

Hong Kong Visual Arts Centre

Guidelines on Reduction of 70% Hire Charges for Print-making and Sculpture Studios

General Criteria for Reduction

- (1) Application for reduction should be limited to organizations hiring the Print-making and Sculpture Studios of the Hong Kong Visual Arts Centre only.
- (2) The applicant should either be:
 - (a) a bona-fide non-profit-making district organization, or
 - (b) a non-profit-making organization
 - (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.
- (3) The constitution of the organization should specifically provide that members do not take any share of the profits or any share of the assets upon dissolution.
- (4) The reduction should be used for the purpose of a function that is open to the public.
- (5) The reduction should be used for the purpose of a function that is in furtherance of artistic, cultural and educational purposes.
- (6) The applicant should be considered to be in genuine need of financial assistance.
- (7) The reduction should be only applicable for hiring the entire artist studio.
- (8) The reduction should be only applicable for hiring the same studio for a period not less than six months and not less than one session per week.

Application for Reduction

- (1) Applications for reduction can be submitted together with the initial booking of the venue facilities.
- (2) All applications must be completed in full and should be signed only by a responsible officer of the organization.
- (3) A proposed price structure and a detailed breakdown of the estimated income and expenditure for the proposed function should be submitted for assessment purpose.
- (4) A copy each of the relevant publicity materials with due acknowledgement to the Leisure and Cultural Services Department and a statement of income and expenditure signed by the Chairman and Secretary / Treasury of the organization must be submitted within one month after the function. The Leisure and Cultural Services Department reserves the right to scrutinize accounts and in the case of doubts, to request an audited statement. If the information provided by the applicant is found to be untrue or should any breach of the Terms and Conditions of Hire be discovered, the Leisure and Cultural Services Department reserves the right to recover the full amount of reduction.

Acknowledgement

All successful applicants should give acknowledgement to the Leisure and Cultural Services Department for the reduction in their publicity materials e.g. by stating in posters, house programmes and press releases **“This programme / function receives support from the Leisure and Cultural Services Department’s Reduction of Hire Charges Scheme.”**

