

Program : MA Music Business

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Freespace Happening 2022 in Hong Kong

25th – 26th December, 2022



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Event introduction

Freespace Happening, starting in August 2015, has been suspended since 2019 due to the pandemic.

This is an event conducted every year focusing on music performed by local and overseas artists and a selection of special attractions including but not limited to dance, interactive art workshop, pop-up stores etc. With the gradual release of Covid restriction in Hong Kong, The Freespace Happening 2022 is coming back!

This will again be a 2-day event taking place on 25th- 26th December 2022 at the West Kowloon Cultural District Art Park (WKCD, 2022). For music, there will be a heady mix of styles in a line-up that includes shoegaze-rock, folk-rock, indie pop, local rock, jazz, rock metal etc.

Special attractions include different dances from iDance and several DIY workshops, including Balloon twisting, face painting, postcard making etc. Apart from the restaurants in the Art Park, there will also be food trucks offering local street foods, and locally made beer will also be supplied during the festival.

This event is open to all ages, but the primary target will be teenagers who love to listen to different genres of music. The secondary target will be a mature, family-based audience who can bring their family to enjoy a relaxing and enjoyable weekend.

Big idea – WHAT IS YOUR FREESPACE STORY

The Freespace Happening is an event focusing on a gathering of music, dance, art, DIY market & workshops. It has successfully attracted over 100,000 participants in the past 5 years. However, the protest in Hong Kong followed by a long-lasting pandemic stopped every outdoor activity since 2nd half of 2019. This caused an almost complete stop in all music & art activations. Local artists, especially musicians lost most of their gigs; local technical professionals, including stage management, audio & light, missed their major part of the income. At the same time, public are advised to stay in their homes, which in return encourage the rise of many new DIY concepts.

With the gradual relief of the pandemic situation in Hong Kong, the government started to release the strict restriction on social distancing, cultural regulation etc., and more activities like concerts and exhibitions are coming back. Because of this, we believe it is about the time to bring back the Freespace Happening, with an aim of providing opportunities to the long-awaited artists to come out and perform again, and also giving space for the audience who have stayed at home for a long time to breathe the fresh air again.

The theme of this event is “What is your FreeSpace story”. This focuses on 100% local origination and is an event totally for local musicians & local artists. The workshops & pop-up stores will also focus on local traditional art & culture. Two local handmade beer brands will also be invited to supply beer during the event to echo the theme.

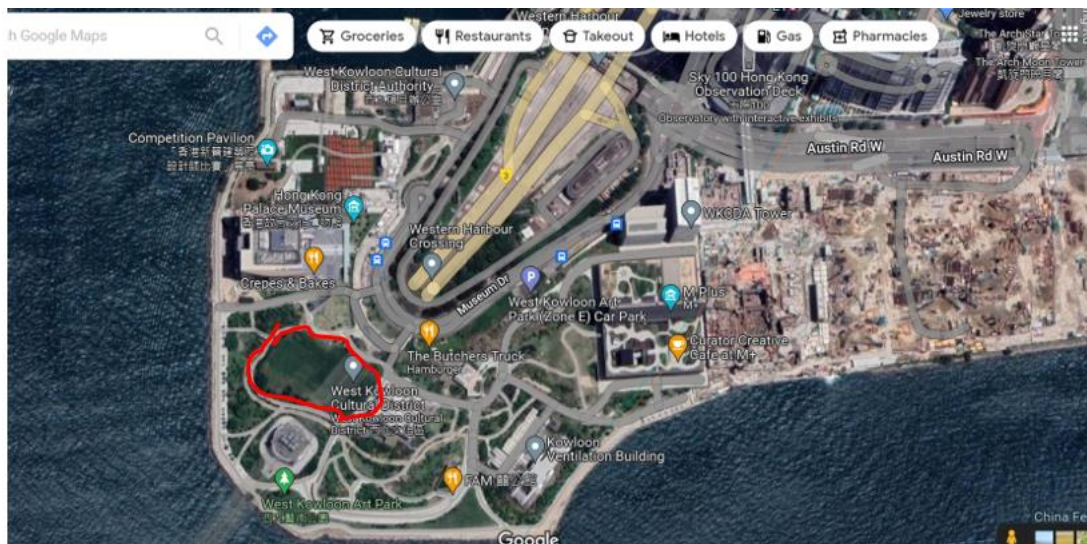
5Ws

- What : A 2-day musical festival with combination of dance, workshop, pop-up stores, food and drink
- Where : The Great Lawn, West Kowloon Cultural District Art Park, West Kowloon Cultural District, 18 Museum Drive, Kowloon
- When : 25th – 26th, December, 2022
- Why : The coming back of a long suspended music festival after the gradual relief of pandemic, a 100% local music carnival giving full support to local artists and provide best-of-the-kind music & enjoyment to audiences who have been stayed at home for long time.
- Who :
 - Primary : Teenagers : 18-35, male & female, in love with music of different genres, love outdoor activities, friends gathering & explore new things.
 - Secondary : Adult family with kids, outgoing and love to spend time with kids exploring different experiences.

Location

The location of West Kowloon Cultural District Art Park (WKCDA) is located inside the whole West Kowloon Cultural District (Wikipedia, 2022) which comprise 40 hectares. The Art Park will eventually include 17 venues, including the Palace Museum, M+ Museum, The Great Lawn, FreeSpace performing venue etc., and it will fully open up in 2027.

