

HONG KONG CULTURAL CENTRE

Booking Arrangements

(with effect from 1 March 2023)

	Concert Hall / Grand Theatre / Studio Theatre / Exhibition Gallery	Foyer Exhibition Areas / Rehearsal Rooms / Practice Rooms / Function Rooms																
<p>Ordinary Bookings and Late Bookings</p>	<p>Ordinary Booking applications are accepted not less than 3 months but not more than 12 months in advance of the month of hire and processed in one lot. (e.g. applications for May 2019 - February 2020 are accepted in February 2019)</p> <p>Completed application forms shall reach the booking office of the Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30 p.m. on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p> <p>Late Booking applications are accepted between 1 and 3 months prior to the month of hire and will only be considered on individual merit subject to operational feasibility. Applications will be processed in one lot on a weekly basis. Completed application forms will be accepted during office hours on working days before 5:30 p.m.</p> <p>If there is more than one applicant applying for the same slot, applications will be considered by taking into account the following factors and weightings:</p> <p>Concert Hall</p> <ul style="list-style-type: none"> Nature of the proposed function (30%) Arts-related activities such as concerts (orchestral, chamber, instrumental, vocal or jazz) will be given preference Artistic merit of the proposed function (50%) Activities with good artistic merit, international reputation and high professional standard will be given preference New applicant organising arts-related activities or not/organising ability of past successful hirer, and duration of period applied for (20%) <p>Grand Theatre</p> <ul style="list-style-type: none"> Nature of the proposed function (30%) Arts-related activities such as opera, drama/musical, dance and Chinese opera will be given preference Artistic merit of the proposed function (50%) Activities with good artistic merit, international reputation and high professional standard will be given preference New applicant organising arts-related activities or not/organising ability of past successful hirer, and duration of period applied for (20%) <p>Studio Theatre</p> <ul style="list-style-type: none"> Nature of the proposed function (30%) Arts-related activities such as opera, drama/musical, dance and Chinese opera will be given preference Artistic merit of the proposed function (50%) Activities with good artistic merit, international reputation and high professional standard will be given preference New applicant organising arts-related activities or not/organising ability of past successful hirer, and duration of period applied for (20%) 	<p>Ordinary Booking applications are accepted on a half-yearly basis during the sixth month prior to the month of hire and processed in one lot.</p> <p>This means that -</p> <p>Ordinary Booking applications shall be forwarded</p> <table border="0"> <tr> <td><u>to the Centre in</u></td> <td><u>For dates in the Year</u></td> </tr> <tr> <td>January</td> <td>July- December of the same year</td> </tr> <tr> <td>July</td> <td>January - June of the subsequent year</td> </tr> </table> <p>Completed application forms shall reach the booking office of the Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30 p.m. on the last working day* of the month. In general, it requires two months to process the booking applications of foyer exhibition areas and three months to process those of rehearsal rooms/practice rooms/function rooms.</p> <p>Applications received after that are considered as Late Bookings but will nevertheless be processed on a first-come-first-served basis. Applications received less than 14 days prior to the date of hire will only be considered subject to operational feasibility.</p> <p>Submission schedule for Late Bookings –</p> <p>Late Booking applications shall be accepted from</p> <table border="0"> <tr> <td><u>For Foyer Exhibition Areas</u></td> <td><u>For dates in the Year</u></td> </tr> <tr> <td>April</td> <td>July- December of the same year</td> </tr> <tr> <td>October</td> <td>January - June of the subsequent year</td> </tr> </table> <p>For Rehearsal Rooms/Practice Rooms/Function Rooms</p> <table border="0"> <tr> <td>May</td> <td>July- December of the same year</td> </tr> <tr> <td>November</td> <td>January - June of the subsequent year</td> </tr> </table> <p>If there is more than one applicant applying for the same slot, applications will be considered by taking into account the following factors and weightings:</p> <p>Foyer Exhibition Areas</p> <ul style="list-style-type: none"> Nature of the proposed function (30%) Exhibitions on photography, arts, history and heritage as well as calligraphy will be given preference Artistic merit of the proposed function (50%) Activities with good artistic merit will be given preference New applicant organising arts-related functions or not/organising ability of past successful hirer, and duration of period applied for (20%) <p>Should competing applicants score the same marks in the aforesaid stage, the applications will be further considered by taking into account the following factors which carry the same scoring weighting:</p>	<u>to the Centre in</u>	<u>For dates in the Year</u>	January	July- December of the same year	July	January - June of the subsequent year	<u>For Foyer Exhibition Areas</u>	<u>For dates in the Year</u>	April	July- December of the same year	October	January - June of the subsequent year	May	July- December of the same year	November	January - June of the subsequent year
<u>to the Centre in</u>	<u>For dates in the Year</u>																	
January	July- December of the same year																	
July	January - June of the subsequent year																	
<u>For Foyer Exhibition Areas</u>	<u>For dates in the Year</u>																	
April	July- December of the same year																	
October	January - June of the subsequent year																	
May	July- December of the same year																	
November	January - June of the subsequent year																	

