

日期  
Date \_\_\_\_\_

外景拍攝申請表  
Location Filming Application Form

注意事項  
Important  
Notes

- 1 青年廣場是政府場地。青年廣場及管理青年廣場的公司(“管理公司”)保留在毋須提供理由下接受或拒絕外景拍攝申請，以及取消或終止已獲覆實外景拍攝申請之權利，申請人不得提出反對。申請人在任何情況下不得提出申索，青年廣場、管理公司或香港特別行政區政府(下稱「特區政府」)不會承擔任何涉及或因為拒絕外景拍攝申請，取消或終止已獲覆實外景拍攝申請引起的責任。  
Youth Square is a government venue. Youth Square and the company managing Youth Square (“the Management Company”) reserves the right to accept or decline a location filming application without giving any reason, and to cancel or terminate a confirmed location filming application and the Applicant shall raise no objection. The Applicant shall have no claim whatsoever and Youth Square, the Management Company, and the Government of The Hong Kong Special Administrative Region (hereinafter referred to as “the Government of the HKSAR”) shall have no liability whatsoever in relation to or by reason of declining a location filming application, or cancelling or terminating a confirmed location filming application.
- 2 填寫表格前，請先參閱「注意事項」。經簽署及提交「外景拍攝申請表」，申請人即為同意及接受「注意事項」的條件。Please read the "Important Notes" before completing this application form. Upon signing and submitting this "Location Filming Application Form", the Applicant agrees to accept and shall be taken as having agreed to and accepted the terms contained in the "Important Notes".
- 3 未滿18歲的人士須由家長或監護人作為申請人提出申請並簽署外景拍攝申請表，家長或監護人作為申請人須承擔源於或因為拍攝、佔用或使用拍攝的空間或場地引起的責任。  
For persons under the age of 18, the application must be made and Location Filming Application Form signed by their parents or guardians as the applicant who will be the party taking the responsibility for the filming and for any liability arising out of or by reason of the filming or the occupation or use of the space or venue under the filming.
- 4 正式申請將以青年廣場收到填妥的「外景拍攝申請表」連同所需文件及資料為準。遞交申請表時請確認已附上所有相關文件，否則申請將不獲處理。如申請人未能完整填寫這些部份或提交所需文件及資料，外景拍攝申請不會被進一步考慮。覆實外景拍攝申請後的任何更改都必須得到青年廣場批准。如覆實外景拍攝申請與原定的外景拍攝申請存在重大差異或實質性的差異，青年廣場保留取消或終止已獲覆實外景拍攝申請之權利。  
The application will be processed upon receipt of the duly completed "Location Filming Application Form" together with all the required documents and information by Youth Square. Please ensure that all relevant documents are attached when submitting the application form, otherwise the application will not be processed. Location filming application may not be considered further should the applicant fail to complete these parts in full or submit all relevant documents and information. Any subsequent changes after confirmation of the location filming have to be approved by the Youth Square. Youth Square reserves the right to cancel or terminate a confirmed location filming should there be substantial or material deviation from the original location filming application.
- 5 申請人承諾須確保申請人、申請人的僱員、代理人及在外景拍攝期間獲准進入外景拍攝場地的任何人士遵守《中華人民共和國香港特別行政區維護國家安全法》、《維護國家安全條例》和香港特別行政區有關維護國家安全的其他法律，並他們不會從事違反上述法律的行為或行動。如申請人、申請人的表演藝人、僱員、代理人或在外景拍攝期間獲准進入外景拍攝場地的任何人士曾經或正在作出或可能會作出可能構成或導致發生危害國家安全罪行或不利於國家安全、公眾秩序或公眾安全的行為或活動；或管理公司或政府認為上述任何一種情況已經或即將出現或將會出現，申請人將被飭令即時停止該行為或活動，青年廣場、管理公司及香港特別行政區政府概不負責任何因而引起的損失，申請人並須彌償特區政府和管理公司由此所引致的損失。  
The Applicant undertakes to ensure observance of the Law of the People's Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (HKSAR), Safeguarding National Security Ordinance and the Laws of HKSAR in relation to the safeguarding of national security by the Applicant, the Applicant's employees, agents, and by all other persons admitted to the Unit with the consent of the Applicant and that they shall not engage in any act or activity which is not in compliance with the above-mentioned Laws. If the Applicant, the Applicant's performing artist(s), employees or agents or all other person admitted to the Unit with the consent of the Applicant has engaged or is engaging or will likely engage in acts or activities that constitute or are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security, public order or public safety of Hong Kong or if the Management Company or the Government believes that any of the events aforesaid has occurred or is about to occur or will likely occur, the Applicant shall be ordered to cease such act or activity immediately, and the Management Company and the Government shall not be liable for any loss or damage incurred, and the Applicant shall indemnify Youth Square, the Management Company and the Government of HKSAR against all losses caused thereby.
- 6 如舉辦的活動，屬於公眾娛樂節目，外景拍攝申請人必須根據《公眾娛樂場所規例》(第172A章)第3條的規定申領牌照以及其他法律所需的牌照或批准。  
For functions involving public entertainment, the Applicant must obtain the Public Entertainment License under regulation 3 of the Places of Public Entertainment Regulations (Cap. 172A) and other licence or approval required by law.
- 7 對於源於或涉及或因為佔用或使用外景拍攝的空間或場地而令青年廣場、管理公司或特區政府蒙受或招致、或導致他人向青年廣場、管理公司或特區政府提出或確立任何及一切損失、申索、損害、賠償、收費、開支、法律責任、要求、法律程序或訴訟，申請人須為此而向青年廣場、管理公司及特區政府作出彌償，並向青年廣場、管理公司或特區政府作出十足和有效的彌償。  
The Applicant shall fully indemnify Youth Square the Management Company and the Government of the HKSAR and keep Youth Square and the Government of the HKSAR and each of them fully and effectively indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which Youth Square, the Management Company and the Government of the HKSAR may sustain or incur or which may be brought or established against them or any of them or which may arise out of or in relation to or by reason of the occupation or use of the space or venue under this location filming.
- 8 在此外景拍攝申請表內，“申請人”是指並包括此外景拍攝申請表所指的“申請人”以及“租用人”，而“租用人”亦包括“申請人”。  
In this Location Filming Application Form, the expression “Applicant” shall mean and include the Applicant herein and the “Hirer” mentioned herein and the term “Hirer” shall include “Applicant”.
- 9 如本部之條文的中英文版本有任何不一致或衝突，須以英文版本為準。  
If there is any inconsistency or conflict between the English and Chinese version of the provisions in this part, the English version shall prevail.

