

Hong Kong Cultural Centre Piazza

Booking Arrangements

(with effect from 1 February 2018)

Areas A, B or C		Area D
Ordinary Bookings	<p>Applications are accepted not less than 2 months but not more than 5 months in advance of the month of hire. Applications will be processed in one lot on a monthly basis.</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>Applications are accepted within 2 months up to 14 working days from the date of the proposed function. Applications will be processed in one lot on a weekly basis.</p> <p>Completed application forms will be accepted during office hours from Monday to Friday (before 5:30pm), except Saturdays, Sundays and public holidays.</p>
Special Bookings	<p>Applications which require longer lead-time for planning and preparation, such as functions involving key overseas elements or of major and special scale, are accepted 6 to 12 months in advance of the month of hire. Applications will be processed on a monthly basis.</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>Any one organisation is limited to use this Area up to a maximum of 3 days in a calendar month.</p>
Late Bookings	<p>Applications are accepted within 2 months up to 14 working days from the date of the proposed function. Applications will be processed in one lot on a weekly basis.</p> <p>Completed application forms will be accepted during office hours from Monday to Friday (before 5:30pm), except Saturdays, Sundays and public holidays.</p>	
Indoor Related Bookings	<p>Applications are accepted together with the booking applications for the related indoor functions (at Hong Kong Cultural Centre Concert Hall, Grand Theatre and/or Studio Theatre). Piazza Area applications will be processed together with the indoor venue booking applications.</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> <ul style="list-style-type: none"> • Nature of the proposed function (including its value to the promotion of tourism, international arts/sports events or special arts) (45%) • New applicants/ organising ability of past successful hirer, and nature of the applicant (45%) • Scale of the proposed function (10%) <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 Piazza A/B/C • Number of days booked at Piazza A/B/C 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>		

Applications are accepted from registered organisations. Applications should include copies of:	
(i)	Certificate of business registration; or
(ii)	Certificate of incorporation under the Companies Ordinance; or
(iii)	Notification of establishment of 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.
Enquiries	(852) 2734 2842 or (852) 2734 2850 (Monday to Friday from 9am to 5:45pm (except public holidays))

* Working day refers to Monday to Friday except public holidays

Basic Hire Charges

Unit (Floor plan at annex)	Charge of use per hour during normal booking hours 0900 - 2300 (minimum 4 hours) (see Note 1)	
	Concessionary rate (see Note 2)	Normal rate (see Note 3)
Area A (440 sq. m.)	\$360	\$720
Area B (440 sq. m.)	\$360	\$720
Area C (500 sq. m.)	\$565	\$1,130
Area D (Public Meeting Area)	Free use for public meetings only (see Note 4)	

Note 1 : Charges for use of the piazza is for the provision of the venue only. No special cleansing service, crowd control service, security, electricity supply, technical equipment or services will be provided.

Note 2 : Concessionary rates are offered for bona-fide non-profit-making district organisations supported by the District Office of the Home Affairs Department or non-profit-making organisations. Applications should produce copies of their Constitution or Memorandum (if any) and Articles of Association or Ordinance or Trust Deed which should specifically provide that members do not take any share of the profits nor any share of the assets upon dissolution. Concessionary rates are not applicable to bookings made outside normal booking hours of the Piazza.

Note 3 : Normal rates are applicable to commercial/other organisations or revenue-generating activities involving admission charge or sale of commodities or services, irrespective of the status of the organisations. On-site sale of commodity are restricted to: (i) sale of event-related souvenirs or fun fair/carnival gift items; or (ii) arts bazaars organised by non-profit-making organisations or fund raising functions with permit. The actual daily hire charges payable shall be the said basic charges or 10% of the gross sales proceeds per day, whichever is the greater.

Note 4 : Applications for use of the Area D, will only be considered for holding of public meetings which contain no entertainment elements or sales activities.

Miscellaneous Charges

Display of on-site advertisements in the Piazza by sponsors during the period of hire	
Charge per day per brand name (logo) per site as designated by the Manager	\$2,270

Hong Kong Cultural Centre Piazza

Conditions of Use

All the following conditions will be applied to all bookings in addition to the general Hong Kong Cultural Centre Terms and Conditions of Hire. 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.