WKCDA has the mission of being the “Garden in the city”, it is along the riverfront and was specially designed by a landscape architect to create different avenues. The whole Art Park occupies 23 hectares and is divided into different zones, with the central Great lawn (6,000 sq. meters) being used for outdoor activities like concerts, carnivals etc. This has a capacity of 10,000 standing audiences, while the harbour side lawn along the waterfront can hold 5,000 standing audiences.



(* red circle is the Central Great Lawn)



There are various ways of getting to WKCD. People can drive and park in the private car park in Art Park, or take different public transport including Mass Transit Railway, bus, minibus and taxi. (Details will be explained in the ESMP)

This is also within walking distance of Tsim Sha Tsui (TST), a popular tourist area and the heart of the city centre.

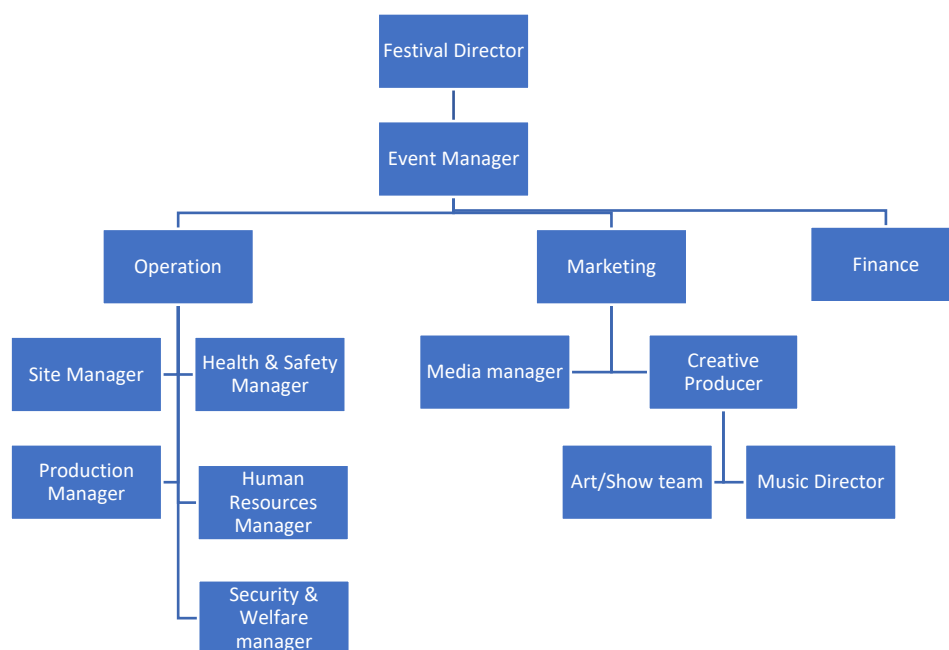
The location we have selected provides good accessibility and plenty of space, which may be too much for 3000 capacities, which is our target after the event being suspended for almost 4 years. However, we would like to give more space to the event, and since we are still under pressure from Covid, thus a bigger area for an outdoor event will be more preferred.

Time & Date :

The festival will start at 12:00 noon on both 25th & 26th, December 2022 and close at 22:00 for each day. Since 27th December is still a public holiday, the audience can still have one day rest after attending the super fun night before. Besides, Xmas holiday is always the best time for family & friends gathering. Therefore, we believe this will help the ticket sale and create the best festival atmosphere.

There will be different live music & dance event on the main stage in Great lawn together with other DIY workshop during the daytime for both days, while key artist performances like Jun Kung & his band, Indie band Qiao Hong, will have their show arranged at night.

Team structure/Staffing



1) Key contact during festival

Role	Name	Responsibilities	Contact Mobile
Festival Director	Winnie Chiu	The person-in-charge of the whole event, responsible for making the final decision	xxxx
Event Manager	Jacky Leung	Main executor of the festival, responsible for looking after the interaction between each department and the final P&L of the event	xxxx
Site Manager	Edward Hui	Responsible for maintaining infrastructure, usability, and quality of the site for the duration of the set-up and presentation of the event	xxxx
Health and Safety Manager	Simon Yan	Responsible for preventing accidents, injuries, and work-related illness during the festival for all the workforce,	xxxx

		performers, and attendees.	
Area/Stage Manager	Cobby Siu	Responsible for providing practical and organizational support to the director, actors, designers, stage crew and technicians throughout the production process & on live show	xxxx
Steward Coordinator	Tong Shuk Ying	lead and manage her steward team, helping the team to develop and to work in a cohesive, effective and organized manner during the festival	xxxx
Security & Welfare Manager	Bosco Ng	To be the first point of contact for staff, volunteers, parents/carers and young people where concerns about security, welfare, poor practice or child/vulnerable adult abuse are identified	xxxx
Creative Producer	Qubee Cheng	Main contact point between the event director the various media	xxxx
Production Manager	Thomas Chiu	Responsible for managing a live event from pre-production through to delivery of all content associated with the event	xxxx

2) Communications on site

- a. Walkie Talkie will be the main tool for communication apart from the mobile phone during the event since this will be more reliable than a mobile phone in case the signal is weak in some parts of the event area.
- b. Different channels will be set for different departments so as not to interfere with the operation between each department.

3) Staff Briefing

- a. The event manager will do a morning briefing to the stewards & the volunteers in the event office at 10 am on both 25th & 26th December before the festival's opening, recapping the flow and arrangement of the festival. Resolved Incidents on 25th December will also be debriefed to the team during the briefing session on the morning of 26th.
- b. Debrief session will be arranged with the head of each team at 22:30 every night to understand potential problems or listen to any feedback from all stakeholders, including the workers, performers or even the audiences.

