

Hong Kong Cultural Centre
Scales of Hire Charges
(with effect from 1 February 2018)

Scale I. Basic Hire Charges

(A) Concert Hall, Grand Theatre and Studio Theatre

Purpose	Service	Code	Normal rate			Concessionary rate (See Scale V (A)1 & (C))		
			Concert Hall	Grand Theatre	Studio Theatre (See Note 1)	Concert Hall	Grand Theatre	Studio Theatre (See Note 1)
(1) Performance of music, drama, dance, opera, revue, and other functions considered as entertainment by the Manager (except organ recitals) during any time of the day, and activity of any kind carried out after 6:30pm	(a) Basic charge for each function with the services listed in Schedule A for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm or 7pm-11pm	A001A	\$ 31,950*	\$ 35,350*	\$ 5,560*	\$ 11,200*	\$ 12,350*	\$ 1,950*
	(b) Charge for each half-hour in excess of 4 hours for prolonged function	A001B	2,780	2,990	720	975	1,050	250
	(c) Charge for each half-hour in excess of 4 hours for moving in, dismantling and moving out	A001C	1,240	1,340	310	435	470	110
	(d) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the function or in the morning following the day of hiring with the services listed in Schedule B for a period not exceeding 4 hours : 9am-1pm or 2pm-6pm	A001D	5,250	5,770	1,440	1,840	2,020	505
	(e) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the function or in the morning following the day of hiring with the services listed in Schedule C for a period not exceeding 4 hours : 9am-1pm or 2pm-6pm	A001E	2,370	2,580	720	830	905	250
(2) Performance of organ recitals (See Note 2)	(a) Basic charge for each performance not exceeding 2 hours after 7pm with the services listed in Schedule A	A002A	15,950*	---	---	5,580*	---	---
	(b) Basic charge for each performance not exceeding 1½ hours before 7pm with the services listed in Schedule A	A002B	7,930*	---	---	2,780*	---	---
	(c) Basic charge for each performance more than 2 hours but not exceeding 4 hours with the services listed in Schedule A	A002C	31,950*	---	---	11,200*	---	---

*See Scale V

Purpose	Service	Code	Normal rate			Concessionary rate (See Scale V (A)1 & (C))		
			Concert Hall	Grand Theatre	Studio Theatre (See Note 1)	Concert Hall	Grand Theatre	Studio Theatre (See Note 1)
(3) Rehearsals/Practices without audience of any kind during the hours 9am to 6pm only	(a) Charge for a session not exceeding 4 hours with the services listed in Schedule A during 9am-1pm or 2pm-6pm	A004A	\$ 10,700	\$ 11,950	\$ 2,880	\$ 3,750	\$ 4,180	\$ 1,010
	(b) Charge for each half-hour in excess of 4 hours	A004B	1,240	1,340	310	435	470	110
	(c) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the rehearsal with the services listed in Schedule B for a period not exceeding 4 hours : 9am-1pm or 2pm-6pm	A004C	5,250	5,770	1,440	1,840	2,020	505
	(d) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the rehearsal with the services listed in Schedule C for a period not exceeding 4 hours : 9am-1pm or 2pm-6pm	A004D	2,370	2,580	720	830	905	250
(4) Rehearsals/Practices with the pipe organ without audience of any kind	(a) Charge for each hour during the hours 9am to 6pm (See Note 3)	A006A	125	---	---	44	---	---
	(b) Charge for each hour during the hours between 6pm and midnight (See Note 4)	A006B						
	(c) Charge for each hour during the hours between midnight and 9am (See Note 4)	A006C	235	---	---	---	---	---
(5) Meetings, conferences and other functions which are not considered as entertainment by the Manager, and school functions where no admission charges are made, during the hours 9am to 6pm only	(a) Charge for a session not exceeding 4 hours with the services listed in Schedule A during the hours 9am to 6pm only	A005A	11,950* (See Note 5)	13,300* (See Note 6)	3,910* (See Note 5)	4,180* (See Note 5)	4,660* (See Note 6)	1,370* (See Note 5)
	(b) Charge for each additional half-hour in excess of 4 hours	A005B	1,240	1,340	410	435	470	145

