

Booking Arrangements

(With effect from 1 September 2011)

	Exhibition Hall	Lecture Theatre / Multi-purpose Room	Art Studio
Ordinary Booking	<p>Ordinary Booking applications are accepted not less than 3 months but not more than 7 months in advance of the month of hire and processed collectively (e.g. applications for April to August 2011 are accepted in January 2011). (Note 1)</p> <p>Completed application forms should reach the Booking Office of the Hong Kong Visual Arts Centre before 5:00pm on the last working day (Note 2) of each month. A formal reply will be provided within 14 working days thereafter.</p> <p>When more than one applicant(s) apply for the same date(s), applications will be considered in accordance with the cultural content, arts promotion value of the proposed function, popularity of previous events and the organizing ability of the applicant.</p>	<p>Ordinary Booking applications are accepted for a 6-month period and processed collectively twice a year, in January (for July to December period) and July (for January to June period next year).</p> <p>Completed application forms should reach the Booking Office of the Centre before 5:00pm on the last working day* of January / July. A formal reply will be provided within 14 working days thereafter.</p> <p>When more than one applicant(s) apply for the same date(s), applications will be considered in accordance with the cultural content, relevancy to the designated use of the facilities and the organizing ability of the applicant.</p>	<p>Ordinary Booking applications are accepted not less than 2 weeks but not more than 3 months prior to the day of hire and processed collectively (e.g. applications for 15 January 2011 to 31 March 2011).</p> <p>Completed application forms should reach the Booking Office of the Centre before 5:00pm on the last working day* ahead of the latest booking date.</p> <p>When the number of applicants applying for the same date(s) exceeds the maximum capacity of the studio, applications will be considered in accordance with the cultural content, relevancy to the designated use of the facilities and the organizing ability of the applicant.</p>
Late Booking	<p>Late Booking applications are accepted not more than 3 months prior to the month of hire. They will be processed collectively on a weekly basis subject to operational feasibility and in accordance with the criteria as for the Ordinary Booking applications. Completed application forms will be accepted during office hours before 5:00pm on working days (Note 2).</p>	<p>Applications received after the Ordinary Booking period are considered as Late Bookings. Application will be processed on a first-come-first-served basis whereas applications less than 14 days before the first date of hire will only be considered subject to operational feasibility.</p>	<p>Applications received after the Ordinary Booking period are considered as Late Bookings. Application will be processed on a first-come-first-served basis and will only be considered subject to operational feasibility. (Note 3)</p>
Special Booking	<p>Functions involving overseas artists and/or requiring a longer lead-time for planning and preparation are eligible to apply for Special Bookings. Special Booking applications are accepted 24 months in advance of the month of hire. Applications will be processed collectively in each month and in accordance with the criteria as for the Ordinary Booking applications. A formal reply will be provided within 14 working days thereafter.</p>		

Note 1: Applications for non-arts or non-cultural activities will only be accepted 3 months prior to the month of hire, with the exception for booking applications by government departments, District Councils or registered schools.

Note 2: Working day refers to Monday to Friday (except public holidays)

Note 3: Late Booking of Art Studios will only be considered for applicants with appropriate training or proven experience to use the studio's equipment.

Application Procedures

1. Interested persons should complete an application form available upon request from the Information Counter of the Hong Kong Visual Arts Centre. (also downloadable from the web site www.lcsd.gov.hk/apo/)
2. For organizations which apply for booking facilities of Hong Kong Visual Arts Centre for the first time, 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; or
 - iv) certificate of registration under the Societies Ordinance.
3. 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 applicant's identity card/passport should be enclosed.
4. For organizations which apply for **rental subsidy**, applications should also include a copy of the following duly signed by the Chairman and one other office bearer to the effect that is a true copy:
 - i) Constitution; or
 - ii) Memorandum and Articles of Association
5. All **new** applicants should provide certificate or letter of reference to show proven qualification/relevant experience/appropriate training and experience to use the studio's equipment for screening by vetting panel before application is approved.
6. New applicants of Art Studios will be invited for an interview if required.
7. The completed application form, together with all the supporting documents should then be sent to the **Hong Kong Visual Arts Centre** (Address: 7A Kennedy Road, Central, Hong Kong; fax: (852) 2501 4703).
8. Successful applicants will be notified by letter for making the necessary arrangement including the signing of hire agreement and the payment of hire charges.