Programming

1) Music

As mentioned in the introduction, the live music will be a line-up that includes different types of music genres, including shoegaze-rock, folk-rock, indie pop, local rock, jazz, and rock metal. Instead of inviting overseas performing artists & bands, "What is your Freespace Story" will focus 100% on local musicians inviting key performing artists & groups playing in the night show. At the same time, I will work with a booking agent to liaise with smaller, unsigned artists for earlier slots of the day.



Below is the list of tentative artists / groups that I have in mind :

25th December, 2022 :

Day show :

- Emmy the Great
- Gravity Alterstra
- Serrini
- Rubber band
- Esimorp





Night show :

Jun Kung & his band



26th December, 2022 :
Day show :

- Kolor
- Maniac
- In One Stroke
- Modern Children
- R.O.O.T.



Night show :

Qiao Hong



Ted Lo x Eugene Bao



2) Dance

Local dance school, iDance (iDance, 2022) will be invited to present different type of dance including Pop Jazz, Hip Hop, Urban dance, Contemporary dance, K-Pop etc in between the music performance to give different kinds of enjoyment to the audience.



3) Local activities / pop up store

Different DIY workshops like balloon twisting, face painting & postcard making will be lined up especially for the kids & young children to increase their engagement with the festival. Different types of pop-up stores featuring the creativity of local artists will also be set up to echo the theme of the festival, showcasing the Freespace story of the artists when they were at home during the pandemic. Pop-up stores and workshops will open at noon during the daytime and close at 7 pm every day.









Ticket prices

The general admission ticket for an adult will be HKD 300 for a 2-day admission. I have referenced the ticket price for other theme parks and similar events in Hong Kong. I believe HKD 300 will be a reasonable price, especially since our primary target is teenagers who do not have a lot of disposable income.

Besides, since this event's main objective is to support the local artists for their return to the stage after a long suspension, we do not want to impose a high bar preventing the public from participating in this festival. Moreover, the public is expected to spend money on food and drink and possibility some merchandise during the day, we would like to leave them some pocket money to spend to increase the fun.

Together with a general admission ticket, we will offer early bird tickets, a bulk purchase package to encourage multiple buys and a child ticket. (Please see the breakdown below). With a variety of different ticket types can help to fulfil different needs and encourage family participation.

		Ticket price (HKD)	Ticket price (pound)
General Admission	Standard Adult ticket	300	32
Early Bird	First 500 Adult tickets sold (less 20% off)	240	25
Bulk purchase package	5 adults (less 10% off)	1,350	142
Under 11s	Ticket for children under 11	150	16

Budget

Freespace Happening 2022				
Projected Budget				
Estimated Expenditure				
	Amount (HKD)	Amount (HKD)	Amount (Pound)	Remarks
Infrastructure				
a) Venue hire fee	100,000			Will get subsidy from WKCD due to the nature of the organisation is not a business entity
b) Marques	50,000			Marquees for workshop, local beer booth and pop up stores
c) Staging/Audio/Lighting	150,000			Tom Lee Engineering will be invited to provide stage, audio & lighting services
d) Fencing	50,000			
	Sub-total	350,000	36,842	
Utilities				
a) Water	6,044			Water for event staff covering whole 10 days period, 4 liter/ person for 20 staff for 10 days, 4 liter/person for 70 volunteer for 2 days, Watsons 18L water @\$80
b) Toilets	30,000			Rough estimate
c) Electricity	30,000			
d) Waste disposal	50,000			
	Sub-total	116,044	12,215	
Staffing				
a) Security	30,000			10 people @\$1000 x 3 days
b) Event Staff	96,000			10 staff for 10 days @\$600 / day, 10 staff for 6 days @\$600/day
c) Volunteer allowance	14,000			70 volunteers @\$100/ day for 2 days
d) Photographer & videw crew	50,000			Include daily photos & video for promotion
	Sub-total	190,000	20,000	
Entertainment				
a) Artist fee	60,000			15 individual/group @avg \$4000
b) Workshop allowance	8,000			8 times @\$1000
c) Musical instrument rental & delivery	20,000			2 days rental and 2 times delivery
d) Festial décor	10,000			
	Sub-total	98,000	10,316	
Marketing				
a) Design & Printing				
	Design	30,000		Design of website, POS materials
	Printing	60,000		Printing of poster, leaflet, banner, backdrop
b) Advertisement		50,000		Social media & PR
	Sub-total	140,000	14,737	
Mis				
a) Printing of signage	10,000			
b) License application	2,000			Temporary Places of Public Entertainment Licence will be applied
c) Meals for staff	34,000			20 staff x 3 meals @100/day for 10 days + 70 volunteer x 3 meals @\$100/day for 2 days
d) Insurance	10,000			Will purchase 3rd party insurance & artist insurance
e) Walkie Talkie	5,000			
	Sub-total	61,000	6,421	
Total Expenditure :		955,044	100,531	
Estimated Income streams				
Ticket Sales	720,000			Refer to breakdown
Trader pitch rent (\$500/pitch) x 10	5,000			Minimum fee was requested to encourage local participation
Government grant	220,000			Grant from Hong Kong Art Development Council will be applied
Mechandise	10,000			
Total Income		955,000	100,526	
Projected Net income		(44)	(5)	

Breakeven on the total budget is targeted at this event since this is a non-profit making event aiming to support local art development. The extra income earned will be re-invest in the festival to make the event more attractive as the first “return” of Freespace Happening. We also aim to impress all the stakeholders, including but not limited to WKCD, Hong Kong Art Development Council, artists & audience, so we can continue to run this event in the coming years.

