

香港科學館 康樂及文化事務署場租資助計劃

(A) 資助準則

- (1) 必須以團體名義申請；以個人名義申請，將不會受理。
- (2) 申請團體必須已根據社團條例或公司條例註冊立案，或已根據法例成立，或已註冊為認可慈善機構或公共性質的信託團體。
- (3) 在申請團體的章程或組織章程大綱及章程細則、或有關條例或信託契約中，必須明文規定，若團體解散，其成員不得分享其利潤或資產。
- (4) 申請人若與不符合上列第(2)及第(3)項準則的團體合辦節目，則不會獲得資助。
- (5) 除排演外，有關活動須公開讓公眾人士入場。
- (6)
 - (a) 活動如在表演場地舉行，應以推廣表演藝術為目的，所謂表演藝術是指各種舞蹈、音樂、戲劇、電影及其他舞台表演。
 - (b) 在演講或展覽場地舉行的文化、科學、文學或視覺藝術活動，均可獲得資助。所謂視覺藝術是指繪畫、書法、攝影、雕刻、版畫、陶瓷、花藝及放映電影。
- (7) 申請獲得批准的團體，必須在宣傳資料內鳴謝康樂及文化事務署的資助，例如在海報、場刊、新聞稿及其他形式的廣告內印上下列字句：「本節目/活動按康樂及文化事務署場租資助計劃予以補助」。在任何情況下，均不得使用康樂及文化事務署署徽。
- (8) 對於這個計劃的資助準則，以及是否給予資助金，康樂及文化事務署擁有絕對決定權，任何人均不得異議。

(B) 資助方式

- (1) 署方將按下列不同方式給予資助：
 - (a) 訂租有關場地的申請人如無須繳付「根據門票收入計算的場租」，則可獲基本場租折扣優惠，訂租大型場地可獲三五折優惠(取最接近的百元整數)；訂租小型場地可獲五折優惠(取最接近的拾元整數)。
 - (b) 申請人如須繳付「根據門票收入計算的場租」，則在支付這筆費用之外，還須繳付基本場租(下文(c)段及(d)段所述的情況除外)，但可獲折扣優惠。現舉例說明如下：

基本場租	-	20,000 元
折扣額	-	20,000 元 x 65% = 13,000 元
根據門票收入計算	-	指定比率(如 20%)的節目門票收入

的場租	(如 150,000 元)減基本場租(20,000 元)
	即 150,000 元 x 20% - 20,000 元
	= 10,000 元
申請人須繳付的 租用費總額	- (20,000 元 - 13,000 元) + 10,000 元
	= 17,000 元

- (c) 倘若申請人在普通情況下須繳付「根據門票收入計算的場租」，但申請人屬非牟利藝術團體，且在章程中列明其宗旨是推廣藝術，則可獲基本場租折扣優惠，亦可豁免「根據門票收入計算的場租」。按照上述例子，申請人只須繳付下列場租：

$$20,000 \text{ 元} - 13,000 \text{ 元} = 7,000 \text{ 元}$$

- (d) 倘若申請人在普通情況下須繳付「根據門票收入計算的場租」，但擬定舉行的屬慈善籌款活動，則申請人可獲豁免「根據門票收入計算的場租」。但須全數繳付基本場租(按上述例子為 20,000 元)。

- (2) 雜項服務和設備的收費，以及其他可付還的費用，均須全數支付，不會獲得優惠。

(C) 申請程序

- (1) 申請人須於遞交申請表時，夾附下列文件：
- (a) (i) 按社團條例發出的註冊證書或社團成立通知；或
 - (ii) 按公司條例發出的公司註冊證書；或
 - (iii) 註冊為認可慈善機構或公共性質的信託團體的證書；及
 - (b) 一份申請團體的章程或組織章程大綱及章程細則，並須由主席及另一名幹事正式簽署，以示真確。
- (2) 至於非牟利團體舉辦的慈善籌款活動，申請人須提供接受捐款的慈善機構的確認書。有關慈善機構須已註冊為認可慈善機構或公共性質的信託團體。
- (3) 申請人須在活動舉行前一個月，遞交所有有關宣傳資料各一份，並在活動舉行當日或之前遞交場刊一份。
- (4) 申請人能否獲得資助，須視乎申請人是否完全符合資助準則及遵守租用條款而定。如申請人不遵守這項規定或提供虛假的資料，康樂及文化事務署有權索回全部資助金。