Facilities for Hire and Basic Hire Charge

Facilities For Hire		Area / Maximum Capacity	Purpose	Hiring Pattern	Charge		Furniture and Equipment Provided (Note 4)
					For Non-commercial Users	For Classes and Commercial Users	
Artist Studio	I. Ceramic Studio	159.5 sq. m / 8 artists	For pursuing related artistic works	3-hour session (2:00-5:00pm / 6:00-9:00pm)	<ul style="list-style-type: none"> • \$60 per session per artist working space • \$20 per hour in excess of one session 	<ul style="list-style-type: none"> • \$120 per session per artist working space • \$40 per hour in excess of one session 	<ul style="list-style-type: none"> • basic studio equipment • chairs and tables • ventilation system • mental welding machines • cutting machines • electric bench drill • bench saw • litho presses • intaglio presses • aquatint box • suction silkscreen printers • vacuum exposure unit • woodblock printing press • electric potter's wheels • clay mixer pug mill • fiber blender • advanced electric kilns in Ceramic Studio (see table on next page for kiln firing charges)
	II. Sculpture Studios:						
	1. Metal	123 sq. m / 3 artists					
	2. Clay / plaster	104 sq. m / 6 artists (Note 5)					
	3. Stone	42 sq. m / 2 artists (Note 6)					
	4. Wood	63 sq. m / 2 artists (Note 6)					
	III Printing Studios:				Reduction of 70% Hire Charge for Printmaking and Sculpture Studios		
	1. Planography and Serigraphy	123 sq. m / 4 artists			Only applicable to non-profit-making organizations which hire the same and entire studio for a period not less than six months and not less than one session per week. (Note 7)		
	2. Intaglio	104 sq. m / 3 artists					
	3. Relief	81.5 sq. m / 3 artists					
Exhibition Hall		218 sq. m	Exhibitions	Daily (10:00am-9:00pm)	<ul style="list-style-type: none"> • \$400 per day • \$40 per extra hour 	<ul style="list-style-type: none"> • \$800 per day • \$80 per extra hour 	<ul style="list-style-type: none"> • display stands • display panels • chairs and tables • track lighting
Lecture Theatre		111 sq. m / 70 seats	Meetings, lectures, conferences, film / slide / video shows	i. Hourly (10:00am-9:00pm)	<ul style="list-style-type: none"> • \$50 per hour • \$25 per half hour in excess of 2 hours 	<ul style="list-style-type: none"> • \$100 per hour • \$50 per half hour in excess of 2 hours 	<ul style="list-style-type: none"> • slide / film / video projection equipment • sound system • chairs and tables
				ii. Audio recording (tapes to be provided by hirer)	<ul style="list-style-type: none"> • \$40 per half hour 	<ul style="list-style-type: none"> • \$40 per half hour 	
				iii. Video recording (Recording, tapes and necessary equipment to be responsible and provided by hirer)			
				with camera fixed/ with camera movable	<ul style="list-style-type: none"> • \$60 per half hour • \$120 per half hour 	<ul style="list-style-type: none"> • \$60 per half hour • \$120 per half hour 	
				(minimum hire of i to iii, 2 hours)			
Multi-purpose Room		25 - 33 sq. m (Note 8) / 20 seats	Various art activities, meetings, lectures, seminars, classes, slide shows	Hourly (10:00am-9:00pm) Minimum 2 hours	<ul style="list-style-type: none"> • \$25 / hour • \$15 / half hour in excess of 2 hours 	<ul style="list-style-type: none"> • \$50 / hour • \$25 / half hour in excess of 2 hours 	<ul style="list-style-type: none"> • slide projection equipment • chairs and tables • washing basins • wall panels
Multi-purpose Studio		81.5 sq. m / 20 seats		Hourly (10:00am-2:00pm) Minimum 2 hours			

Note 4: The items listed are not exhaustive, please discuss with the Booking Office with regard to other requirements. Furniture and equipment provided are subjected to change without prior notice.

Note 5: The Sculpture Studio (Clay/Plaster) is closed temporarily until further notice. Yet the services will continue to be carried out in the Multi-purpose Studio.

Note 6: With additional 38 sq. m public area to be shared by users of Sculpture Studio (wood) and Sculpture Studio (stone).

Note 7: For details, please refer to the Guidelines on next page.

Kiln Firing Charges for Ceramic Studio

Firing Process	Usual Firing Time (approx.)	Charges	Minimum Charges
Bisque firing	12 hours	\$5 per litre	\$25 per firing per user
Low-temperature glaze firing	15 hours	\$7 per litre	\$35 per firing per user
High-temperature glaze firing	20 hours	\$9 per litre	\$45 per firing per user

Service Provided

The charges include the loading and unloading of ceramics by the technician of the Centre into the kiln, designing of firing schedule, regular repairing and replacement of kiln furniture and kiln props, arrangement for collection, temporary storage and return of ceramic works.

The kiln has a chamber capacity of about 278 litres. Firing is at regular intervals depending on works received within the capacity of the kilns. Charges are calculated on the volume of the piece submitted for firing.

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

General Criteria for Reduction	<ol style="list-style-type: none"> 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 applicants should either be: <ol style="list-style-type: none"> (a) a bono-fide non-profit-making district organization, or (b) a non-profit-making organization <ol style="list-style-type: none"> 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 approval 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 applicable for organizing function that is open to the public. 5. The reduction should be applicable for organizing 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	<ol style="list-style-type: none"> 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 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.

Closing Day of the Hong Kong Visual Arts Centre:

Closed on Tuesdays

Closed on New Year's Day, the first three days of Chinese New Year, Christmas Day and Boxing Day

Closed at 5:00pm on Chinese New Year's Eve, Mid-Autumn Festival, Winter Solstice Festival, Christmas Eve and New Year Eve

Enquiries:

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