1) Breakdown of Expenses

For clear classification, the total expenses were divided into various categories: Infrastructure, Utilities, Staffing, Entertainment, Marketing & Miscellaneous.

In infrastructure, the major spending will be the venue hire fee & the technical part of the stage, audio & lighting. The amount put in the budget will be a subsidized amount that is lower than normal business unit since Hong Kong International Saxophone Society is a non-profit making organization which will enjoy a subsidy from WKCD. However, the final venue hire fee will still be subject to WKCD's approval based on the nature of the event. For staging, audio & lighting, Tom Lee Engineering Ltd (TLE, 2022) will be invited. Since I have cooperated with this company for many years thus a discounted price will be obtained for the whole project.

For utilities, since the audience can enjoy food from all the restaurants & the Art Park also have a bottle-filling water dispenser, therefore water is only reserved for staff and volunteers.



Since the Art Park has good security provided by the WKCD, security staff will only be employed 1 day before the show until the show ends on 26th December, 2022.

Besides, to help reducing staffing costs, a large number of volunteers will be recruited with allowance subsidy. We believe this is an achievable target number since with the non-profit making nature can attract a lot of teenager's participation, and they can also enjoy "free" music while they are working.

Advertising channels will be carefully selected & the budget will be well managed to focus mainly on social media due to the fact that our primary target skew towards teenagers.

2) Breakdown of Income streams

The ticket sales and the government grant will be the 2 major incomes for this event due to the non-profit making nature.

With the aim of having 3000 capacities over the 2 days, I am still working on a discounted number of 2700 audiences over this period for a more conservative forecast. Below is the estimated breakdown of different ticket types:

Ticket Type	Price	Sales	People per ticket	Total people	Total income (HKD)	Total income (Pound)
General admission	300	1000	1	1000	300,000	31,579
Early Bird	240	500	1	500	120,000	12,632
Bulk purchase package	1350	200	5	1000	270,000	28,421
Under 11	150	200	1	200	30,000	3,158
				2,700	720,000	75,789

Apart from the ticket sale, I am charging a mild pitch rent for the pop-up stores since I would like to encourage more local people to show their talents after staying home for a long period & share their experiences.

All the food and drink provided during the festival will either be purchased on the spot in the food truck or local beer booth. The audience can also choose to eat in the restaurants in WKCD; therefore, no income will be expected from food & drink during this event.

Finally, we will also apply for a government grant via the Hong Kong Art Development Council, which we believe will have a high chance since the theme of supporting 100% local artists & non-profit making nature fits the council's objective and appeals to the judges.

Freespace Happening 2022

The Great Lawn

West Kowloon Cultural District Art Park

18 Museum Drive, Tsim Sha Tsui

Sunday, 25th – Monday, 26th December, 2022

1) Introduction

I have taken reference to several materials, including but not limited to the Purple Guide and other ESMP templates, to create the below guide. The objective is to provide a comprehensive documentary to ensure all information regarding the health and safety at the Freespace Happening 2022 is clear and understandable to all relevant stakeholders.

With the legacy of the pandemic, people are still cautious about participating in outdoor activities. Therefore, extra attention is needed to be paid to the execution process of the event, especially on the safety & welfare matters, to provide confidence to all the stakeholders.

This guide will be given to all event staff, performers, volunteers, security, and local authorities and will be made accessible for all audience members if they wish to read it.

2) Event summary

a. Objective

The objective of Freespace Happening 2022 is to provide a platform for all local artists to step back onto the stage and showcase their talents to the audience after the long dragging pandemic in Hong Kong. This also enables the audience to enjoy a relaxing 2-day entertainment in a lovely waterfront environment.

b. Date

Date	Activity	Time (24-hour clock)
25 th December, 2022		
	Arrival on site	11:00
	Event starts	12:00
	Event finishes	22:00
26 th December, 2022	Arrival on site	11:00
	Event starts	12:00
	Event finishes	22:00
	Depart Site	22:30

c. Location

- i. Site name: West Kowloon Cultural District Art Park
- ii. Site address: West Kowloon Cultural District, 18 Museum Drive, Kowloon
- iii. Site postcode: 22.29942546787597, 114.15518660893149
- iv. Site Map
 1. Fencing will be built around the Great lawn during the two-day event.
 2. The main stage will be set in the middle of the lawn.

3. The temporary event office will be just to the left of the main stage, while the pop-up stores and DIY workshop will be on the right of the main stage.
4. The entrance (yellow dot) will be located along the main avenue beside the Freespace performance venue for ticket checking and reception.
5. Two exits (red dot) will be located on the middle and left-hand side of the lawn for easy exit after the show



d. Event overview

i. Target

1. Primary : Teenagers : 18-35, male & female, in love with the music of different genres, love outdoor activities, friends gathering & explore new things.
2. Secondary : Adult family with kids, outgoing and love to spend time with kids exploring different experience

ii. Capacity

The total capacity of the event site can accommodate 3000 people after setting up the main stage, DIY workshop stalls and pop-up stores. We will target to sell 3000 tickets for this event in a 2-day period in total since we would like to leave more space between people as this is the first big outdoor event after the pandemic. Including event staff, security, volunteers, artists, food vendors, etc., there will be a maximum of 2000 people at the event site per day.