Hong Kong Science Museum

Leisure and Cultural Services Department Rental Subsidy Scheme

(A) Criteria for Subsidy

- (1) Application for subsidy is open to organizations only and not to individual persons.
- (2) The applicant should be registered under the Societies Ordinance or incorporated under the Companies Ordinance or formed by statute or registered on the list of approved charitable institutions or trusts of a public character.
- (3) Its Constitution or Memorandum and Articles of Association or Ordinance or Trust Deed should specifically provide that members do not take any share of the profits nor any share of the assets upon dissolution.
- (4) An applicant who co-presents or co-organises the function with an organization which does not meet the criteria in (2) and (3) above is not eligible for subsidy.
- (5) The function should be open to the public except for rehearsals.
- (6)
 - (a) In the case of performance venues, the function should be in furtherance of the performing arts. The performing arts include dance, music, drama, cinematography or theatrical performance of any kind.
 - (b) In the case of lecture and exhibition venues, subsidy may be granted for cultural, scientific, literary or visual arts functions. The visual arts include painting, calligraphy, photography, sculpture, print, ceramics, floral and cinematography display.
- (7) Successful applicants are required to give acknowledgement to the Leisure and Cultural Services Department for the subsidy in their publicity materials, e.g. by stating in the posters, house programmes, press release and other forms of advertisement: "The performance / function is presented under the Rental Subsidy Scheme of the Leisure and Cultural Services Department". Under no circumstances should the Leisure and Cultural Services Department's logo be used.
- (8) The Department reserves all right to interpret the subsidy criteria under this scheme and to decide whether to grant a subsidy. The Department's decision shall be final.

(B) Forms of Subsidy

- (1) The subsidy may be granted in the following alternative forms:
 - (a) Where the applicant's booking of the venue does not require payment of Charges Based on Sales, the applicant will pay the Basic Hire Charges less a discount (65% off for the major venues and 50% off for the minor venues, rounded up / down to the nearest hundred dollars (major venues) or to the nearest ten dollars (minor venues)).
 - (b) Where the applicant's booking requires payment of Charges Based on Sales, the applicant will have to pay such Charges Based on Sales but will be granted a discount off the Basic Hire Charges, subject to the exceptional cases in (c) and (d) below. An example is given as follows for illustrating (b):

Basic Hire Charges	-	\$20,000
Discount offered	-	\$20,000 x 65% = \$13,000
Charges Based on Sales	-	the specified percentage (say 20%)

of the tickets proceeds from the
function (say \$150,000) less the
Basic Hire Charges (\$20,000)
i.e. $\$150,000 \times 20\% - \$20,000 = \$10,000$

Total hire charges payable by the applicant - $(\$20,000 - \$13,000) + \$10,000 = \$17,000$

- (c) Where the applicant's booking ordinarily requires payment of Charges Based on Sales but the applicant is a non-profit making arts organization with a clearly stated aim to promote the arts in its constitution, the applicant will enjoy both the discount off the Basic Hire Charges and a waiver of the Charges Based on Sales. In the case of the above example, the amount the hire charges payable will only be:
 $\$20,000 - \$13,000 = \$7000$
- (d) Where the applicant's booking ordinarily required payment of Charges Based on Sales but the function is for charitable fund-raising, the applicant will enjoy a waiver of the Charges Based on Sale but will have to pay the full Basic Hire Charges (\$20,000 in the case of the above example).
- (2) No wavier or discount will be granted for charges for miscellaneous services, equipment and other reimbursables.

