

(Note: Licensed electricians to make connection of electricity at your own cost is required.)

**Arrangement before/during/after the event:**

- Crowd Control Arrangement (Number of persons responsible for: \_\_\_\_\_)  
Responsible Agent: \_\_\_\_\_ Tel: \_\_\_\_\_
- Overnight Security arrangement (For period of use exceeding one day)  
Responsible Agent: \_\_\_\_\_ Tel: \_\_\_\_\_
- First Aid arrangement (Number of persons responsible for: \_\_\_\_\_)
- Set-up arrangement (Pre-function arrangement) Time: From: \_\_\_\_\_ to \_\_\_\_\_
- Dismantling arrangement (Post-function arrangement) Time: From: \_\_\_\_\_ to \_\_\_\_\_
- Cleaning arrangement (Post-function cleaning) Time: From: \_\_\_\_\_ to \_\_\_\_\_
- Layout of the function (Please use a separate paper to show the area required and the proposed layout of the function at the venue.)

- Programmes of the function (Please provide detailed programme run-down and event one week prior to the commencement of the function)
- Public liability insurance coverage (Insurance provider: \_\_\_\_\_ Limit: \_\_\_\_\_)

**Publicity** (Please tick where appropriate)

- Media Broadcast (Please specify the name of media): \_\_\_\_\_

Details of publicity (e.g. press, radio, TV, leaflet, banner):

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Names of the VIPs / celebrities (if any)

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Co-organizer/Sponsor: \_\_\_\_\_

**Part C: Particulars of PR Agency/ Advertising Agency (if any)**

Name of Agency: \_\_\_\_\_

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

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Other relevant information: (supplementary sheets may be added)

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*Personal Data Information Collection Statement*

*1. The "Star" Ferry Company, Limited collects and holds personal data for the purpose of providing information and answering enquiries. Personal data may be used from time to time to notify you of information carried by our venue which may be of interest to you. Your personal data will not be disclosed to third parties except with your express written permission.*

*2. Visitors/applicants may from time to time verify and correct their personal data in our record by e-mail to [promotion@starferry.com.hk](mailto:promotion@starferry.com.hk); or by fax at (852) 2118-6028.*

\_\_\_\_\_  
**Signature of Applicant with Company Chop**

\_\_\_\_\_  
**Date**

**Please Fax or e-mail this form DIRECT to:**

**Promotion & Advertising Department,**

**The "Star" Ferry Company, Limited**

**E-mail: [promotion@starferry.com.hk](mailto:promotion@starferry.com.hk)**

**Fax: 852 2118-6028 [www.starferry.com.hk](http://www.starferry.com.hk)**

## **Annex**

### **1. Temporary Places of Public Entertainment License**

Temporary Places of Public Entertainment License is required for all events open for public.

Please consult Food and Environmental Hygiene Department for further enquiry:

Food and Environmental Hygiene Department:

Hong Kong & Islands Licensing Section	2879 5720
Kowloon Licensing Section	2729 1298
New Territories Licensing Section	3183 9225

### **2. Food Business Activities**

Submission of licence or permit from the Food and Environmental Hygiene Department is required. Please consult Food and Environmental Hygiene Department for further enquiry:

Food and Environmental Hygiene Department:

Hong Kong & Islands Licensing Section	2879 5720
Kowloon Licensing Section	2729 1298
New Territories Licensing Section	3183 9225

### **3. Fund Raising**

Submission of permit from the Social Welfare Department or the Home Affairs Bureau (processed through the Home Affairs Department) is required.

Social Welfare Department (for charitable purpose)	2832 4311
Home Affairs Department (other than charitable purpose)	2835 1492

### **4. Public Address or Sound Amplification System**

Compliance with the noise control advice or guidelines of the Environmental Protection Department is required.

Environmental Protection Department	2411 9777/ 2411 9614
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### **5. Retail Sale of Liquor at public entertainment event or on public occasion**

Submission of Temporary Liquor Licence from the Hong Kong Police Force is required.

Police Licensing Office	2860 6523
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### **6. Fire Safety Requirements**

Compliance with the general fire safety requirements published by Fire Services Department is required. Please consult Fire Services Department for enquiry:

Fire Services Department	2723 8787
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