3) Event application & license :

- a. Art Park booking need to be done with West Kowloon District (WKCD hiring, 2022). Site availability is subject to the WKCD's schedule of works and events to be undertaken on the site. Event proposal will be submitted together with the application form.
- b. *Temporary Places of Public Entertainment Licences* (FEHB104, 2022) under the *Places of Public Entertainment (PPE) Ordinance (Cap. 172A)* is needed for temporary establishment and operation of public entertainment other than cinema/theatre in Hong Kong. (FEHD, 2022)

The relevant Licence application form can be seen in Appendix. The approval time for the application is 42 days before the actual event but more time will be reserved for application due to the uncertain policy after the pandemic.

4) Production schedule

Preparation of the stage, fencing, barrier, event booth and pop-up stores will start one week before the event. The whole event production team will work from a temporary office in the backstage area. Production schedule is listed below.

Date / Time	Action
Monday, 19 th December, 2022	Production team move into site office, basic infrastructure including electricity, internet, water, security set up
Tuesday, 20 th December, 2022	Load in and site rig including stage, fencing & barriers begins
Thursday, 22 nd December, 2022	Stage set up including audio and lighting
Friday, 23 rd December, 2022	General infrastructure including water, toilets etc set up
Friday, 23 rd December, 2022	All signage, receptions ready
Saturday, 24 th December, 2022	All set up completed & final check
Sunday, 25 th December, 2022	Festival starts (audience on site)
Monday, 26 th December, 2022	Festival finishes (audience off site)
Tuesday, 27 th December, 2022	Load out and site de-rig begin
Wednesday, 28 th December, 2022	Load out and site de-rig complete
Wednesday, 28 th December, 2022	Production Team leave site

5) Programming of Events

Date / Time	Activity
Dec 25 / 1300 – 1345	Emmy the Great
Dec 25 / 1400 - 1445	Rubber band
Dec 25 / 1500 – 1545	iDance session
Dec 25 / 1600 – 1645	Gravity Alterstra
Dec 25 / 1700 – 1745	Esimorp
Dec 25 / 1800 - 1845	Serrini
Dec 25 / 1930 – 2015, 2100 - 2145	Jun Kung & his band
Dec 26 / 1300 – 1345	Kolar
Dec 26 / 1400 – 1445	Modern Children
Dec 26 / 1500 – 1545	iDance session
Dec 26 / 1600 – 1645	Maniac
Dec 26 / 1700 – 1745	R.O.O.T.
Dec 26 / 1800 – 1845	In One Stroke
Dec 26 / 1930 – 2015	Qiu Hong
Dec 26 / 2100 - 2145	Ted Lo x Eugene Bao
DIY Workshop	
Dec 25 , 2022	
1400 – 1445	Balloon Twisting workshop
1600 – 1645	Postcard making workshop
Dec 26, 2022	
1500 – 1545	Dry flower ice cube workshop
1700 - 1745	Face Painting

6) Noise Control policy – Noise Control Ordinance (Cap 400)

- a. Although the Art Park does not have a residential area close by, the noise levels will still need to be carefully managed and kept to a reasonable level. All music performances need to stop at 10:00 pm (allowing some breathing space) since, according to the ordinance, any person who between the hours of 11 pm to 7 am, in public places makes or causes to be made any noise which is a source of annoyance to any person commits an offence.

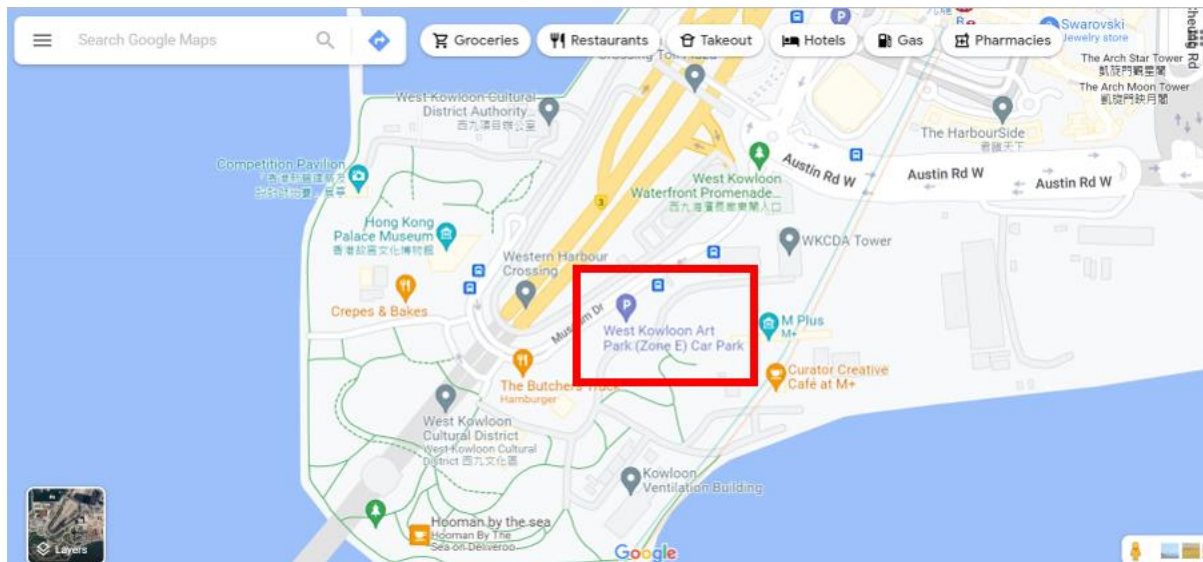
- b. The noise level from the activity (including setting up, rehearsal, the main event and stage dismantling etc.) should not be more than 10 dB(A) above the prevailing background noise level, as measured at one metre from the exterior building facade of the most affected noise sensitive receivers, during daytime and evening period, i.e. 7 am to 11p.m
- c. A sound engineer will be appointed to monitor the noise situation by a sound level meter at the most affected noise-sensitive receiver.