	<p><u>Exhibition Gallery</u></p> <ul style="list-style-type: none"> Nature of the proposed function (35%) Arts-related exhibitions will be given preference Artistic merit of the proposed function (45%) Activities with good artistic merit will be given preference New applicant organising arts-related functions or not/organising ability of past successful hirer, and duration of period applied for (20%) <p>Should competing applicants score the same marks in the aforesaid stage, the applications will be further considered by taking into account the following factors which carry the same scoring weighting:</p> <ul style="list-style-type: none"> Interval between the proposed date of hire and the last successful booking of the same facility Number of days booked at the same facility within the 12 months preceding the proposed date of hire Attendance at the last function held at the same facility (not applicable to the Exhibition Gallery) <p>If, after the aforesaid two stages of assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p> <p>(Note: Applications for non-arts activities will only be accepted 3 months or less prior to the month of hire, with the exception for applications by government departments, District Councils or registered schools.)</p>	<ul style="list-style-type: none"> Interval between the proposed date of hire and the last successful booking of the same facility Number of days booked at the same facility within the 12 months preceding the proposed date of hire <p>If, after the aforesaid two stages of assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p> <p><u>Rehearsal Rooms/Practice Rooms/Function Rooms</u></p> <ul style="list-style-type: none"> Nature of the proposed function (50%) Arts-related activities that comply with the designated use of the facility will be given preference (the designated use of the Concert Hall Rehearsal/Practice Rooms is rehearsals for music performances or music activities; the designated use of the Grand Theatre Rehearsal/Practice Rooms is rehearsals for theatrical/dance performances or theatrical/dance activities; the designated use of the Function Rooms is meetings, lectures or seminars related to arts) Number of hours of hire applied for (30%) New applicant organising arts-related functions or not/organising ability of past successful hirer (20%) <p>If, after assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p>
<p>Special Bookings</p>	<p>Events requiring a longer lead-time for planning and preparation (e.g. cultural performances involving renowned visiting artists) are eligible to apply for Special Bookings. Such booking applications are processed between 13 to 24 months in advance of the month of the hire. Completed application forms shall reach the booking office of the Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30 p.m. on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p>	
<p>Supporting Documents</p>	<p>For organisations, the booking applications shall include copies of :</p> <ol style="list-style-type: none"> Certificate of business registration; or Certificate of incorporation under the Companies Ordinance Cap. 622; or Notification of establishment of a society under the Societies Ordinance Cap. 151; or Certificate of registration of a society under the Societies Ordinance Cap. 151; or Certificate of registration on the list of approved charitable institutions or trusts of a public character; or Certificate of registration of a school or certificate of incorporation under the Education Ordinance Cap. 279. <p>For individuals, applicants shall present their identity cards/passports for checking when they return applications in person. If applications are returned by post/fax/third party, copies of the applicants' identity card/passport shall be enclosed.</p>	

