

Hong Kong Coliseum and Queen Elizabeth Stadium

Booking Arrangements and Guidelines for Major Facilities

(Arena, Piazza and Distribution & Exchange Lobby)

(with effect from October 2013)

I. Booking Arrangements

Ordinary Booking	<p>Ordinary Booking applications are accepted not less than 3 months but not more than 12 months in advance of the month of hire and processed in one lot (e.g. applications for January 2014 – October 2014 are accepted in October 2013).</p> <p>Applicants should check the available dates from the Availability Table before filling their choices in the Application Form. The updated Availability Table will be released in the middle of each month at the websites of the Hong Kong Coliseum (HKC) (http://www.lcsd.gov.hk/hkc) or the Queen Elizabeth Stadium (QES) (http://www.lcsd.gov.hk/qes) and displayed at the two stadia.</p> <p>The completed Application Form should be submitted in person or by mail to the Booking Section of the Stadia Office before 5:30pm on the last working day* of the month. For the booking of the Arena of the two stadia, application can also be made online through e-APS at http://www.lcsd.gov.hk/eaps. A reply will be sent within 14 working days.</p>
Exceptional Booking	<p>Exceptional Bookings refer to applications received less than 3 months prior to the month of hire and will be considered on individual merits subject to operational feasibility. These applications are not accepted through e-APS.</p>
Special Booking	<p>Events which require a longer time of planning and preparation may apply for Special Bookings. These applications are considered on a case by case basis.</p>
Reservation Fee	<p>When submitting the Application Form, the applicant should pay a reservation fee at the rate as specified in the First Schedule of Terms and Conditions of Hire for Major Facilities (Scale of Hire Charges, Reimbursable Charges and Rights Fees) on the two stadia websites. There is no guarantee that all applications will be successful. The reservation fee will be refunded if the application is not accepted by the Leisure and Cultural Services Department (Department).</p>
Supporting Documents	<p>When submitting the Application Form and reservation fee, the applicant is required to provide the following documents:</p> <ul style="list-style-type: none"> (a) a copy of Certificate of Registration or Certificate of Incorporation or Business Registration Certificate; (b) a contract or agreement with details of the singer(s)/artist(s)/arts group(s), if applicable; (c) a profile of the singer(s)/artist(s)/arts group(s) with a recent video or audio recording of a performance, if applicable; (d) a copy of the rules and regulations for the event together with the letter of sanction issued by relevant National Sports Association affiliated under the Sports Federation & Olympic Committee of Hong Kong, China (applicable to sports events).
Facilities for Hire, Hire Charges	<p>Please contact the Booking Section of the Stadia Office for a full set of updated Terms and Conditions of Hire.</p>
Rental Subsidy Scheme and Incentive Scheme (Applicable to the Queen Elizabeth Stadium only)	<p>Rental Subsidy Scheme provides rental subsidy to non-profit making organisations.</p> <p>Incentive Scheme provides a reduction of the Charge Based on the Gross Receipts for large-scale entertainment events.</p> <p>For details, please refer to the information sheet of the two schemes on the QES website or contact the Booking Section.</p>

Booking Enquiry	<p>HKC: (852) 2355 7261(Tel); amstabk1@lcsd.gov.hk (email)</p> <p>QES: (852) 2355 7282 (Tel); amstabk2@lcsd.gov.hk (email)</p> <p>Office hours: 9:00 am to 1:00 pm and 2:00 pm to 5:45 pm from Monday to Friday (except public holidays)</p>
------------------------	---

II. Booking Guidelines

- (1) Please read the Booking Arrangements and Guidelines for Major Facilities before completing the Application Form. You may contact the Booking Section for a full set of updated Terms and Conditions of Hire if needed.
- (2) Failure to provide accurate and sufficient information will result in your application being rejected.
- (3) Applications should be made by a company or an organisation registered in Hong Kong.
- (4) The original copy of the Application Form together with the reservation fee and supporting documents should reach the Booking Section of the Stadia Office at No. 9 Cheong Wan Road, Hung Hom, Kowloon, or be submitted online through e-APS at <http://www.lcsd.gov.hk/eaps> **before 5:30pm on the last working day* of the month.**
- (5) You can pay the reservation fee by cash, cheque or cashier order if you submit your application in person at the Stadia Office. If you submit your application by mail, please pay the reservation fee by a crossed cheque issued by the applying company or organisation payable to “The Government of the HKSAR”. For online applications through e-APS, payment can only be made by credit card or PPS.
- (6) All applications are processed collectively on a monthly basis. No application will be received after the deadline of each month until the Availability Table is updated and released in the middle of the following month.
- (7) While the two stadia are suitable for holding large-scale sports, cultural, celebratory and community events, priority will generally be given to applications for major international sports events.
- (8) If there is more than one application for the same slot, consideration will be given to the following factors:
 - Nature, significance and attraction of the proposed event
 - Merits of the proposed event
 - Booking history of the proposed event / artist(s) / applicant(s)
- (9) The reservation fee will be deducted from the hire charges when a booking is confirmed. The payment will be refunded if the application is not accepted by the Department. Normally, the refund will be made by cheque payable to the applying company or organisation. For the reservation fee paid by credit card for online application, the payment will be refunded to the same credit card account.
- (10) The date(s) applied for and the reservation fee paid are not changeable or transferable.
- (11) Once the application is accepted, any changes made by the applicant will require submission of a fresh application and the reservation fee paid will be forfeited.

*Working day refers to Monday to Friday, excluding public holidays

Relevant Websites:

Hong Kong Coliseum <http://www.lcsd.gov.hk/hkc>

Queen Elizabeth Stadium <http://www.lcsd.gov.hk/qes>