7) Crowd Control policy (HSE, 2000)

- a. Fencing :
 - i. Freespace Happening is a ticketed event; therefore, fencing will be set up around the entire area on the Great Lawn. Clear signage will be installed for clear communication to the visitors.
- b. Communication :
 - i. Communication plays an essential role in managing the flow of people. Whenever possible, we need to ensure that information is given to the public in advance to help them plan ahead :
 - 1. Transport details, meeting points, and venue rules could be printed on the ticket or promotional leaflet.
 - 2. Display boards at the entrance/exits could be used to inform people about items that they need to pay attention to. This may reduce congestion at the ticket checkpoints.
 - 3. Good signage and effective stewarding are essential. We need to ensure all signs, particularly those relating to fire safety and emergency evacuation, are presented and sited so that they can be easily seen by people with impaired vision or colour perception.
 - ii. Number of exits
 - 1. With a target capacity of 3000 people, the calculated exit width will be 3.6m, and we will have 2 emergency exits each of 2m for this festival to enable fast evacuation of the crowd in case of emergency

8) Traffic Control Policy

- a. Public Transport management (public transport, 2022)
 - i. By Mass Transit Railway : (3 different routes)
 - 1. Exit from MTR Kowloon Station Exit C1 or D1, approx. 10 minutes walk
 - 2. Exit from MTR Kowloon Station Exit E4 or E5, approx. 10 minutes walk
 - 3. Exit from MTR Austin Station, following signs to ELEMENTS then follow the same direction. Approx. 10 mins



9) Catering

a. Restaurant:

Public can enjoy varieties of food in the harbour-side Art Park restaurants and cafes which is perfect for coffee, lunch, dinner, happy-hour cocktails and more

i. PANO

It offers sumptuous fine dining, an innovative menu of contemporary Asian and Western cuisine, and breath-taking views of Victoria Harbour from its spacious terrace.

ii. FAM

A beautiful place to relax and enjoy the exquisite culinary arts of contemporary Chinese fusion cuisine.

iii. REST cafe

It offers original coffee flavours, alcoholic beverages and snacks, plus customised pairing services for every taste

iv. Café Bohème

It offers a mouth-watering selection of French favourites, including pizza and pasta dishes, and delicious desserts and ice creams

b. Food Trucks

The food trucks are open from 1200 to 1900 daily, offering traditional local street food, including Chinese pineapple bun, meat wrap, traditional dishes cooked with locally made sauces etc. They are external vendors who will have to pay a relatively small fee for their pitch at the festival. This will complement with the café and restaurant in Art Park, offering a perfect way to refuel on the go as the audience is enjoying the park.

c. Local beer

To echo the theme of 100% local origin, two local beer brands, Heroes Beer (Heroesbeer, 2022) & Mak's Brewery (Maks, 2022) will be invited in the festival to provide true Hong Kong branded beer for a taste of refreshment.





Appendix :

Application for Temporary Places of Public Entertainment Licence



《公眾娛樂場所規例》(第172A章)

PLACES OF PUBLIC ENTERTAINMENT REGULATIONS (CAP. 172A)

公眾娛樂場所牌照／臨時公眾娛樂場所牌照*申請書

Application for Places of Public Entertainment Licence/
Temporary Places of Public Entertainment Licence*

注意： 填寫此表格前請先詳細閱讀「申請人須知」。

Important: Please read "NOTICE TO APPLICANT" carefully before completing this form.

致 食物環境衛生署署長

(根據《公眾娛樂場所條例》(第172章)第3B條獲民政事務局局長授權)

To: Director of Food and Environmental Hygiene

(authorised by the Secretary for Home Affairs under Section 3B of the Places of Public Entertainment Ordinance (Cap. 172))

茲確認本人在本申請書及附件中所述的各項詳情，均屬真實正確。本人現根據《公眾娛樂場所規例》(第172A章)第3條(適用於公眾娛樂場所(戲院／劇院))／第162條(適用於公眾娛樂場所(戲院／劇院除外)及臨時公眾娛樂場所)*的規定申領牌照，以便經營或使用下述及(乙)部所述場所作為公眾娛樂場所。本人如根據第172A章獲發牌照，須確保持牌處所內的行為或活動不會涉及任何可能構成或相當可能會引致在港區國安法或香港特別行政區其他法例下屬危害國家安全的罪行。

I confirm that the particulars set out in this application form and in the enclosures are true and accurate. Pursuant to Regulation 3 (applicable to a place of public entertainment (cinema/theatre))/Regulation 162 (applicable to a place of public entertainment (other than cinema/theatre) and a temporary place of public entertainment)* of the Places of Public Entertainment Regulations (Cap. 172A), I now apply for a licence to keep or use the place described below and in Part (B) as a place of public entertainment. For the licence to be issued under Cap. 172A, I shall ensure that no act or activity on the licensed premises may constitute or is likely to cause the occurrence of an offence endangering national security under the National Security Law or other laws of the HKSAR.