(C) Application Procedure

- (1) The applicant should furnish the following together with the application form:-
- (a) (i) certificate of registration or notification of establishment of society under the Societies Ordinance; or
- (ii) certificate of incorporation under the Companies Ordinance; or
- (iii) certificate of registration on the list of approved charitable institutions or trusts of a public character; and
- (b) a copy of the Constitution or Memorandum and Articles of Association duly signed by the Chairman and one other office-bearer to the effect that it is a true copy.
- (2) For a charitable fund-raising function held by a non-profit-making organization, a confirmation letter from the charitable institution(s) for whom funds are being raised should be provided. The said charitable institution(s) must be registered on the list of approved charitable institutions or trusts of a public character.
- (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.
- (4) The subsidy is granted subject to the applicant's absolute compliance with the criteria for subsidy 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 recover the full amount of the subsidy.

Hong Kong Science Museum

Application For Subsidy

Please read the attached explanatory notes before completing this form

PART I

Name of Organization : _____ (Registered Name)

Nature of Organization : Registered Non-profit-making Organization
 Registered Charitable Organization
 Subsidized/Grant-in-aid School
 Others (please specify) _____

PART II

Details of Booking : _____ (Unit booked) _____ (Date(s))

Nature of Event : _____

Name of Event : _____

Details of Event : _____

Admission will be open /not open* to public and admission will be free / at the following prices*:

Price

No. of Seats

PART III

The organization is / is not* in receipt of the subsidy from the following bodies:

Funding Body	Nature/Amount of Subsidy
<input type="checkbox"/> Community Chest	_____
<input type="checkbox"/> Council for the Performing Arts	_____
<input type="checkbox"/> Government	_____
<input type="checkbox"/> Hong Kong Jockey Club	_____
<input type="checkbox"/> Others _____ (please specify)	_____

PART IV

The undersigned hereby certifies that all the information furnished on this form is complete and accurate. If the application is successful, we must give acknowledgment to the Leisure and Cultural Services Department for the subsidy in the publicity materials by stating that: "The performance / function is presented under the Rental Subsidy Scheme of the Leisure and Cultural Services Department". (To be signed by a responsible officer of the organization, such as the Chairman, Director, General Secretary etc.)

Name : _____

Post : _____

Chop of Organization Represented:

Signature : _____

Date : _____

* Delete where appropriate

PART V (Acknowledgement Slip)

Application for subsidy from the Leisure and Cultural Services Department for the booking of _____ at the Hong Kong Science Museum on _____ 20____ was received on _____.

Your application is now under consideration by the Leisure and Cultural Services Department and we will contact you again in due course.

For enquiries, please call the Hong Kong Science Museum Booking Office at 2732 3231.

Date : _____

Application No. : _____

For Manager, Hong Kong Science Museum

香港科學館 資助申請表

填寫本表格前，請先細閱夾附的說明

第一部分

團體名稱： _____ (註冊名稱)
 團體性質：
 註冊非牟利團體
 註冊慈善團體
 津貼 / 補助學校
 其他 (請註明) _____

第二部分

訂租詳情： _____
 (所租用場地) (日期)
 活動性質： _____
 活動名稱： _____
 活動詳情： _____

這項活動公開 / 不公開*讓公眾人士入場，並不收取 / 收取下述*入場費：
票價 座位數目

第三部分

本團體有 / 沒有*獲得下述機構資助：

資助機構

- 公益金
 演藝發展局
 政府
 香港賽馬會
 其他機構 _____
 (請註明)

資助性質/數目

第四部分

茲證明填報的資料均正確無訛，並無遺漏。如申請獲得批准，我們必在宣傳資料內以下列字句鳴謝康樂及文化事務署的資助：「本節目/活動按康樂及文化事務署場租資助計劃予以補助」。(須由團體負責人，例如主席、總理或行政秘書簽署。)

姓名： _____ 職位： _____

簽署： _____ 所代表團體的印鑑：

日期： _____

*請將不適用者刪去

第五部分 (回條)

茲於 _____ 收到你在 _____

訂租香港科學館 _____ 而要求康樂及文化事務署給予資助的申請。

康樂及文化事務署正考慮你的申請，稍後會再與你聯絡。

如有查詢，請致電 2732 3231 香港科學館租務組。

日期： _____

申請編號： _____

 香港科學館經理