**第一部份**  
**Part 1**

團體名稱 (中文註冊名稱)  
Name of Organization  
  
(Registered Name in English)

團體性質  
Nature of Organization

<input type="checkbox"/> 青年團體 Youth Group	<input type="checkbox"/> 非牟利團體 Non-profit-making Organization
<input type="checkbox"/> 慈善團體 (根據《稅務條例》(第 112 章)) Charitable Organization (under Inland Revenue Ordinance Cap 112)	<input type="checkbox"/> 政府決策局/部門 Government Bureau / Department
<input type="checkbox"/> 商業/其他 Commercial / Others	

登記 / 註冊  
Registration

<input type="checkbox"/> 商業登記證號碼: _____ Business Registration Cert No.	
<input type="checkbox"/> 公司註冊編號: _____ Certificate of Incorporation No.	<input type="checkbox"/> 社團註冊編號: _____ Registered Society No.

團體地址  
Address of Organization

電郵 Email	電話 Tel	傳真 Fax
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簽署人姓名 (中文) Name of Signatory	先生 / 女士*	(English)	Mr. / Ms.*
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簽署人職位 Position held by Signatory	電話 Tel	傳真 Fax
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**第二部份** 如需提供更多資料，請另附紙張詳述。  
**Part 2** If you need more space to explain the details, please attach separate sheets of paper.

影片/節目名稱 (中文)  
Name of the Filming/Programme  
  
(English)

擬拍攝的日期及時間  
Proposed Filming Date and Time

場地名稱及確實位置  
Venue Name and the Exact Location

拍攝用途 Purpose of Filming

- 上述活動純粹作存檔 / 教育研究 / 公共事務 用途\*  
The above activities are for archival / educational research / public affairs\* purposes only.
- 為電視、電影或其他商業 / 牟利目的把上述錄影 / 錄音帶公開或用作娛樂廣告節目。(申請人須繳付有關費用，詳情請參閱租用價目表及租用條款)  
The photography / video / recording will be disclosed and used for broadcasting / filming / commercial purposes. (Relevant charges will be charged, please refer to Scale of Hire Charges & Terms and Conditions of Hire)
- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> 電影<br>Film       | <input type="checkbox"/> 電視<br>TV               | <input type="checkbox"/> 網上節目<br>Internet Programme | <input type="checkbox"/> 廣告<br>Advertising | <input type="checkbox"/> 推廣<br>Promotional   |
| <input type="checkbox"/> 檔案紀錄<br>Archival | <input type="checkbox"/> 公共事務<br>Public Affairs | <input type="checkbox"/> 記錄片<br>Documentary         | <input type="checkbox"/> 教育<br>Educational | <input type="checkbox"/> 其他:<br>Others _____ |

拍攝程序: 抵達時間:  
Filming Schedule Arrival time \_\_\_\_\_

設置佈景時間:  
Setting up time \_\_\_\_\_

拍攝時間：

Shooting time

拆卸佈景時間：

Packing time

離開時間：

Departure time

取景片段及活動的簡要說明 Brief description of the scene and activities:

拍攝片段的詳盡劇本/情節 Full scripts/ storyboard of the scenes being shot:

導演及男女演員名單

List of Director, Actors and Actress

拍攝隊人數

Size of Filming Crew

創作團隊/製作團隊/拍攝團隊名單

List of Creative team/Production team/Filming team

器材詳情

Equipment List

已另加紙張補充以上內容 with additional sheet for the content above

沒有另加紙張 no additional sheet for the content above

播映程序 Broadcasting schedule:

日期 Date:

時間 Time:

頻道 / 網址 Channel /

Website :

備註：申請影像攝錄或場地拍攝實際所須的處理時間視乎申請的複雜性及繳費方式等。詳情請向青年廣場營運部查詢。

Notes: The actual processing time of the video recording or location filming application required depends on the complexity of the application and the form of payment etc. For details, please approach the Operations Department of Youth Square.