Admission of Audience

1. (i) The Event shall be open to the public free of charge.
- (ii) For isolated activities organised as part of the Event where charges for participation are made, the Hirer shall present to the Manager for approval details of charges and related arrangements.

The Event

2. The Event at the Piazza shall not clash with activities held on the same day at the Concert Hall/Grand Theatre/Studio Theatre and in other areas of the Hong Kong Cultural Centre.

Use of a Unit

3. The Hirer shall not, without the prior permission of the Manager, do any of the following:-
 - (i) use the Unit for a purpose other than stated in the application form;
 - (ii) change the nature of the Event;
 - (iii) use/occupy any area other than the approved area and time of use; and
 - (iv) obtain or change a sponsor.

Donations

4. No on-site collection of donations is allowed, unless the following conditions are complied with: -
 - (i) the on-site collection of donation is part of the Event for which the Unit is hired;
 - (ii) the on-site collection of donation is properly licensed by the Social Welfare Department/Home Affairs Department; and
 - (iii) a confirmation letter from the charitable institutions(s)/organisation(s) receiving the donations is produced.

Sale of Commodity

5. No on-site sale of commodity is allowed except for:-
- (i) sale of event-related souvenirs or fun fair/carnival gift items;
 - (ii) arts bazaars organised by non-profit-making organisations or fund raising functions with permit.

Advertising

6. No on-site advertising is allowed except those organised by sponsors of the Event. A charge per brand name (logo) per site as designated by the Manager per day at the prevailing rate will be levied, except the title display. Nevertheless, advertising of tobacco products/names is still not allowed unless they are names of manufacturers of a range of products including tobacco.

Indemnity

7. (i) The Leisure and Cultural Services Department, the Government and their servants and agents shall not be liable for any damage to or loss of any property of the Hirer, his servants or agents or any other person resulting from any cause whatsoever during the period of hire and the Hirer shall indemnify and keep indemnified the Department, the Government and their servants and agents against all claims, demands, actions and proceedings in respect of such damage or loss.
- (ii) The Hirer shall also indemnify the Leisure and Cultural Services Department and the Government and their servants and agents against all claims, demands, actions or proceedings in respect of the death of or injury to any person (other than a servant of the Department or the Government carrying out his duties as such servant) which shall arise from any accident or occurrence in a Unit hired by him or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.
- (iii) The Hirer shall deposit an insurance policy of a minimum of \$10 million in the joint names of the Government of the Hong Kong Special Administrative Region and the Hirer to indemnify the Department against any claims in accordance with Conditions 7(i) and (ii) above.

Cleansing

8. The Hirer shall keep the ground clean and tidy at all time. Clearance of junk and refuse should be carried out by the Hirer immediately after the Event.

Licences

9. The Hirer shall obtain all necessary licences, permits and approval for the Event, including but not limited to: -

- (i) An Amusements with Prizes Licence or Lottery Licence from Home Affairs Department, if required:

Office of the Licensing Authority

Entertainment Licensing Team
9/F., Revenue Tower
5 Gloucester Road
Wanchai
Hong Kong
Tel: 2594 5824 (Amusement with Prizes Licence)
2594 5819 / 2594 5718 (Lottery Licence)
Fax: 2511 3860

- (ii) A Public Subscription Permit from the Social Welfare Department/Home Affairs Department, if appropriate:

Social Welfare Department (For charitable fund-raising events)

Subventions Branch
30/F., Wu Chung House
197-221 Queen's Road East
Wanchai
Hong Kong
Tel: 2832 4311
Fax: 2838 0441

Home Affairs Department (For other fund-raising events)

30/F., Southorn Centre
130 Hennessy Road
Wanchai
Hong Kong
Tel: 2835 1492
Fax: 2834 5466

- (iii) Approval from the Hong Kong Immigration Department, Labour Department, Hong Kong Police Force, Buildings Department, Fire Services Department and other concerned authorities, if appropriate:

Hong Kong Immigration Department

Employment and Visit Visas Section
24/F., Immigration Tower
7 Gloucester Road
Wanchai
Hong Kong
Tel: 2824 6111
Fax: 2877 7711

Labour Department

Labour Inspection Division HQ
17/F., Harbour Building
38 Pier Road
Central
Hong Kong
Tel: 2717 1771
Fax: 2850 4949