<p>Application Procedure for Concessionary Rates for Non-profit Organisations Scheme</p>	<p>(1) The applicant shall furnish the following together with the application form :</p> <p>(a) (i) Certificate of incorporation under the Companies Ordinance Cap. 622; or (ii) Certificate of registration or notification of establishment of a society under the Societies Ordinance Cap. 151; or (iii) Certificate of registration on the list of approved charitable institutions or trusts of a public character; and</p> <p>(b) a copy of the Memorandum (if any) and Articles of Association or the Constitution duly signed by the Chairman and one other office-bearer to the effect that it is a true copy. The Memorandum (if any) and Articles of Association or the Constitution of the applicant must include a clause specifying that members do not take any share of the profits or any share of the assets upon dissolution.</p> <p>(2) For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for waiver of the “Charges Based on Sales” and pay the full basic hire charges at normal rates. In such cases, a confirmation letter issued by the charitable institution(s) that will accept the raised funds has to be provided. The said charitable institution(s) must be registered on the list of approved charitable institutions or trusts of a public character.</p> <p>(3) The applicant is required to submit a copy each of all relevant publicity materials one month before the function. A copy of the house programme shall also be submitted on or before the first day of the function.</p> <p>(4) The approval of concessionary rates is subject to the applicant's absolute compliance with the criteria for Concessionary Rates for Non-profit Organisations Scheme (please refer to Scale V(C) of the Hong Kong Cultural Centre Scales of Hire Charges) and observance of the Terms and Conditions of Hire. If the applicant fails to observe this condition or any information provided by the applicant is found to be untrue, the Leisure and Cultural Services Department reserves the right to charge the full normal rates and recover all outstanding amounts.</p> <p>(5) The Leisure and Cultural Services Department reserves all right to interpret the criteria under this scheme and to decide whether the applicant is eligible for concessionary rates. The Leisure and Cultural Services Department’s decision shall be final.</p>
<p>Remarks</p>	<p>(1) All information and documents submitted by the applicant in support of the booking application shall be update, valid and subsisting with regard to the legal status of the applicant/ organisation. The applicant shall provide any further information and documents in respect of any changes thereto.</p> <p>(2) The applicant may be liable to be prosecuted should any false information and/or invalid documents be provided in the booking application.</p> <p>(3) It is an offence under the Prevention of Bribery Ordinance Cap. 201 for any applicant/ its members, employees, agents and contractors to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.</p>
<p>Enquiries</p>	<p>Tel: (852) 2734 2849 or (852) 2734 2848 / Fax: (852) 2301 3952 [Working Days from 9 a.m. to 5:45 p.m.] Address: Facilities Hiring Unit, Level 5, Auditoria Building, Hong Kong Cultural Centre, 10 Salisbury Road, Tsim Sha Tsui, Kowloon, Hong Kong</p>

*Working day refers to Monday to Friday except Public Holidays

HONG KONG CULTURAL CENTRE
Facilities For Hire & Basic Hire Charges

Unit	Capacity/Area	Purpose	Charge			Facilities+
				Normal rate	Concessionary rate	
Concert Hall	1971 seats stage platform: 20m(w) x 14.5m(d)	Concert	Performance & evening occupation	\$31,950/4 hrs#	\$11,200/4 hrs#	<ul style="list-style-type: none"> . simple stage or concert lighting . sound system . acoustic curtains . 8000-pipe, 93-stop pipe organ . concert grand pianos . harpsichord & concert grand harp . timpani
			Rehearsal	\$10,700/4 hrs	\$3,750/4 hrs	
			Occupation with limited technical support	\$5,250/4 hrs	\$1,840/4 hrs	
			Occupation	\$2,370/4 hrs	\$830/4 hrs	
		Conference Assembly	9 am - 6 pm	\$11,950/4 hrs# (see Note 1 below)	\$4,180/4 hrs# (see Note 1 below)	
Grand Theatre	1734 seats main stage: 24m(w) x 19m(d) acting area: 15m(w) x 16m(d) rear stage: 248 sq m side stage: 284 sq m orchestra pit: 50-135 sq m	Opera Dance Drama Variety Show	Performance & evening occupation	\$35,350/4 hrs#	\$12,350/4 hrs#	<ul style="list-style-type: none"> . sophisticated stage lighting . sound system . electrically-operated orchestra pit . stage wagon with a revolve . cinema screen for film show . projection screen for use other than film show . film projection equipment . 5-language simultaneous interpretation system . baby grand piano . infra-red system to help the hard of hearing
			Rehearsal	\$11,950/4 hrs	\$4,180/4 hrs	
			Occupation with limited technical support	\$5,770/4 hrs	\$2,020/4 hrs	
			Occupation	\$2,580/4 hrs	\$905/4 hrs	
		Film Show	9 am - 12:30 pm	\$16,500/2-1/2 hrs#	\$5,780/2-1/2 hrs#	
			12:30 pm - midnight	\$24,950/2-1/2 hrs#	\$8,730/2-1/2 hrs#	
		Conference Assembly	9 am - 6 pm	\$13,300/4 hrs# (see Note 2 below)	\$4,660/4 hrs# (see Note 2 below)	
Studio Theatre (see Note 3 below)	arena stage: 63 sq m (496 seats) thrust stage: 144 sq m (303 seats) end stage: 130 sq m (321 seats) transverse stage: 108 sq m (382 seats)	Drama Dance Recital	Performance & evening occupation	\$5,560/4 hrs#	\$1,950/4 hrs#	<ul style="list-style-type: none"> . stage lighting . sound system . variable stage/seating configuration
			Rehearsal	\$2,880/4 hrs	\$1,010/4 hrs	
			Occupation with limited technical support	\$1,440/4 hrs	\$505/4 hrs	
			Occupation	\$720/4 hrs	\$250/4 hrs	
		Meeting Conference	9 am - 6 pm	\$3,910/4 hrs# (see Note 1 below)	\$1,370/4 hrs# (see Note 1 below)	
Exhibition Gallery (see Note 4 below)	287 sq m	Exhibition Reception Conference	Events/ Whole day setting up/ Dismantling	Events/ Whole day setting up/ Dismantling		<ul style="list-style-type: none"> . recess lights and adjustable ceiling spot-lights . sound system . display panels . portable chairs . wireless internet access
			Daily rental (9 am - 8 pm)	\$5,670#	\$1,980	
			Half-day rental (see Note 5 below)	\$2,880#	\$1,010	