### 第三部份

#### Part 3

負責活動細節安排的聯絡人

Person to contact regarding detailed arrangements of the event

姓名

Name (中文)

先生 / 女士\*

(English)

Mr. / Ms.\*

地址

Address

電郵

Email

電話

Tel

手提電話

mobile

傳真

Fax

## 第四部份 Part 4

### 申請者須提交的證明文件

Applicants should submit the following supporting documents

#### 團體名義申請者 For organizations

- (1) 以團體名義申請者及合辦團體，須一併遞交下列文件副本：  
Application should include a copy of the following document of applicant and co-presenters:
  - (i) 註冊為認可慈善機構或公共性質的信託團體的證書；或  
Certificate of Registration on the list of approved charitable institutions or trusts of a public character; or
  - (ii) 根據商業登記條例發出的商業登記證；或  
Business Registration Certificate under the Business Registration Ordinance; or
  - (iii) 根據公司條例發出的公司註冊證書；或  
Certificate of Incorporation under the Companies Ordinance; or
  - (iv) 根據社團條例發出的社團成立通知；或  
Notification of the establishment of society under the Societies Ordinance; or
  - (v) 根據社團條例發出的社團註冊證明書。  
Certificate of Registration of a Society under the Societies Ordinance.
- (2) 須由團體主席及另一名幹事簽署，以證明真確：  
Applications should also include a copy of the following document duly signed by the Chairman and one other office bearer to the effect that it is a true copy:
  - (i) 公司組織章程大綱(如有)；或  
The Memorandum (if any); or
  - (ii) 章程細則；或  
Articles of Association; or
  - (iii) 會章。  
Constitution.

## 第五部份 Part 5

### 《個人資料收集聲明 - 青年廣場》

#### Personal Information Collection Statement – Youth Square

本個人資料收集聲明(本“聲明”)由管理和營運青年廣場(包括以“Y旅舍”為名字的青年旅舍)(共稱“青年廣場”)(為中華人民共和國香港特別行政區(“香港”或“特區”)政府民政及青年事務局委託的項目)的新世界設施管理有限公司(“NWFM”、“本公司”、“我們”、“我們的”)擬訂，並適用於我們和您(“您”或“您的”)之間。本聲明應與青年廣場網站<https://www.youthsquare.hk/>(“網站”)及青年廣場的應用程式(“應用程式”)(如果有)的條款及細則(如果有)(“條款及細則”)結合一併解讀，但如果本聲明與有關個人資料的條款及細則之間存在任何不一致，則以本聲明為準。

This Personal Information Collection Statement (this “Statement”) is made by New World Facilities Management Company Limited (“NWFM”, “we”, “us”, or “our”) that manages and operates Youth Square (including the youth hostel in the name of “Y Loft”) (collectively, “Youth Square”), a project commissioned by the Home and Youth Affairs Bureau of the Hong Kong Special Administrative Region of the People’s Republic of China (“Hong Kong” or “HKSAR”), and applies between us and you (“you”, or “your”). This Statement should be read together with the Terms and Conditions (if any) of the Youth Square’s website at <https://www.youthsquare.hk/> (the “Website”) and the application of Youth Square (the “Application”) (if any) (the “Terms and Conditions”), provided that, in the event of any inconsistency between this Statement and the Terms and Conditions concerning matters relating to personal data, this Statement shall prevail.

青年廣場的節目、項目、計劃、服務和/或活動與以下相關，包括與藝術、文化、青年、體育、生活方式、家居生活、設計、慈善或相類似範疇(統稱為“青年廣場節目及活動”)。青年廣場也可能在青年廣場節目及活動中與其他公司、實體和/或組織(包括但不限於特區政府)(統稱為“其他實體”)協作、合作或以其他方式使其他實體參與其中。

The events, programmes, schemes, services and/or activities of Youth Square include those related to art, culture, youth, sports, lifestyle, home and living, design, charity or the like (collectively, “Youth Square Events and Activities”). Youth Square may also collaborate with, cooperate with and/or otherwise involve other companies, entities and/or organizations (including but not limited to the Government of the HKSAR) (collectively, “Other Entities”) in Youth Square Events and Activities.

為使我們能夠實現目的(如下文“使用所收集的個人資料之目的”部分所定義)，您需要在節目申請表格、旅舍客人登記表格、會員登記表格(如有)及/或為青年廣場節目及活動而設的其他表格(視情況而定，如果有)中提供所有要求/指定的個人資料。如果您未提供所需的個人資料，我們則可能無法實現目的和/或向您提供商品或服務。

In order to enable us to perform the Purposes (as defined in the “Purposes for using personal data collected” section below), you are required to provide all the requested/mandatory personal data in the event enrollment form(s), hostel guest registration form (s), membership registration form(s) (if any) and/or other forms for Youth Square Events and Activities (as the case may be, if any). If you do not provide the required personal data, then we may not be able to perform the Purposes and/or provide goods or services to you.

若您未滿18歲，在與我們分享或提供你的個人資料前，你應諮詢你的父母或法定監護人的意見。為保障你身為未成年人的利益，即使你同意我們使用及披露你的個人資料作本聲明所指明的相關用途，我們亦會要求你的父母或法定監護人代表你同意後，我們才會使用及披露你的個人資料。

If you are under 18 years of age, you should consult with your parent or legal guardian before sharing or providing your personal data to us. To protect your interest as a minor, even if you agree for us to use and disclose your personal data for the relevant purposes as specified in this Statement, we will require your parent or legal guardian to give consent on your behalf before we proceed to so use and disclose your personal data.