Hong Kong Police Force

Tsim Sha Tsui Licensing Office
1/F., 213 Nathan Road
Kowloon
Tel: 2731 7271
Fax: 2377 1421

Buildings Department

News Buildings Division 1 / Kowloon Section
13/F., Pioneer Centre
750 Nathan Road
Kowloon
Tel: 2626 1529
Fax: 2845 1660

Fire Services Department

Fire Protection Bureau
Regional Office, Kowloon
1 Hong Chong Road
Tsimshatsui
Kowloon
Tel: 2733 7700
Fax: 2723 2197

Floor Loading

10. The Hirer shall not cause, suffer, or permit the floor loading in the Piazza or any part of the same to exceed the respective maximum floor loading which the Manager in his absolute discretion may see fit to approve or prescribe. The Hirer shall further distribute the weight of any heavy structure or equipment over as large an area as possible by the use of battens or other suitable means authorised by the Manager.

Power Supply

11. The Hirer shall provide their own electricity supply for the Event and shall bring in their own power generator(s), if required. For safety reason, power generator(s) should be cordoned off from access by members of the public. In arranging any electrical installations in the Piazza, the Hirer has to comply with the Electricity Ordinance (Chapter 406) 1990 which has been enforced since 1992 stipulating that any electrical works including temporary installation of power supply, alternation, connection or disconnection of wiring of equipment or lighting fitting(s) should be tested and certified in good and safe operation condition by a registered electrician who will then issue a work completion certificate (WR(1)) endorsed by the corresponding registered electrical contractor showing the above work is completed. The work completion certificate (WR(1)) has to be submitted to the Manager before the electrical installation is energized for use.

Crowd Control

12. The Hirer shall be responsible for the crowd control of the Event.

First Aid

13. The Hirer shall arrange first aid service for the Event. If required, the Hirer shall arrange a registered and qualified medical practitioner to stand by during the Event to attend to any untoward incidents.

Noise

14. The Hirer shall ensure that the noise level is kept at a reasonably low level so as not to cause any unnecessary nuisance or offend other users of HKCC. If required, the Hirer shall liaise with the Environmental Protection Department to seek their views and assistance:-

Environmental Protection Department

Business Facilitation Office
8/F., Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road
Kowloon
Tel: 2402 5200
Fax: 2402 8275

Hire Charges

15. (i) For Hirers of indoor facilities applying for the use of the Piazza, the Hirer shall pay the relevant hire charges in the manner applicable to their indoor bookings.
- (ii) In the case of a Special Booking for the use of the Piazza, a deposit in the amount equivalent to 25% of the basic hire charges for the entire Confirmed Period of Hire (hereinafter referred to as 'the basic hire charges') at the rate as specified in the Applicable Scales of Hire Charges shall be payable immediately upon the submission of the Confirmed Booking Form and a further deposit in the amount equivalent to 75% of the basic hire charges at the rate as specified in the aforesaid scale shall be payable not later than four months before the first day of the Confirmed Period of Hire.

- (iii) In all other cases, a deposit in the amount equivalent to the basic hire charges at the rate as specified in the Applicable Scales of Hire Charges shall be payable in full immediately upon the submission of the Confirmed Booking Form.

Cancellation of Booking

- 16. (i) Subject to (ii) below, where a Confirmed Booking of the Piazza is cancelled by the Hirer:-
 - (a) In the case of a booking associated with the hire of indoor facilities, forfeiture arrangements shall follow the terms applicable to the indoor bookings.
 - (b) In the case of a Special Booking for the use of the Piazza:-
 - (1) four months or more before the first day of the Confirmed Period of Hire, an amount equivalent to 25% of the basic hire charges at the rate as specified in the Applicable Scales of Hire Charges in respect of such Booking so cancelled shall be forfeited to the Leisure and Cultural Services Department as liquidated damages; or
 - (2) less than four months before the first day of the Confirmed Period of Hire, an amount equivalent to the basic hire charges at the rate as specified in the Applicable Scales of Hire Charges in respect of such Booking so cancelled shall be forfeited to the Department as liquidated damages.
 - (c) In all other cases, all hire charges paid shall be forfeited to the Department as liquidated damages.
- (ii) If the Manager at his discretion should see fit to so direct, sub-clause (i) above shall not apply to the case where the cancellation is due to the hoisting of Typhoon Signal No.8 or above/Black Rainstorm Warning.