.. Figure in this column are for reference and subject to changes.

See Charges Based on Sales and Incentive Booking Scheme.

+ These lists are not exhaustive, please discuss with the management with regard to other requirements. Some of the facilities listed are subject to separate charges.

Note 1 - For registered schools, government departments or District Councils, applications for booking for sessions other than the morning sessions from Monday to Thursday (except public holidays) will only be accepted 6 months or less prior to the month of hire. Applications for non-arts activities will only be accepted 3 months or less prior to the month of hire.

Note 2 - For registered schools, government departments or District Councils, application will only be accepted 4 months or less prior to the day of hire. Applications for non-arts activities will only be accepted 3 months or less prior to the month of hire.

Note 3 - Applicant has to decide the stage format when application is submitted. Subsequent change on stage format will not be allowed.

Note 4 - Except registered schools, government departments or District Councils, applications for non-arts events will only be accepted 3 months or less prior to the month of hire.

Note 5 - Application to be accepted 3 months or less prior to the month of the event.

Unit	Purpose	Area · ·	Charge		Facilities+
			Normal rate	Concessionary rate	
Foyer Exhibition Areas (see Note 6 below)	Arts Exhibition	E1: 40 sq m	\$1,550/day	\$775/day	<ul style="list-style-type: none"> . 9 am - 11 pm . display wall at E1 and E2 and display panels at E3 . adjustable spot-lights
		E2: 60 sq m	\$1,850/day	\$925/day	
		E3: 70 sq m	\$3,090/day	\$1,550/day	
Rehearsal Rooms	Music Rehearsal or Practice	CR1: 164 sq m	\$300/hr	\$150/hr	<ul style="list-style-type: none"> . 9 am - 10 pm (minimum 2 hrs) . CR1 and CR2 are acoustically designed for music rehearsals . GR1 and GR3 are designed for dance rehearsals with wall mirrors and ballet bars. . GR2 is equipped with dimmable stage lighting and sound system plus wall mirrors and ballet bars . upright piano . sprung floor
		CR2: 281 sq m	\$420/hr	\$210/hr	
	Dance & Drama Rehearsal or Practice	GR1: 223 sq m	\$475/hr	\$240/hr	
		GR2: 282 sq m	\$585/hr	\$295/hr	
		GR3: 331 sq m	\$475/hr	\$240/hr	
Practice Rooms	Performing arts related activities	CP1: 17 sq m	\$77/hr	\$40/hr	<ul style="list-style-type: none"> . 9 am -10 pm . chairs and tables
		CP2: 16 sq m	\$77/hr	\$40/hr	
		CP4: 17 sq m	\$77/hr	\$40/hr	
	Practice Class	CP5: 26 sq m	\$100/hr	\$50/hr	<ul style="list-style-type: none"> . 9 am -10 pm . upright piano . chairs and tables
		GP1: 65 sq m	\$145/hr	\$73/hr	
		GP2: 88 sq m	\$175/hr	\$90/hr	
Function Rooms	Meeting Class	AC1: 118 sq m	\$340/hr	\$170/hr	<ul style="list-style-type: none"> . 9 am - 10 pm (minimum 2 hrs) . chairs and tables . sound system . projection equipment (LCD projector and video playback equipment) . wireless internet access
		AC2: 126 sq m			

· · Figure in this column are for reference and subject to changes.