## 個人資料類型

### Kinds of personal data collected

我們可能向您及/或從本聲明下文提及的其他來源收集的個人資料類型包括您的姓名、性別、年齡（或年齡範圍）、出生年份及月份、聯繫方式、電子郵件地址、郵寄/住宅/通訊地址、聯繫電話、會員編號（如果有）、婚姻狀況、家庭狀況、教育程度、職業、用戶名和密碼、日誌文件（見下文）、個人興趣及活動愛好、有關您使用應用程式及/或網站（視情況而定）及交易數據的跟蹤信息（包括您的特點及交易行為）（“跟蹤數據”）、社交媒體帳戶信息等。對於通過使用cookies和其他跟蹤機制收集的跟蹤數據，請參見我們的相關政策（如果有），以進一步瞭解我們如何收集、使用和處理跟蹤數據的詳情。

The kinds of personal data we may collect from you and/or from other sources as mentioned below in this Statement include your name, gender, age (or age range), year and month of birth, contact details, e-mail address, mailing/residential/correspondence address, contact number, membership number (if any), marital status, family status, educational level, occupation, username and password, Log Files (see below), interests and favourite activities, tracking information about your use of the Application and/or the Website (as the case may be) and transaction information (including your characteristics and transaction behaviour) (“Tracking Data”), social media account information, etc. For Tracking Data collected through the use of cookies and other tracking mechanisms, please also refer to our related policies (if any) for further details as to how we collect, use and process Tracking Data.

### 使用所收集的個人資料之目的

#### Purposes for using personal data

我們（和/或其他實體，如適用）將使用並保留從您和/或來自本聲明下文提及的其他來源那裏收集的個人資料，用於以下目的（可能不時適用）（統稱“目的”）：

The personal data to be collected from you and/or from other sources as mentioned below in this Statement will be used and retained by us (and/or Other Entities as applicable) for the following purposes (as may be applicable from time to time) (together, the “Purposes”):

- (i) 處理您對青年廣場和/或其設施（包括Y旅舍）、青年廣場節目及活動和/或您註冊和/或使用上述各項之查詢，視情況而定；  
Processing your enquiry about Youth Square and/or its facilities (including Y Loft), Youth Square Events and Activities, and/or your enrolment to and/or use of the same, as the case may be;
- (ii) 就您對青年廣場和/或其設施（包括Y旅舍）、青年廣場節目及活動和/或您註冊和/或使用上述各項之查詢與您聯繫，視情況而定；  
Contacting you in connection with your enquiry about Youth Square and/or its facilities (including Y Loft), Youth Square Events and Activities, and/or your enrolment to and/or use of the same, as the case may be;
- (iii) 處理您對Y 旅舍的查詢、預訂客房、登記您為旅舍住客並驗證您的身份；  
Processing your enquiry about Y Loft, booking of guest rooms and registering you as in-house guest and verifying your identity;
- (iv) 處理、評估、驗證和管理您的預訂、購買、訂單、請求和/或申請；  
Processing, assessing, verifying and managing bookings, purchases, orders, requests and/or applications made by you;
- (v) 識別和驗證您的身份和/或為青年廣場、Y 旅舍、青年廣場節目及活動和/或由新世界設施管理有限公司所營運及管理的任何會員計劃（如果有）的會員資格；  
Identifying and verifying your identity and/or as a member of any membership programmes (if any) for Youth Square, Y Loft, Youth Square Events and Activities, and/or operated and managed by NWFM;
- (vi) 將您註冊為應用程式及/或網站（視情況而定）的用戶；  
Registering you as a user of the Application and/or the Website (as the case may be);
- (vii) 在使用應用程式及/或網站（視情況而定）時，為您提供更好的服務及/或在一個或多個場節內/之間將您的個人資料和/或信息保存在多個頁面；  
To serve you better and/or maintain your personal data and/or information across multiple pages within or across one or more sessions when using the Application and/or the Website (as the case may be);
- (viii) 註冊為用戶後，讀取您的帳戶信息（包括但不限於您的姓名、會員編號等）並管理您的帳戶（包括但不限於更改您的密碼、更新您的個人資料、訂閱/取消訂閱直接促銷等）；  
Following registration as a user, accessing your account information (including, but not limited to, your name, membership number, etc.) and managing your account (including, but not limited to, changing your password, updating your personal information, subscribing/unsubscribing from direct marketing, etc.);
- (ix) 與您的/客戶的行為相關的研究、開發和分析，包括進行數據排序及分析以使我們進一步瞭解您的特點及交易行為（在您同意直接促銷的情況下，如適用）、以便我們按您的需要其他個人化商品和/或服務及以助我們為您挑選您可能感興趣的促銷標的（見下文），和進行行為分析整合，包括運用個人資料作統計分析、數據科學研究及資料探勘；  
Research, development, and analysis in relation to your/customer behaviour including carrying out data sorting and analysis to enable us to better understand your characteristics and transaction behaviour (subject to your consent for direct marketing, if/where applicable) to provide other goods and/or services better tailored to your needs, and to assist us in selecting Marketing Subjects (see below) that are likely to be of interest to you, and carrying out aggregated behavioural analysis, including using personal data for statistical analysis, data science studies and data mining;
- (x) 您可以就目的和/或青年廣場節目及活動向我們查詢、投訴和/或提出建議（包括但不限於通過移動設備上的應用程式內文訊息或通過我們的官方社交媒體頁面和/或我們的官方網站，或通過短訊、電子郵件和/或郵件，和/或現已存在的或者將來可能出現的其他媒體）；  
For you to make enquiries, complaints, and/or suggestions to us in relation to the Purposes and/or Youth Square Events and Activities (including, but not limited to, through an in-app text box on your mobile device or through our official social media page and/or our official website, or by text message, email and/or mail, and/or other media whether now known or available in the future);
- (xi) 通過包括調查等方式獲取您就目的和/或青年廣場節目及活動相關的反饋（包括但不限於通過移動設備上的應用程式內文訊息或通過我們的官方社交媒體頁面和/或我們的官方網站，或通過短訊、電子郵件和/或郵件，和/或現已存在的或者將來可能出現的其他媒體）；  
Seeking your feedback, including through surveys, in relation to the Purposes and/or Youth Square Events and Activities (including, but not limited to, through an in-app text box on your mobile device or through our official social media page and/or our official website, or by text message, email and/or mail, and/or other media whether now known or available in the future);
- (xii) 改進應用程式、網站、目的以及青年廣場節目及活動；  
Improving the Application, the Website, the Purposes, and Youth Square Events and Activities;
- (xiii) 經同意後，就促銷標的進行直接促銷和跨業直銷（見下文標題為“直接促銷”的部分）；  
Direct marketing and cross-marketing for the Marketing Subjects, subject to consent (see below section entitled “Direct marketing”);
- (xiv) 數據分析、研究、信息管理和數據庫管理；  
Data analytics, profiling, information management and database administration;
- (xv) 阻止、偵查、調查和/或預防可能違反或可能疑似違反我們的政策或可能涉及濫用、非法和/或犯罪行為的活動；  
Deterring, detection, investigation and/or prevention of activities that may violate, or may be suspected to violate, our policies or may be