*See Scale V

Purpose	Service	Code	Normal rate			Concessionary rate (See Scale V (A)1 & (C))		
			Concert Hall	Grand Theatre	Studio Theatre (See Note 1)	Concert Hall	Grand Theatre	Studio Theatre (See Note 1)
(6) Film shows (Grand Theatre only)	(a) Basic charge for each showing for a period not exceeding 2½ hours with the services listed in Schedule D:		\$	\$	\$	\$	\$	\$
	(i) during the period 9am-12:30pm	A008A1	---	(i) 16,500*	---	---	(i) 5,780*	---
	(ii) during the period 12:30pm-midnight	A008A2	---	(ii) 24,950*	---	---	(ii) 8,730*	---
	(b) Charge for each half-hour in excess of 2½ hours	A008B	---	4,020	---	---	1,410	---

*See Scale V

Note 1 : Applicant has to decide the stage format when application is submitted. Subsequent change on stage format will not be allowed.

Note 2 : Applications for booking for (2) (a) and (b) will only be accepted 6 months or less prior to the month of the performance.

Note 3 : Applications for booking for (4) (a) will only be accepted 2 months or less prior to the day of hire. The applicant has to possess a recognizable skill of organ playing.

Note 4 : Applications for booking for (4) (b) and (c) will only be accepted 4 weeks or less prior to the day of hire. The applicant has to possess a recognizable skill of organ playing.

Note 5 : For registered schools, government departments or District Councils, applications for booking for (5)(a) 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 6 : For registered schools, government departments or District Councils, application for booking for (5)(a) 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.

Service Schedules
<p><u>Schedule A</u> (for performance and full scale rehearsal)</p> <p>Air-conditioning, electricity (for Cultural Centre fixtures and equipment only), water, the use of furniture as provided, stage and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale II), basic ushering service (except for rehearsals), service from electrical technicians and sound controllers as necessary, and the use of dressing rooms.</p>
<p><u>Schedule B</u> (for occupation and set up with limited technical support)</p> <p>Air-conditioning and working light for stage, the use of furniture as provided, stage and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale II), service from sound controllers as necessary, and the use of dressing rooms.</p>
<p><u>Schedule C</u> (for occupation/move-in/move-out)</p> <p>Ventilation and working light for stage, and the use of dressing rooms.</p>
<p><u>Schedule D</u> (for film show)</p> <p>Air-conditioning, the use of the film projection equipment and service from projectionists and basic ushering service.</p>

Rate for Overnight Booking (12:30am to 8:30am)				
Service (See Note 7)	Code	Concert Hall	Grand Theatre	Studio Theatre
		\$	\$	\$
(a) Full stage and lighting services except sound service with air conditioning	A001G	32,250	35,850	8,550
(b) Full stage service except sound and lighting services with air conditioning	A001H	16,050	17,800	4,330
(c) Skeleton stage service without air conditioning	A001F	7,930	8,960	2,060
(d) Service of one standby electrical technician to maintain continuous electricity supply	A001I	1,240	1,240	1,240

Note 7 : Provision of overnight service is subject to availability of staff resources and at the SOLE discretion of the Manager. Applications for booking of service items (a) and (b) must allow a 1-hour rest time during the booking hours. The time is to be agreed between the Hirer and the Manager.

(B) Exhibition Gallery and Foyer Exhibition Areas

Exhibition Gallery 287 sq.m. (9am-8pm)	Code	Normal rate	Concessionary rate (See Scale V (C))
(1) Basic charge for Events/Whole Day Setting Up/Dismantling (See Note 8)	C001A	\$ 5,670*	\$ 1,980
(2) Charge for each additional hour after 8pm (for mounting, dismantling or extension of opening hours)	C001B	565*	--
(3) Charge for half-day booking (from 9am-2pm or 3pm-8pm) (See Note 9)	C001D	2,880*	1,010

Foyer Exhibition Areas (See Note 10) (9am to closure of Foyer at 11pm)	Code	Normal rate	Concessionary rate (See Scale V (C))
E1 40 sq. m.	D003A	\$ 1,550	\$ 775
E2 60 sq. m.		1,850	925
E3 70 sq. m.		3,090	1,550

*See Scale V

Note 8 : 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 9 : Applications to be accepted 3 months or less prior to the month of the event.