擬申請下列的牌照〔註：請只選(a)或(b)〕：

Intend to apply for the following licence [Note: Please choose only (a) or (b)]

(a) ☐ 公眾娛樂場所牌照〔註：請只選(I)或(II)〕

Places of Public Entertainment Licence [Note: Please choose only (I) or (II)]

(I) (i) ☐ 公眾娛樂場所牌照(戲院／劇院)

Places of Public Entertainment Licence (Cinema/Theatre)

(ii) ☐ 臨時公眾娛樂場所牌照(戲院／劇院)

〔註：申請人選擇(ii)，必須已經選擇上列的(i)〕

Provisional Places of Public Entertainment Licence (Cinema/Theatre)

[Note: Applicant choosing (ii) must have already chosen (i) above]

(II) ☐ 公眾娛樂場所牌照(戲院／劇院除外)

Places of Public Entertainment Licence (other than Cinema/Theatre)

(b) ☒ 臨時公眾娛樂場所牌照

Temporary Places of Public Entertainment Licence

* 請刪去不適用者。 Please delete where appropriate.

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(甲) 申請人資料

(A) Particulars of Applicant

(倘以公司名義提出申請，請只須填寫本部第(1)項、第(3)項及附錄。)

(If the application is made in the name of a corporation, you only need to complete items (1), (3) of Part (A) and the Appendix.)

(1) 申請人姓名：(中文) 趙慧妍 (英文) CHIU WAI YIN (先生/女士*)
Name of Applicant (Chinese) (English) (Mr./Ms.*)

(2) 香港身分證/護照*號碼： Dxxxxx
Hong Kong Identity Card/Passport* No.

(3) 通訊地址(此通訊地址會用作寄發所需的印文本文件)： Room 4114, Sun Hung Kai Centre
Correspondence Address (This correspondence address will be used for sending necessary hardcopy documents)
30 Harbour Road, Wanchai, Hong Kong

(4) 電話號碼： 91997469
Tel. No.

(5) 辦事地址： Same as above
Business Address

(6) 電話號碼： 91997469 傳真號碼：
Tel. No. Fax No.

流動電話號碼^：91997469 (申請人) 額外流動電話號碼 (如有)^： (發牌顧問)
Mobile Phone No.^ (Applicant) Additional Mobile Phone No. (if any)^ (Licensing Consultant)

^ 註： 除用作電話通訊外，本署亦會在暫准牌照(如有)屆滿日前的 90、60 及 30 日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼。如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

☐ 本人不願意接收由署方發出的短訊。
I do not want to receive short messages from the Department.

電郵地址#： isshk@hotmail.com 額外電郵地址(如有)#：
Email Address# Additional Email Address (if any)#

註： 除用作電郵通訊外，本署亦會在暫准牌照(如有)屆滿日前的 60 及 30 日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

(7) 職業： MARKETING
Occupation

* 請刪去不適用者。 Please delete where appropriate.

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(乙) 娛樂業務資料

(B) Particulars of the Entertainment Business

- (1) 娛樂業務的類別及性質（請說明）：

Type and nature of the entertainment business (please give details)

Education

（如有需要，請另紙繼續填寫）

(Continue on separate sheet if necessary)

- (2) 臨時性質的公眾娛樂節目〔註：只適用於申請臨時公眾娛樂場所牌照〕：

Public entertainment event of temporary nature [Note: Only applicable to application for Temporary Places of Public Entertainment Licence]

- (a) 預計該項娛樂節目的上演期間（如知悉開始日期及結束日期者，請註明）

Proposed duration of entertainment (please give details on date of commencement and date of termination, if known)

25th - 26th, December, 2022

- (b) 預計每日的上演時間（在該段時間內，牌照所適用的場所將作公眾娛樂用途）

Proposed hours during the day (for which the place to which the licence relates will be used for public entertainment)

12:00 - 22:00

- (3) 有關你的申請的其他詳情（請註明每場可容納觀眾人數的最高限額、上演次數及其他相關的資料）

Other particulars relevant to your application (please give details on the maximum admission capacity of each performance, number of performances and other relevant information)

2000 per day, for event itinerary, please refer to ESMP

（如有需要，請另紙繼續填寫）

(Continue on separate sheet if necessary)

- (4) 你對舉辦該項娛樂的處所是否擁有任何權益？

Do you have any interest in the premises where the entertainment is to be held?

☒ 否

No

☐ 是（請詳述所擁有權益的性質及範圍）：

Yes (Please give details on the nature and extent of the interest)

（如有需要，請另紙繼續填寫） (Continue on separate sheet if necessary)

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(丙) 舉辦娛樂場所的資料

(C) Particulars of the Establishment in which the Entertainment is to be held

(1) 場所名稱：(中文) 西九艺术公園 (英文) West Kowloon Cultural District Art Park
Name of the Establishment (Chinese) (English)

(2) 場所地址或所在地點：
Address or Location of the Establishment

(中文)

室／鋪 _____ 樓 _____ 座 _____

大廈 _____

屋邨／鄉村 _____

街道名稱及門牌
號碼 _____

如涉及多於一條
街道，請詳述 _____

分區 _____ 地區 _____

地段號碼(如適用) _____ 香港／九龍／新界／離島*

(English)

Flat/Room/Shop _____ Floor _____ Block _____

Building _____

Estate/Village _____

No. and Name of
Road/Street 18 Museum Drive

*Please specify if more
than one road/street is
involved* _____

Sub-district _____ District Tsim Sha Tsui

Lot No. (if applicable) _____ ~~XX/Kln/XX/Kln~~*

(3) 場所類別(包括任何處所及任何已蓋搭或擬蓋搭的臨時建築物的詳情)：
Type of the establishment (please give full details of any premises and of any temporary structure erected or proposed)

Main stage ; Temporary office ; Pop up stores

* 請刪去不適用者。 Please delete where appropriate.