- (xvi) abusive, illegal, and/or criminal;  
收取或收回您欠我們或其他實體的任何債務；  
Collection or recovery of any debt owed by you to us or Other Entities;
- (xvii) 應用程式、網站的正常管理、運營和維護以及向您提供青年廣場節目及活動；  
The normal management, operation, and maintenance of the Application, the Website and the provision of Youth Square Events and Activities to you;
- (xviii) (無論是由我們或由一個或多個其他實體) 存儲您的個人資料，以便與其他實體共享個人資料，以用於上述任何和所有其他目的（前提是在涉及為直接促銷向任何或所有該類別資料承轉人轉移資料的情況下，徵得您的同意）；和/或  
Storing your personal data (whether by us or a single or multiple Other Entities) for the purpose of sharing such personal data with Other Entities for any and all of the other Purposes listed above (and subject to your consent in the event that transfer to any or all such data transferees for direct marketing are involved); and/or
- (xix) 上述目的之其他輔助目的或相關目的。  
Other purposes ancillary or related to the above.

## 直接促銷

### Direct marketing

在徵得您的同意後，我們可能會使用您的個人資料，通過發送到您的移動設備的應用程式內置信息和/或通知和/或推送通知的形式、帖子、電子郵件、電話、短訊或現已存在的或將來可能會出現的其他媒體，將有關我們和/或其他實體相關的直接促銷（包括但不限於優惠、新聞、信息和營銷）發送給您。

Subject to your consent, we may use your personal data to send you direct marketing (including, but not limited to, special offers, news, information and marketing) about us and/or Other Entities in relation to the Marketing Subjects (see below) whether by in-app messages and/or notifications and/or push notifications to your mobile device, email, telephone, text message, or other media whether now known or available in the future.

在徵得您的同意後，我們還可能將您的個人資料用於，或將其提供給其他實體，以便他們通過發送到您的移動設備的應用程式內置消息和/或通知和/或推送通知的形式、帖子、電子郵件、電話、短訊或現已存在的或將來可能會出現的其他媒體，將有關我們和/或其他實體相關的直接促銷（包括但不限於優惠、新聞、信息和營銷）發送給您。

Subject to your consent, we may also use your personal data for, or provide your personal data to, Other Entities so that they may send you direct marketing (including, but not limited to, special offers, news, information and marketing) about us and Other Entities in relation to the Marketing Subjects (see below) whether by in-app messages and/or notifications and/or push notifications to your mobile device, post, email, telephone, text message, and/or other media whether now known or available in the future.

由於我們可能會與其他實體共享您的個人資料，我們也可能會從其他實體收到您的個人資料。我們和/或其他實體經您同意後，我們也可能使用此類個人資料向您發送有關我們和/或其他實體與促銷標的相關的直接促銷（見下文）。

As we may share your personal data with Other Entities, we may also receive your personal data from Other Entities. Subject to your consent given to Other Entities, we may also use such personal data to send you direct marketing about us and/or Other Entities in relation to the Marketing Subjects (see below).

我們和/或其他實體可能向您推廣的產品、服務、活動和慈善事業類型包括以下內容（統稱為“促銷標的”）

The types of products, services, events and charitable initiatives that we and/or Other Entities may market to you include the following (together, the “Marketing Subjects”):