+ These lists are not exhaustive, please discuss with the management with regard to other requirements. Some of the facilities listed are subject to separate charges.

Note 6 - No sale activities are allowed in the Foyer Exhibition Areas.

Unit	Purpose	Area · ·			Charge		Facilities+
VIP Lounges	Reception (for hirers of the Concert Hall and the Grand Theatre only)	Concert Hall Lounge: 51 sq m Theatre Lounge: 63 sq m			\$720/hr		. elegant furnishing
Reception Areas	Reception (for hirers of the Concert Hall, Grand Theatre and Studio Theatre only)				First Hour	Each Additional Hour	Remarks: Free use of such areas for receptions for a period of less than half an hour.
		Foyer Reception Areas	Level 2	A1: 317 sq m	\$4,120	\$2,060	
				A2A: 115 sq m	\$1,490	\$720	
				A2B: 115 sq m	\$1,490	\$720	
				A3: 290 sq m	\$3,810	\$1,750	
Level 3	A1: 260 sq m	\$3,400	\$1,650				
	A2: 100 sq m	\$1,240	\$630				
	A3: 270 sq m	\$3,610	\$1,750				
	A4: 330 sq m	\$4,120	\$2,060				
Level 4	A1: 260 sq m	\$3,810	\$1,750				
	A2: 100 sq m	\$1,440	\$710				
	A3: 365 sq m	\$5,250	\$2,580				
	A4: 275 sq m	\$3,910	\$1,850				
Podium Reception Area (Outdoor): 240 sq m			\$3,090	\$1,550			

· · Figure in this column are for reference and subject to changes.

+ These lists are not exhaustive, please discuss with the management with regard to other requirements. Some of the facilities listed are subject to separate charges.

Charges Based on Sales

“Charges Based on Sales” shall mean the difference, if any, between the actual hire charges payable (excluding any charges for miscellaneous services) as specified hereunder and the basic charges as likewise specified.

- (1) For functions at the Concert Hall, Grand Theatre and Studio Theatre, the rates marked with a # are the basic charges only. The actual hire charges payable shall be the said basic charges or 20% of the gross ticket proceeds per function, whichever is the greater. For organ recitals, the actual hire charges payable shall be the said basic charges or 10% of the gross ticket proceeds per function, whichever is the greater.
- (2) For the purpose of calculating the gross ticket proceeds, complimentary tickets not exceeding 5% of the total number of seats per function will not be taken into account. Any quantities in excess will be regarded as tickets sold at top price category as shown on the ticket price scale approved by the Manager.
- (3) For functions at the Exhibition Gallery which involve sale of any of the exhibits or with admission charges, the rates marked with a # are the basic charges only. The actual hire charges payable for each day to which the rates relates shall be double the amount of the said basic charges.

Incentive Booking Scheme

Special rates are now offered for long running productions, weekday evening non-performance hiring of the Centre’s major facilities: the Concert Hall, the Grand Theatre, the Studio Theatre and long running exhibition at the Exhibition Gallery.

- (1) For consecutive performances, hirers can enjoy a deduction of the “Charges Based on Sales” from 20% to 12.5%. This special rate is applicable to (i) the 2nd performance at the Concert Hall, (ii) the 4th performance at the Grand Theatre, and (iii) the 6th performance at the Studio Theatre; and onwards.
- (2) The hiring rate for use of the three venues on weekday evenings (Monday to Thursday, except public holidays) for setting-up, rehearsal or occupation have now been reduced from the performance rate to full rehearsal rate. For booking made for Friday to Sunday and public holidays, the evening session will be charged at full rehearsal rate provided that the evening session is not used for performance and a daytime session is booked for performance by the same hirer on the same day.
- (3) For each booking of 7 consecutive days at the Exhibition Gallery, hirers can enjoy a 30% discount on the daily basic charges.
- (4) Applicants of Exhibition Gallery eligible for the Concessionary Rates for Non-profit Organisations Scheme can enjoy waiver of the “Charges Based on Sales” specified at “Charges Based on Sales” (3) above.