Note 10 : No sale activities are allowed in the Foyer Exhibition Areas.

(C) Activity Rooms (9am-10pm)

		Code	Basic Charge Per Hour	
			Normal rate	Concessionary rate (See Scale V (C))
Rehearsal Rooms (minimum 2 hours)	CR1	B001A	\$ 300	\$ 150
	CR2		420	210
	GR1/GR3		475	240
	GR2		585	295
Practice Rooms	CP1/CP2/CP4		77	40
	CP5		100	50
	GP1		145	73
	GP2		175	90
Function Rooms (minimum 2 hours)	AC1/AC2		340	170

(D) Reception Areas and VIP Lounges

	Foyer Reception Areas (See Note 11)														Podium Reception Area (Outdoor)	VIP Lounges (See Note 12)
	Code	Level 2				Level 3				Level 4						
		A1	A2A	A2B	A3	A1	A2	A3	A4	A1	A2	A3	A4			
(1) Basic Charge (for first hour)	D002A	\$ 4,120	\$ 1,490	\$ 1,490	\$ 3,810	\$ 3,400	\$ 1,240	\$ 3,610	\$ 4,120	\$ 3,810	\$ 1,440	\$ 5,250	\$ 3,910	\$ 3,090	\$	
(2) Charge for each additional hour	D002B	2,060	720	720	1,750	1,650	630	1,750	2,060	1,750	710	2,580	1,850	1,550	720 for each hour	

Note 11 : Available for hirers of the Concert Hall, Grand Theatre and Studio Theatre only. Free use of Foyer Reception Areas for receptions for a period of less than half an hour.

Note 12 : Available for hirers of the Concert Hall and Grand Theatre only.

(E) Piazza

Unit	Code	Charge of use per hour during 9am-11pm (minimum 4 hours) (See Note 13)	
		Normal rate	Concessionary rate (See Scale V(C))
Area A (440 sq. m.)	D001A	\$ 720*	\$ 360
Area B (440 sq. m.)		720*	360
Area C (500 sq. m.)		1,130*	565
Area D (Public Meeting Area)		Free use for public meetings only	

*See Scale V

Note 13 : 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.

Display of commercial advertisements in the Piazza during the period of hire	
Charge per day per sponsor or brand name (logo) per site as approved and designated by the Manager Code: E003A1	\$2,270

Scale II. Miscellaneous Charges

(A) Musical Instruments (See Note 14)		
	Code	\$
(1) Charge for use of each Steinway or Bosendorfer concert grand piano per function per day (available at Concert Hall, Grand Theatre (on stage), CR1 and CR2 only)	E002D1	1,340
(2) Charge for use of harpsichord per function per day (subject to availability)	E002E1	2,470
(3) Charge for use of concert grand harp per function per day (available at Concert Hall, Grand Theatre (on stage), CR1 and CR2 only and subject to availability)	E002C1	730
(4) Charge for use of the pipe organ per function per day	E002F1	1,650
(5) Charge for use of timpani per set (4 pieces) per function per day (available at Concert Hall, Grand Theatre (on stage); use at GR1, GR2, GR3, CR1 and CR2 subject to availability)	E002G1	340

Note 14 : Charges for use of piano/harpsichord include the service for one tuning only. Any extra tuning service will be charged at cost levied by the venue contractor with payment settled by hirer to the contractor directly. Grand pianos of brand names other than Steinway/Bosendorfer, baby grand pianos and upright pianos, if available as part of the original provisions of the hiring units, will be provided free but the service charge for any tuning will be charged at cost levied by the venue contractor with payment settled by hirer to the contractor directly.