- (i) 青年廣場節目及活動；  
Youth Square Events and Activities;
- (ii) 其他實體提供與藝術、文化、青年、體育、生活方式、家居生活、設計、慈善或相類似範疇相關的節目、項目、服務和/或活動；  
events, programmes, services and/or activities offered by Other Entities in relation to art, culture, youth, sports, lifestyle, home and living, design, charity or the like;
- (iii) 旅遊、款待和住宿服務和產品，包括但不限於酒店和服務式公寓；  
travel, hospitality and accommodation services and products, including but not limited to hotels and serviced apartments;
- (iv) 交通及物流服務，包括但不限於航空及非航空運輸服務，如酒店接送、汽車租賃、巴士運營、火車運營及遊輪運營，以及快遞服務和托運服務；  
transportation and logistics services, including but not limited to air travel and non-air transportation services such as hotel transfers, car rentals, bus operators, train operators and cruise operators, and courier services and shipping services;
- (v) 會議和展覽管理服務、諮詢和營銷研究服務、供應鏈管理、活動和項目管理服務、遊戲服務、廣告和公共關係服務、媒體製作服務、科技、電訊、互聯網和移動通訊服務、社交網絡和媒體；  
conference and exhibition management services, consultancy and marketing research services, supply chain management, event and project management services, gaming services, advertising and public relations services, media production services;
- (vi) 演唱會/音樂會、畫廊、展覽、電影、戲劇、體育賽事、特殊活動及其他文化活動的門票；  
tickets for concerts, galleries, exhibitions, films, theatricals, sporting, special and cultural events;
- (vii) 環保及自然為主題的活動；  
green and nature activities;
- (viii) 科技、電訊、互聯網及流動通訊服務、社交網絡及媒體；  
technology, telecommunication, internet and mobile communication services, social networking and media;
- (ix) 慈善事業，涵蓋促進體育、娛樂、藝術和文化活動、扶貧、促進教育、宗教推廣及其他對社會有益為目的之範疇。  
charitable initiatives which support areas including sports, recreation, art and cultural programmes, relief of poverty, advancement of education, advancement of religion and other purposes that are beneficial to the community.

除非您同意授權，我們不會將您的個人資料用於直接促銷目的和/或將您的個人資料提供給第三方（包括其他實體），用於他們的直接營銷目的。即使您同意授權，您也可以通過發送電子郵件到privacy@youthsquare.hk或寫信給我們的個人資料私隱主任（地址：香港中環皇后大道中 18 號新世界大廈 30 樓）（標記為機密），隨時免費選擇拒絕授權資料作直接促銷之用（或者您可以要求我們停止向第三方提供您的個人資料，屆時我們將停止提供）。

We cannot use or provide your personal data for direct marketing purposes and/or provide your personal data to third parties (including Other Entities) for their direct marketing purposes unless you consent. Even if you give your consent, you can opt out of direct marketing - at any time (or you may request that we cease to provide your personal data to third parties, at which point we will cease to do so), free of charge, by emailing privacy@youthsquare.hk or writing to our Personal Data Privacy Officer at 30th Floor, New World Tower, 18 Queen's Road Central, Hong Kong (marked Confidential).

## 您的權利 Your rights

除了上文所述您有權選擇拒絕直接促銷之外，您還享有以下的其他權利：

Apart from your right to opt out of direct marketing as mentioned above, you have the following additional rights to:

- 檢查我們是否持有您的任何個人資料；  
check whether we hold any of your personal data;
- 查閱我們持有的您的個人資料；  
access your personal data held by us;
- 要求我們改正任何不準確的個人資料；  
require us to correct any personal data which is inaccurate; and
- 確定我們關於個人資料和我們持有的個人資料類型的不時生效的政策和做法。  
ascertain our policies and practices (from time to time) in relation to personal data and the types of personal data held by us.

如果您想就上述事宜提出請求（或作出任何一般查詢），請聯繫我們的個人資料私隱主任（地址：香港中環皇后大道中 18 號新世界大廈 30 樓）或發送電子郵件到 [privacy@youthsquare.hk](mailto:privacy@youthsquare.hk)（標記為機密）。根據香港法例第486章《個人資料（私隱）條例》（“《私隱條例》”），我們有權就處理任何個人資料查閱請求向您收取合理費用。

If you would like to make a request in relation to the above (or make any general enquiries), please contact our Personal Data Privacy Officer at 30th Floor, New World Tower, 18 Queen's Road Central, Hong Kong or [privacy@youthsquare.hk](mailto:privacy@youthsquare.hk) (marked Confidential). In accordance with the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong) (the "PDPO"), we have the right to charge you a reasonable fee for the processing of any personal data access request.

## 私隱政策聲明 Privacy Policy Statement

您可以瀏覽[https://www.youthsquare.hk/privacy\\_policy](https://www.youthsquare.hk/privacy_policy) 上提供的青年廣場私隱政策聲明，瞭解我們有關個人資料保護政策的更多信息。如果青年廣場私隱政策聲明與本聲明之間存在任何不一致或衝突，則以本聲明為準。

You can find out more about our policy on personal data protection by accessing the Youth Square Privacy Policy Statement available at [https://www.youthsquare.hk/privacy\\_policy](https://www.youthsquare.hk/privacy_policy). If there is any inconsistency or conflict between the Youth Square Privacy Policy Statement and this Statement, this Statement shall prevail.

有關我們以下相關政策和信息，另請參見青年廣場私隱政策聲明：

Please also see the Youth Square Privacy Policy Statement for our policies and information about:

- 我們對日誌文件的收集和/或使用（與您使用/訪問應用程式和/或網站（視情況而定）有關的數據，包括但不限於您的 IP 地址、域名、瀏覽器類型和訪問時間）；  
our collection and/or use of Log Files (data relating to your use of/visits to the Application and/or the Website (as the case may be), including but not limited to your IP address, domain name, browser type and access time);
- Cookies 和其他跟蹤機制的使用；  
the use of cookies and other tracking mechanisms;
- 保留您的個人資料；  
retention of your personal data;
- 在應用程式和/或網站（視情況而定）中可能包含的第三方商戶和/或網站；  
third party merchants and/or websites that may be contained in the Application and/or the Website (as the case may be);
- 我們如何保護您的個人資料安全；  
how we keep your personal data secure;
- 在法律訴訟中使用您的個人資料。  
use of your personal data in legal proceedings.