Hong Kong Cultural Centre

Conditions of Use

All the following conditions will be applied to all bookings in addition to the Hong Kong Cultural Centre Terms and Conditions of Hire. Unless otherwise specified, the words and expressions used in these conditions shall have the meanings assigned to them by the Hong Kong Cultural Centre Terms and Conditions of Hire.

Use of a Unit

1. The Hirer shall not or shall not attempt to, without the prior permission of the Manager, 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 Application Form;
 - (iii) change the nature of the Event;
 - (iv) obtain or change a co-presenter, organiser or sponsor;
 - (v) transfer a Confirmed Booking to another dates or times; and
 - (vi) change any artist or performer or film or programme from those named in the Application Form.

Rules Regarding the Hiring of Venues

2. To ensure ample time for the preparation of stage equipment/installations and the admission of audience, all functions shall start at least one hour after the commencement of the hired session. In the events that more advanced technical requirements are needed, the Manager may require the Hirer to delay the commencement of functions or advance the time of hiring as may be required by the circumstances.
3. For functions relating to the projection of films, the Hirer shall reserve two hours for the setting up of the screen before the commencement of the activity. In case the time for the setting up of the screen extends across two hiring sessions (for reference, the three sessions are from 9am – 1pm, 2pm – 6pm and 7pm – 11pm), the Hirer shall also hire the preceding session so as to ensure ample time for the setting up of the screen.
4. Prior application to the Manager is necessary in case video recording, filming, the making of TV films, tea reception or press conference conducted within the Hong Kong Cultural Centre or the hired venue is needed. In general, audio or video recording of the performance should only be for archival/ educational purposes. In case the audio or video records are used for commercial uses or purposes other than archival/ educational purposes, a right fee at the prevailing rate will be levied.

Arrangements of Prolonged Booking

5. Overnight Booking/ Meal Break Booking

- (i) Provision of overnight or meal break service (1pm – 2pm and/or 6pm – 7pm) to the Hirer is subject to the availability of manpower resources and is solely at the discretion of the Manager.
- (ii) In the case of meal break booking, technical staff and stage crew should be given time for taking their meals by turns. Only limited service will be provided during such time.

6. Booking for Prolonged Function/ Moving In, Dismantling and Moving Out of Settings

The Hirer occupying the venue outside the confirmed booking period for prolonged function, or for moving in, dismantling and moving out of settings is required to seek prior permission from the Manager and to pay for the additional services/ extended booking involved.

Licenses

7. A copy of the licence or certificate mentioned below (where applicable) shall be forwarded to the Manager before the Event.

(i) Projection of Films

- (a) In compliance with the Film Censorship Ordinance (Cap. 392), the Hirer whose functions include the projection of films, slides or video shall obtain a “Certificate of Approval” or a “Certificate of Exemption” from the Office of Film, Newspaper & Article Administration (OFNAA) (Enquiry: 2594 5788 / 2594 5762). The Hirer shall forward to the Manager the copy of a valid certificate at least seven working days before the day of projection.
- (b) The Hirer must obtain one of the aforesaid certificates before publicising the Event and making ticketing arrangements. All publicity materials must include the appropriate censorship symbol and accompanying notice under OFNAA’s classification:

Category I : “Suitable for all ages”

Category IIA : “Not suitable for children”

Category IIB : “Not suitable for young person and children”

Category III : “Only person aged 18 or above shall be admitted”

(ii) Electrical Installation and the Use of Laser

- (a) The Manager must be informed if any additional electrical apparatus or fitting is needed or to be used in conjunction with existing electrical fittings in the Hong Kong Cultural Centre. In compliance with the Electricity Ordinance (Cap. 406), relevant electrical works should be carried out by registered electricians who shall issue a “Work Completion Certificate” (WR(1)).
- (b) For the use of laser, the laser contractor must first obtain a permit issued by the

Electrical and Mechanical Services Department.