(B) Technical Services		
	Code	\$
(1) Charge for use of the simultaneous interpretation system at Grand Theatre (not exceeding 4 hours)	E004F1 E004F2	7,110 1,780 (for each additional hour)
(2) Charge for use of the stage wagon at Grand Theatre per session (not exceeding 4 hours)	E005C1 E005C2	1,390 350 (for each additional hour)
(3) Charge for use of projection equipment (a) Surtitles system and projector (available at Grand Theatre only) (i) LED system (ii) Each multimedia projector (b) Each set of video playback equipment (available at Exhibition Gallery and minor facilities only) (c) Each multimedia projector (available at AC1 and AC2; use at other hiring units subject to availability)	E001F1 E001F3 E001F2 E001C1 E001C3 E001C2 E001G1 E001G3 E001G2 E001C1 E001C3 E001C2	(a)(i) 515 (per function per day) 260 (not exceeding 2 hours) 130 (for each additional hour) (a)(ii) 410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour) (b) 410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour) (c) 410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour)
(4) Charge for use of each set of sound system (not exceeding 2 hours) (a) Mobile sound system (with 1 sound technician stand-by and a maximum of 3 cable microphones provided) (b) Self-operated sound system (a maximum of 1 cable and 1 wireless microphones provided)	E004K3 E004K2 E004E3 E004E2	(a) 630 315 (for each additional hour) (b) 205 105 (for each additional hour)
(5) Charge of recording services for archival/educational purpose per function (not exceeding 4 hours) (See Note 15) (a) audio recording (b) video recording with fixed position camera (available at Concert Hall, Grand Theatre and Studio Theatre only)	E004A1 E004A2 E004I1 E004I2	(a) 785 195 (for each additional hour) (b) 1,440 360 (for each additional hour)
(6) Charge for the provision of each sound feed for self-video/audio recording per function (not exceeding 4 hours) with hirer's own equipment and technician	E004G1 E004G2	700 175 (for each additional hour)
(7) Right fee for (a) telecasting/location filming (including commercial photography) and video recording other than archival/educational purpose of each function at indoor hiring units (per function not exceeding 4 hours) with hirer's own equipment and technician	E004C1 E004C2	(a) 8,860 2,300 (for each additional hour)

(B) Technical Services		
	Code	\$
(b) broadcasting/audio recording other than archival/educational purpose of each function at indoor hiring units (per function not exceeding 4 hours) with hirer's own equipment and technician.	E004B1 E004B2	(b) 4,430 1,110 (for each additional hour)
(8) Location filming (including commercial photography) at outdoor areas and indoor non-hiring units	E006A1 E006A2	Prevailing rate as set by the Government plus basic hire charges if applicable
(9) Charge for use of each wireless microphone (not exceeding 4 hours, available at Concert Hall, Grand Theatre and Studio Theatre; use at Exhibition Gallery, Foyer Exhibition Areas, Activity Rooms and Reception Areas subject to availability)	E004J1 E004J2	52 15 (for each additional hour)
(10) Charge for use of projection screen per event (for events other than film-art, available at Grand Theatre only)	E001E1	1,650
(11) Charge for pre-setting of orchestra pit/extension stage (available at Grand Theatre only)	E005A1	2,680
(12) Charge for internal transportation of each musical instrument to and from the designated storage site at the Hong Kong Cultural Centre	--	at contract price levied by the venue contractor
(13) Charge for use of each follow spot per session (not exceeding 4 hours)		
(a) at Concert Hall	E001B1	535
(b) at Grand Theatre if more than 2 follow spots are used	E001B2	135 (for each additional hour)

Note 15 : Written application has to be submitted to the Manager with proven justifications that the recordings/filming/photography will be used for archival purpose or education research with no commercial use.