## 不一致或衝突 Inconsistency or conflict

如果本聲明的中英文版本有任何不一致或衝突，須以英文版本為準。

If there is any inconsistency or conflict between the English and Chinese version of this Statement, the English version shall prevail.

## 其他 Miscellaneous

本聲明可能會不時更新，以反映我們因應個人資料保護和/或個人資料/數據私隱法律和法規變化而產生的政策變更。如有重大變更，我們將通知您並徵得您對變更、同意和/或選擇（必要或適用時）的許可。如果您不接受變更和/或提供您的許可，那麼我們可能無法執行目的和/或向您提供商品與服務。我們建議您定期查看應用程式和/或網站（視情況而定）以獲取本聲明的更新版本。

This Statement may be updated from time to time to reflect changes to our policy with respect to personal data protection and/or changes to personal data/data privacy laws and regulations. Where there are significant changes, we will notify you and obtain your acceptance of the changes, consents, and/or opt in (as necessary or applicable). If you do not accept the changes and/or provide your consent, then we may not be able to perform the Purposes and/or provide goods or services to you. You are advised to check the Application and/or the Website (as the case may be) for updates to this Statement on a regular basis.

本聲明中的任何內容均不限制您根據《私隱條例》所享有的權利。

Nothing in this Statement shall limit your rights under the PDPO.

如果您是：

If you are:

- (i) 位於中國內地的個人，於中國內地訪問青年廣場相關網站或使用青年廣場相關流動應用程式或從中國內地通過手機或任何其他方式使用或參與青年廣場的處所、設施、節目、項目、產品及/或服務；及/或  
an individual located in Mainland China who visits Youth Square's relevant website(s) or uses relevant mobile application(s) of Youth Square, or otherwise uses or attends Youth Square's premises, facilities, events, programmes, products and/or services by phone or any other means from

Mainland China; and/or

- (ii) 持有中國內地護照及/或居民身份證的個人，到訪、使用或參與青年廣場在香港的處所、設施、節目及/或項目或在香港通過手機或任何其他方式使用青年廣場的產品及/或服務，  
an individual holding a Mainland China passport and/or resident identity card who visits, uses or attends the premises, facilities, events and/or programmes of Youth Square in Hong Kong or otherwise use Youth Square's products and/or services by phone or any other means in Hong Kong,

除青年廣場私隱政策聲明和本聲明以及中國內地適用的數據保護法律和法規外，新世界設施管理有限公司將根據“中華人民共和國附錄”處理您的個人資料。就此處目的而言，中國內地是指除香港、中華人民共和國澳門特別行政區和台灣以外的地區。  
your personal data will be processed by NWFMC in accordance with the “People’s Republic of China Addendum” in addition to the Youth Square Privacy Policy Statement and this Statement, as well as the applicable data protection laws and regulations in Mainland China which, for the current purposes, excludes Hong Kong, the Macau Special Administrative Region of the People’s Republic of China and Taiwan.

本聲明受香港法律約束並據其進行解釋。

This Statement shall be governed by, and construed in accordance with, the laws of Hong Kong.

- 我已閱讀並理解而我同意以上新世界設施管理有限公司為青年廣場（包括以“Y 旅舍”為名字的青年旅舍）而訂立的《個人資料收集聲明》。  
I have read and understood and I consent to the Personal Information Collection Statement of New World Facilities Management Company Limited for Youth Square (including the youth hostel in the name of “Y Loft”) above.
- 我同意接收來自新世界設施管理有限公司及/或青年廣場的直接促銷。  
I consent to receive direct marketing from NWFMC and/ or Youth Square.
- 我同意接收來自其他實體的直接促銷。  
I consent to receive direct marketing from Other Entities.
- 就處理未成年人（即 18 歲以下的資料當事人）的個人資料（如適用），本人作為相關未成年人的父母或法定監護人同意：  
(a) 按照上述《個人資料收集聲明》所述的方式處理該等個人資料，以及  
(b) 若相關未成年人已勾選上述有關同意直接促銷的選項，則應用該等個人資料於上文所述的直接促銷用途。  
Where applicable, in the case of dealing with personal data of a minor (i.e. data subject below 18 years of age), I, as the parent or legal guardian of the minor concerned, consent to: (a) the handling of such personal data in the manner as set out in the Personal Information Collection Statement mentioned above, and (b) where the minor concerned has ticked the relevant tick box(es) for direct marketing consent as set out above, the handling of such personal data for direct marketing.

## 第六部份

### Part 6

不論以個人或團體名義申請，均須填寫此欄。未滿18歲的申請人須由家長或監護人簽署外景拍攝申請表(家長/監護人必須為18歲或以上人士)。

**To be completed by both individual applicant and organizational applicant. Applicants under the age of 18 must have their Location Filming Application Form signed by parent/ guardian. (Parent/ guardian should be at 18 years old or above)**

