

Construction Industry Council – Zero Carbon Park

**ZCP Facility Booking
(Booking Form)**

Zero Carbon Building

October 2019

Version 5.0

7. Booking Form

7.1 Event Particulars

(1) Please select Facility. <input type="checkbox"/> Multi-Purpose Hall <input type="checkbox"/> Indoor Exhibition Area A <input type="checkbox"/> Outdoor Exhibition Area E F G J <input type="checkbox"/> Commercial Area L <input type="checkbox"/> Others: _____		
(2) Event Name (in English)		(In Chinese)
(3) Event Date & Time	Date: _____ Time: _____	(4) Expected Number of Participants
(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"/> Wedding Ceremony/Banquet <input type="checkbox"/> Sales Event <input type="checkbox"/> Film / Advertising Shooting <input type="checkbox"/> Recreational Event <input type="checkbox"/> Others (please specify)		
(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"/> Wireless Microphone Qty: <input type="checkbox"/> Indoor LED Screen <input type="checkbox"/> Speech Podium <input type="checkbox"/> Outdoor PA system (For MPH only) <input type="checkbox"/> ZCP Guided Tour		
(12) Please provide: - Event rundown - Floor plan indicating the location of tables, booths, stages, equipment, etc. - Media plan (if any)		

7.2 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	

7.3 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. Zero Carbon Building and Construction Industry Council (referred collectively as “we”, “our”, or “us”) collect personal information from you during the application process for various forms of activities, or during the course of activities (if you are enrolled as a participant), which may include your name, gender, age, mobile number, email address, username on social media, hobbies and interests, as well as other information. Provision of your personal data is voluntary. In the event that you refuse to provide certain information required, we may not be able to process your application for the relevant activity.
2. Personal data collected may be used by us for the purposes of: (a) our activities that you participate in, including processing applications for activities; (b) organization, promotion and publicity of activities that you participate in and any of our future activities; (c) statistical study on participants of activities; (d) internal study and analysis; and (e) marketing research. Our use of your personal data may include generating materials from or containing your personal data. We may disclose or transfer your personal data to any agent, contractor or third party service provider (“Third Party Service Providers”) who provides administrative, telecommunications, computer and other services to us in connection with the processing and storage of your data for the purposes stated above.

3. Our Third Party Service Providers are subject to a duty of confidentiality and are contractually bound to protect your personal data privacy and to only use your personal data in connection with the purpose specified in paragraph 2 above and not for their own purpose.
4. You have the right to request access to and correction (including erasure) of your personal data held by us. If you wish to access or correct your personal data, please contact: Assistant Customer Engagement Manager (Address: 8 Sheung Yuet Road, Kowloon Bay, Hong Kong / Email: zcp@cic.hk)
5. We intend to use your personal data, or disclose or transfer your personal data to the above third parties, for direct marketing in respect of the activities of our developments in the construction industry. Should you find such use of your personal data unacceptable, please indicate your objection before signing the activities and event registration by ticking the boxes.

- I do not wish to receive any information from the Zero Carbon Building and Construction Industry Council in relation to its activities or developments in the construction industry
- I object to the propose use of my personal data in direct marketing.

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 ZCP 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 Zero Carbon Building 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 zcpfacility@cic.hk

(For ZCP 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\$