

HONG KONG CULTURAL CENTRE

Booking Arrangements

(with effect from 1 November 2018)

	Concert Hall /Grand Theatre /Studio Theatre / Exhibition Gallery	Rehearsal Rooms /Practice Rooms /Function Rooms / Foyer Exhibition Areas				
<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 2018 - February 2019 are accepted in February 2018)</p> <p>Completed application forms should reach the booking office of the Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30pm 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 less than 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 from Monday to Friday (before 5:30pm), except Saturdays, Sundays and public holidays.</p> <p>If there is more than one applicant applying for the same slot, the 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>Booking applications should be forwarded to the Centre in _____ For dates in the Year</p> <table border="0"> <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 should reach the booking office of the Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30pm on the last working day* of the month.</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>If there is more than one applicant applying for the same slot, the applications will be considered by taking into account the following factors and weightings:</p> <p>Rehearsal Rooms/Practice Rooms/Function Rooms</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>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%) 	January	July- December of the same year	July	January - June of the subsequent year
January	July- December of the same year					
July	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>	<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 <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>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 should reach the booking office of the Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30pm 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 should include copies of :</p> <ol style="list-style-type: none"> (i) Certificate of business registration; or (ii) Certificate of incorporation under the Companies Ordinance; or (iii) Notification of establishment of a society under the Societies Ordinance; or (iv) Certificate of registration of a society under the Societies Ordinance; or (v) Certificate of registration on the list of approved charitable institutions or trusts of a public character; or (vi) Certificate of registration of a school or certificate of incorporation under the Education Ordinance. <p>For individuals, applicants should 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 should be enclosed.</p>	

<p>Application Procedure for Concessionary Rates for Non-profit Organisations Scheme</p>	<p>(1) The applicant should furnish the following together with the application form :</p> <p>(a) (i) Certificate of incorporation under the Companies Ordinance; or (ii) Certificate of registration or notification of establishment of a society under the Societies Ordinance; 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 should 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 Department reserves all right to interpret the criteria under this scheme and to decide whether the applicant is eligible for concessionary rates. The Department’s decision shall be final.</p>
<p>Enquiries</p>	<p>(852) 2734 2849 or (852) 2734 2848 (Monday to Friday from 9am to 5:45pm (except public holidays))</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	2020 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)	Foyer Reception Areas	Level 2	A1: 317 sq m	\$4,120	\$2,060	Remarks: Free use of such areas for receptions for a period of less than half an hour.
				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.