- (4) 如場所屬於政府管理／政府土地，你是否已向或正向所屬政府部門／有關當局申請使用該場所作公眾娛樂場所？

If the establishment is government lands or managed by government department, have you applied/are you going to apply to the government department/authority concerned for using the establishment as places of public entertainment?

☒ 否
No

☐ 是（請詳述有關當局／政府部門）：
Yes (Please specify the government department/authority concerned)

- (5) 請參閱附件以提供附加資料：

Please see the Annexes for additional information to be provided

申請公眾娛樂場所牌照－請於附件 I 提供附加資料

For application for Places of Public Entertainment Licence – please provide additional information at Annex I

申請臨時公眾娛樂場所牌照－請於附件 I、附件 I(a)（如適用）及附件 II 提供附加資料

For application for Temporary Places of Public Entertainment Licence – please provide additional information at Annex I, Annex I(a) (if applicable) and Annex II

申請安裝激光設備（如適用）－請於附件 III 提供附加資料

For installation of laser equipment (if applicable) – please provide additional information at Annex III

- (6) 本人以中文／英文*為日後的通訊語言。

I would use Chinese/English* for future correspondence.

12/07/2022

日期（日／月／年）
Date (dd/mm/yyyy)



申請人簽署
Signature of Applicant

* 請刪去不適用者。 Please delete where appropriate.

申請公眾娛樂場所牌照／臨時公眾娛樂場所牌照*的補充資料
(本表格須由申請人填妥及簽署)

**Supplementary Information to Application for
Places of Public Entertainment Licence/Temporary Places of Public Entertainment Licence***
(This form should be completed and signed by the applicant)

- (1) 擬使用場地的大約面積 (例如: X 平方米/平方呎、一個籃球場、半個足球場的大小等) :

The approximate size of the proposed venue (e.g. X m²/ft², the size of a basketball court, the size of half a football pitch, etc.)

6,000 Square meter, the size of a football pitch

- (2) 會否使用分開的出入口? 如有分開出入口, 有多少個? 抑或是場地四面開放, 任何人可自由進出?

Will there be separate entrances and exits? If so, how many? Or is the venue open on all sides?

1 x Entrance, 2 x Exits

- (3) 估計每日參加人數:

Estimated attendance per day

1500

人次

person-times

場地可容納的最高人數:

Maximum capacity of the venue

3000

人

persons

- (4) 將會協助活動進行之護衛員/義工/男、女童軍的數目:

No. of security guards/volunteers/boy scouts/girl guides who will assist in the function

100

- (5) 會否提供救傷服務? 由何人擔任?

Will first aid service be provided? If so, by whom?

First Aid will be provided by St. John Ambulance

簽署:

Signature

姓名:

CHIU WAI YIN

Name in BLOCK Letters

職位:

CHAIRMAN

Post Title

日期:

JUL 12, 2022

Date

* 請刪去不適用者。 Please delete where appropriate.

申請臨時公眾娛樂場所牌照的補充資料
(本表格須由團體／公司之主管填妥及簽署)

Supplementary Information in Support of an Application for
Temporary Places of Public Entertainment Licence

(This form should be completed and signed by the supervisor of the organisation/company)

- (1) 團體／公司名稱： (中文) 香港国际萨克斯管协会
Name of Organisation/ (Chinese)
Company (英文) Hong Kong International Saxophone Society
(English)
- (2) 團體／公司的註冊地址： Room 4114, Sun Hung Kai Centre, 30 Harbour Road,
Registered Address of Organisation/Company
Wanchai, Hong Kong
- (3) 團體／公司的目標及活動： Provide an organized opportunity for musicians in Hong Kong to perform
Objectives and Activities of Organisation/Company
and learn from different artists from the different part of the world. Besides, it aims to expose Hong Kong audience
to wide variety of music ranging from classical to modern works to broaden the music appreciation horizon
- (4) 團體的性質：
Nature of Organisation
- ☐ 宗教團體 Religious Organisation ☐ 慈善團體 Charitable Body
- ☐ 福利團體 Welfare Body ☒ 教育機構／組織 Education Institution/Organisation
- (5) 團體／公司董事、經理、總裁、主席、秘書或司庫資料：
Details of Director, Manager, President, Chairman, Secretary or Treasurer of
Organisation/Company
- | 職位
Post | 姓名
Name | 地址
Address |
|--------------------|-------------|---------------|
| Chairman | Winnie Chiu | As above |
| Treasurer | Simon Yan | As above |
| Executive Director | Kenneth Tse | As above |

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(6) 證明：
Certification

茲證明 _____ 先生／女士* （香港身分證／護照*
號碼：_____）在本團體／公司任職 _____，並獲授權
代表本團體／公司申請臨時公眾娛樂場所牌照，於 _____
（日期（日／月／年））
在 _____ 舉辦
（地點）

（活動名稱）
_____。

This is to certify that ~~Mr.~~/Ms.* _____ CHIU WAI YIN (Hong Kong Identity Card/Passport*
No. DXXXXXX) is employed as _____ CHAIRMAN _____ in this
organisation and is authorised to apply for Temporary Places of Public Entertainment Licence
on behalf of this organisation for holding _____ FREESPACE HAPPENING 2022

(Name of Function)

at _____ West Kowloon Cultural District Art Park _____ on _____ 25th - 26th, December, 2022.

(Venue) (Date (dd/mm/yyyy))

簽署：_____ 
Signature
姓名：_____ CHIU WAI YIN
Name in BLOCK Letters
職位：_____ CHAIRMAN
Post Title
日期：_____ JUL 12, 2022
Date

* 請刪去不適用者。 Please delete where appropriate.

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