## 聲明

本人作為申請人/申請團體\*授權代表謹此聲明：

- 1 本人在遞交此外景拍攝申請前已閱讀、明白及同意「外景拍攝申請表 - 注意事項」、「租用價目表」及「租用指南」。本人同意受此等條文之約束。
- 2 本人就此外景拍攝申請所提交有關申請人/申請團體\*法律地位的資料及相關證明文件，全屬最新、有效及存續的資料及文件；如有任何更改，本人承諾立刻提供相關的資料及文件給青年廣場。本人明白若本人就此外景拍攝申請提供任何虛假資料及/或無效的文件，本人有可能會被檢控。
- 3 本人承諾除非事先獲得青年廣場經理許可，否則不得或不得試圖：
  - i. 以任何形式將場地或其任何部份轉讓、分租或分讓；但准許其他人士進入場內參與或出席在外景拍攝場地舉辦的活動，則不在此限；
  - ii. 將場地用作與外景拍攝申請表所述不符的用途；
  - iii. 更改活動性質；
  - iv. 徵求或更換申請人/申請團體、合辦團體或贊助機構；
  - v. 調動獲覆實的外景拍攝日期或時間；及
  - vi. 更換外景拍攝申請表所述的任何藝人或表演者或電影或節目內容。
- 4 本人承諾須確保本人、本人的僱員、代理人及在外景拍攝期間獲准進入外景拍攝場地的任何人士遵守《中華人民共和國香港特別行政區維護國家安全法》、《維護國家安全條例》和香港特別行政區有關維護國家安全的其他法律，不得從事違反上述法律的行為或行動。如本人、本人的表演藝人、僱員、代理人或在外景拍攝期間獲准進入外景拍攝場地的任何人士曾經或正在作出可能構成或導致發生危害國家安全罪行或不利的於國家安全、公眾秩序或公眾安全的行為或活動；或管理公司或政府認為上述任何一種情況已經或即將出現，本人將被勒令即時停止該行為或活動，管理公司及香港特別行政區政府概不負責任何因而而引起的損失。
- 5 本人承諾須確保本人、本人的僱員、代理人及在外景拍攝期間獲准進入外景拍攝場地的任何人士遵守任何其他適用於本次外景拍攝場地的香港特別行政區的法例，以及有關當局不時訂立的規定或規例。
- 6 本人承諾不遵守或不履行以上任何一項條款，管理公司可毋須作出任何通知，即時取消該已獲覆實的外景拍攝，或終止已獲外景拍攝場地的全部或部份的使用。在此情況下，對於源於或涉及或因為上述理由令管理公司、政府或兩者的僱員及代理人蒙受或招致，或導致他人向管理公司、政府及兩者的僱員及代理人提出或確立任何及一切損失、申索、損害賠償、開支、收費、費用、法律責任、要求、法律程序及訴訟，本人須為此而向管理公司、政府及兩者的僱員及代理人作出彌償，並持續向管理公司、政府及兩者的僱員及代理人作出有效的賠償。
- 7 本人承諾倘本人不遵守或不履行以上任何一項規定，管理公司有權拒絕接受外景拍攝申請人再次申請使用管理公司管轄的任何場地及設施。

## Declaration

I, the Applicant / the authorized representative of the applicant organization\*, hereby declare that:



1. I have read, understood and agreed to the “Location Filming Application Form” including but not limited to “Location Filming Application Form – Important Notes”, “Scale of Hire Charge” and “Hire Guide” and agree to be bound by the provisions contained therein.
2. All information and documents submitted by me in support of this location filming application are updated, valid and subsisting with regard to the legal status of the applicant/applicant organization\*, and I undertake to provide immediately any further information and documents in respect of any changes thereto. I understand that I may be liable to be prosecuted should any false information and/or invalid documents be provided in this location filming application.
3. I undertake not to or not attempt to, without the prior permission of the Manager of Youth Square, do any of the following:-
  - i. assign, sublet or part with possession of the Unit or any part of it in any manner whatsoever other than by way of admission to the Unit for the purpose of participation in or attendance at the Event for which the Unit is hired;
  - ii. use the Unit for a purpose other than that stated in the Location Filming Application Form;
  - iii. change the nature of the Event;
  - iv. obtain or change an applicant/applicant organization, co-presenter or sponsor;
  - v. transfer a confirmed location filming to another dates or times; and
  - vi. change any artist, performer, film, programme or event content from those stated in the Location Filming Application Form.
4. I undertake to ensure observance of the Law of the People’s Republic of China on Safeguarding National Security in Hong Kong Special Administrative Region (HKSAR), Safeguarding National Security Ordinance and the Laws of HKSAR in relation to the safeguarding of national security by myself, my employees, agents, and by all other persons admitted to the Unit hired by me. They shall not engage in any act or activity which is not in compliance with the above-mentioned Laws. Should I, my performing artist(s), employees or agents or all other person admitted to the Unit hired by me has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security, public order or public safety of Hong Kong; or the Management Company or the Government believes that any of the events aforesaid has occurred or is about to occur, I shall be ordered to cease such act or activity immediately, the Management Company and the Government shall not be liable for any loss or damage incurred.
5. I undertake to ensure the observance by myself, my employees and agents and by all other persons admitted to any Unit hired by me, of any other legislative enactments and requirements or regulations imposed from time to time by the Hong Kong Special Administrative Region Government (the Government) and relevant authorities that are applicable to the hiring.
6. I undertake if I fail to observe or perform any of the above conditions, the Management Company may, without notice, cancel the confirmed location filming or terminate the hiring of the Unit, in whole or in part immediately. In such case, I shall indemnify and keep indemnified the Management Company and the Government and their employees and agents against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and action which may sustain.
7. I undertake if I fail to observe or perform any of the above provisions, the Management Company may reject my subsequent location filming applications for the use of any of the venues and facilities managed by the Management Company.

所代表申請團體的印鑑  
Chop of Organization Represented

申請人簽署 :  
Signature of Applicant \_\_\_\_\_  
申請人姓名 :  
Name of applicant \_\_\_\_\_  
日期 :  
Date \_\_\_\_\_

\* 請刪去不適用者  
Delete if inapplicable

請在適當的方格內填上✓  
Tick (✓) if appropriate