(iii) Lottery or Game of Chance

In case there is any game, device or activities for distributing or allotting prizes by luck draw or games of chance, the Hirer shall apply in advance for a “Trade Promotion Competition Licence” from the Office of the Licensing Authority (Enquiry: 2117 3916 / 2117 3798) of the Home Affairs Department as governed by the Gambling Ordinance (Cap. 148).

(iv) Donation inside the Auditorium

For fund-raising activities where on-site collection of donation will be arranged, the Hirer shall apply in advance for a “Public Subscription Permit” from the Social Welfare Department (Enquiry: 2832 4311) or a “Public Fund-raising Permits” from the Home Affairs Department (Enquiry: 2835 1492). Such permit should be available for on-site inspection and display when required by the venue staff.

(v) Entry Permit for Overseas and Mainland Performer/ Artist, Adjudicator and Working Staff

Overseas or mainland performer/ artist, adjudicator and working staff of the Event working in Hong Kong shall apply for relevant visa or entry permit from the Immigration Department (Tel: 2824 6111) in advance. Visitors are not allowed by law to take up employment (paid or unpaid), to establish or join in any business.

(vi) Employment of Children under the Age of 15

The Hirer whose functions include the participation of child entertainer (a person under the age of 15 years) shall apply for relevant approval from the Labour Department (Tel: 2717 1771).

Publicity Materials

8. (i) The Hirer shall submit to the Leisure and Cultural Services Department (“the Department”) the sample of publicity materials, including banner, flags, display boards and backdrop etc., and provide details of the content, design and wordings. The publicity materials shall only be displayed after getting the approval of the Department;
- (ii) The Hirer shall not make, publish, display or disseminate Event-related publicity materials that contain false, biased, misleading or deceptive information; and
- (iii) The Hirer shall not, with a view to promoting or publicising the Event, make, publish, display, disseminate or cause to be made, published, displayed, disseminated any publicity materials which either expressly or by implication make reference to the Department without prior written permission of the Manager.

Public Order and Safety

9. To maintain good public order and safety, the Hirer, the performer(s) or any person authorised by the Hirer shall not carry out any activities which may incite the audience to behave in such a way as to cause disorder, or in any way put the safety of the audience at risk during the Event. The Hirer shall not permit the performance of any act, or the display of any material which is likely to encourage hatred against or fear of any person; or which is based on malicious or unfounded allegations and is likely to encourage hatred against or fear of any person.

Public Health

10. To prevent the spread of communicable disease and to maintain public health, members of the public may be required to undergo temperature check or health check before entering the venue, and admission may be prohibited if such person refuses to undergo the above-mentioned check. The Hirer shall also pay attention to participants' personal health care conditions, and remind those having respiratory symptoms should refrain from participating in the events and seek medical advice promptly.

National Anthem Ordinance

11. The Hirer is required to observe and comply with the National Anthem Ordinance (Instrument A405) should the events involve the playing and singing of the national anthem. The Hirer is also requested to inform the Assistant Manager (House Management) of any playing and singing of the national anthem in the events at least 4 weeks in advance. For details, please visit: <https://www.elegislation.gov.hk/hk/A405>. The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau: https://www.cmab.gov.hk/en/issues/national_anthem_occasions.htm

National Flag & National Emblem Ordinance and Regional Flag & Regional Emblem Ordinance

12. In accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), the Hirer who would like to display and use the national and regional flags or emblems during their booking periods shall ensure that their designs are in compliance with the specifications set out in the respective Ordinances and make prior written applications to the Deputy Director of Administration (Email: flags&emblems@cso.gov.hk or Fax: 2804 6552). The processing time required varies and it takes about 3 to 4 weeks in general. For details, please visit:

<https://www.elegislation.gov.hk/hk/capA401>
(National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602>
(Regional Flag and Regional Emblem Ordinance)

Safeguarding National Security

13. The Hirer shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Region in relation to the safeguarding of national security, and shall not engage in any act or activity which are not in compliance with the said legislation.

Other Legislation

14. The Hirer shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Public Health and Municipal Services Ordinance Cap. 132 and all subsidiary legislation made thereunder, the provisions of all applicable laws of the Hong Kong Special Administrative Region and requirements and regulations imposed from time to time by the relevant authorities applicable to the booking and/or in connection with the booking application.

(End)