Scale III. Publicity Banners on External Wall (See Note 16)

Location	Size	Code	Daily Charge (Days for both hanging and dismantling of banners inclusive)
A – Facing Salisbury Road, near Star Ferry Pier	12m (W) x 9m (H) (108 sq. m.)	F001A	\$1,750
B – Facing Salisbury Road, near Administration Building	12m (W) x 9m (H) (108 sq. m.)		\$1,750
C – Facing New World Centre	6m (W) x 12m (H) (72 sq. m.)		\$2,060
D,E – Main Entrance of Cultural Centre, facing Salisbury Road (See Note 17)	12m (W) x 1.5m (H) (18 sq. m.)		\$1,030 for each banner

Note 16 : Available for hirers of the Concert Hall, Grand Theatre, Studio Theatre and Exhibition Gallery only. Display of banners will be allowed for a maximum of two weeks within the counter booking period or prior to the event day of free admission programmes subject to availability of sites.

Note 17 : Eligibility Criteria for banner sites Location D and E:

- (a) Organising large scale events running more than one month in the Concert Hall, Grand Theatre or Studio Theatre; or
- (b) Hiring all three major facilities of Cultural Centre, namely, Concert Hall, Grand Theatre and Studio Theatre for three days or more.

Scale IV. Others

(1) Sales counter space per designated sales point per session	Code E003C1 or E003C4	A minimum charge of \$310 or 10% of the gross sales proceeds whichever is the greater
(2) Charge for use of locker per month per locker	F002A3 F002A2 F002A1	Small size \$115 Medium size \$310 Large size \$785

Scale V. General Notes

(A) <u>Charges Based on Sales</u> “Charges Based on Sales” shall mean the difference, if any, between the actual hire charges payable (excluding any charges for miscellaneous services as listed in Scale II) as specified hereunder and the basic charges as likewise specified.
(1) The rates marked with an asterisk (*) in Scale I(A) for functions at the Concert Hall, Grand Theatre and Studio Theatre 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 rate marked with an asterisk (*) in Scale I(B) comprises 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.
(4) The rates marked with an asterisk (*) in Scale I (E) for functions at the Piazza are the basic charges only. The actual hire charges payable shall be the said basic charges or 10% of the gross sale proceeds per day, whichever is the greater.
(B) <u>Incentive Booking Scheme</u> 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 exhibitions 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 2 nd performance at the Concert Hall or (ii) the 4 th performance at the Grand Theatre or (iii) the 6 th 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 from Friday to Sunday and on 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 Scale V (A)(3) above.

(C) Concessionary Rates for Non-profit Organisations Scheme

Concessionary rates are applicable to applicant who fulfills all criteria below:

- (1) The applicant should either be:
 - (a) a bona-fide non-profit-making district organisation supported by the District Office of the Home Affairs Department; or
 - (b) a non-profit-making organisation
 - (i) registered under the Societies Ordinance; or
 - (ii) incorporated under the Companies Ordinance; or
 - (iii) formed by Statute, or
 - (iv) registered on the list of approved charitable institutions or trusts of a public character

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.

- (2) An applicant who co-presents the function with any organisation which does not meet the criteria as an eligible applicant under Item (1) above is not eligible for the concessionary rates .
- (3) The function should be open to the public, except for rehearsals linked with a public performance.
- (4) In the case of performance venues, the function should be in furtherance of performing arts which include dance, music, drama, film art or theatrical performance of any kind. In the case of lecture and exhibition venues, the concessionary rates may apply for cultural, scientific, literary or visual arts functions. Visual arts include painting, calligraphy, photography, sculpture, print, ceramics, floral and cinematography display. In the case of the piazza, the function should be non-revenue generating that does not involve admission charge or sale of commodities or services.
- (5) Concessionary rates are not applicable to bookings made outside normal booking hours of the venues (Concert Hall, Grand Theatre, Studio Theatre, Foyer Exhibition Areas and Piazza: 9am-11pm, Exhibition Gallery: 9am-8pm, Activity Rooms: 9am-10pm), bookings of reception areas, VIP Lounges and Miscellaneous Charges.
- (6) If a booking is eligible for concessionary rates and the applicant is a non-profit-making arts organisation with a clearly stated aim to promote the arts in its constitution, a 65% reduction on “Charges Based on Sales”, if applicable, will be provided.
- (7) 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.

(D) Miscellaneous Services

Provision of miscellaneous services as listed in Scale II is subject to availability of venue, equipment, staff resources and the discretion of the Manager.