

Zero Carbon Building

ZCB Facility Booking

(Booking Form)

Zero Carbon Building

July 2015

Version 3.0

1. Booking Form

1.1 Event Particulars

(1) Please select Facility. <input type="checkbox"/> Multi-Purpose Hall 1 <input type="checkbox"/> Multi-Purpose Hall 2 <input type="checkbox"/> Entire Multi-Purpose Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Indoor Exhibition Area <input type="checkbox"/> Outdoor Exhibition Area A B C D E F G H J K L M <input type="checkbox"/> Others		
(2) Event Name (in English)		(In Chinese)
(3) Event Date & Time	Date:	(4) Expected Number of Participants
	Time:	
(5) Set-up/move-in Date & Time	Date:	
	Time:	
(6) Dismantle/move-out Date & Time	Date:	
	Time:	
(7) Guest Arrival and Departure Time (if applicable)		
(8) Nature of Event <input type="checkbox"/> Lectures/ Seminars <input type="checkbox"/> Ceremony <input type="checkbox"/> Exhibition <input type="checkbox"/> Banquet / Cocktail <input type="checkbox"/> Meetings <input type="checkbox"/> Concert <input type="checkbox"/> Recreational Event <input type="checkbox"/> Sales Event <input type="checkbox"/> Film / Advertising Shooting <i>Others (please specify)</i>		
(9) Purpose [or Subject] of the Event		
(10) Target participants		
(11) Equipment Needed <input type="checkbox"/> Chair Qty: <input type="checkbox"/> Table Qty: <input type="checkbox"/> DVD <input type="checkbox"/> Projector 1 <input type="checkbox"/> Projector 2 <input type="checkbox"/> Speech Podium <input type="checkbox"/> Wireless Microphone Qty: <input type="checkbox"/> Stage:		

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(12)	Please provide: <ul style="list-style-type: none">- Event rundown- Floor plan indicating the location of tables, booths, stages, equipment, etc.- Media plan (if any)
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1.2 Organiser's Information

(1) Name of Organiser	(In English)	
	(In Chinese)	
(2) Address of Organiser		
(3) Contact Person	Mr. / Ms.	
(4) Contact Info	Direct / Mobile	Fax
	Email	
(5) Nature of Organisation	<input type="checkbox"/> Professional Group <input type="checkbox"/> Government Department / Statutory Organisation <input type="checkbox"/> Commercial Organisation <input type="checkbox"/> Charitable/Community/Non-Profit Making Organisation <input type="checkbox"/> Educational Institution <input type="checkbox"/> Others	

1.3 Vendors

A list of _____ vendors, including their contact person(s), phone number(s), email address(es), planned arrival and departure time(s), and materials to be delivered, are attached to this application.

Personal Data Collection Statement

1. The information you provide to the Zero Carbon Building (the Zero Carbon Building), including any personal data as defined in the Personal Data (Privacy) Ordinance (the **Ordinance**), will be used solely for purposes related to the activities of the Zero Carbon Building and the Construction Industry Council (CIC).
2. To keep you informed of Zero Carbon Building and/or CIC activities and industry developments which may be of interest, the Zero Carbon Building would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.

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3. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.
 4. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the Zero Carbon Building at 8 Sheung Yuet Road, Kowloon Bay, Hong Kong.
- ☐ I do not wish to receive any information from the Zero Carbon Building in relation to its activities or developments in the construction industry

Declaration

I, the undersigned, hereby declare and confirm that:

- (a) I am duly authorised to submit this application for and on behalf of the Organiser;
- (b) I have read and understand all the terms and conditions referred to in the ZCB Facility Booking brochure, together with the Personal Data Collection Statement, and hereby undertake and acknowledge personally and on behalf of the applicant / Organiser that the terms and conditions will become binding on the Organiser once this application is accepted by the Zero Carbon Building and notified to us by email; and
- (c) All the information submitted or to be submitted to the ZCBL in support of this application is true, complete, valid and up to date and I undertake to submit further information in respect of any changes or inaccuracies at any time hereafter.

I understand that I may be personally liable for any false or inaccurate information provided with this application or that I have acted outside the scope of my authorisation.

Signature (on behalf of the Organiser)

Name:

Position:

Date:

The completed form should be emailed to zcbfacility@hkcic.org.

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(For ZCB use only)

Reference No.:			
Application received on:			
Approved / Rejected on			
If rejected, reason:			
Amount of Deposit:		Deposit received on	
	Rental per Day	Number of Days	Amount
1.			
2.			
3.			
		Total	HK\$