



	Auditorium / Black Box Theatre	Function Room						
Ordinary Bookings and Late Bookings	<p><b>Ordinary Booking</b> 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 March – July 2020 are accepted in December 2019). <b>(Note)</b></p> <p>Completed application forms shall reach the booking office of Tai Po Civic Centre / Sha Tin Town Hall or via on-line application of e-APS at <a href="http://www.lcsd.gov.hk/eaps">http://www.lcsd.gov.hk/eaps</a> before 5:30pm on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p> <p>If there is more than one applicant applying for the same slot, applications will be considered by taking into account the following factors and weightings:</p> <p><b>Auditorium</b></p> <ul style="list-style-type: none"><li>- Nature of the proposed function (20%) Arts-related activities such as concerts (orchestral, chamber, instrumental, vocal or jazz), opera, drama / musical, dance, Chinese opera, Chinese operatic songs or excerpts will be given preference</li><li>- Artistic merit of the proposed function (45%) Activities with good artistic merit will be given preference</li><li>- Value of the proposed function to the promotion of arts and culture in the community (15%) Activities contributing to the promotion of arts and culture in the community will be given preference</li><li>- New applicant organising arts-related functions or not / organising ability of past successful hirer, and duration of period applied for (20%)</li></ul> <p><b>Black Box Theatre</b></p> <ul style="list-style-type: none"><li>- Nature of the proposed function (30%) Arts-related activities such as opera, drama / musical, dance and Chinese Opera will be given preference</li><li>- Artistic merit of the proposed function (40%) Activities with good artistic merit will be given preference</li><li>- Value of the proposed function to the promotion of arts and culture in the community (10%) Activities contributing to the promotion of arts and culture in the community will be given preference</li><li>- New applicant organising arts-related functions or not / the organising ability of past successful hirer, and duration of period applied for (20%)</li></ul>	<p><b>Ordinary Booking</b> applications are accepted twice a year in January and July for a maximum period of half-year 6 months in advance. Details are as follows:</p> <table><tr><th><u>Submission Date</u></th><th><u>Booking Period</u></th></tr><tr><td>January</td><td>July – Dec of the same year</td></tr><tr><td>July</td><td>Jan – June of the following year</td></tr></table> <p>Completed application forms shall reach the booking office of Tai Po Civic Centre / Sha Tin Town Hall or via on-line application of e-APS at <a href="http://www.lcsd.gov.hk/eaps">http://www.lcsd.gov.hk/eaps</a> before 5:30 pm on the last working day* of January or July.</p> <p>If there is more than one applicant applying for the same slot, applications will be considered by taking into account the following factors and weightings:</p> <ul style="list-style-type: none"><li>- Nature of the proposed function, and whether the proposed function complies with the designated use of the facility (30%) Arts-related activities that comply with the designated use of the facility will be given preference (the designated use of the Function Room is all activities, meeting, talks, workshops and training classes related to performing arts, visual arts and literary arts)</li><li>- Number of hours of hire applied for and whether arts-related functions will be held for a continuous period of six months (40%) Arts-related activities will be given preference</li><li>- Value of the proposed function to the promotion of arts and culture in the community (15%) Activities contributing to the promotion of arts and culture in the community will be given preference</li><li>- New Applicant organising arts-related functions or not / organising ability of past successful hirer (15%)</li></ul> <p>If, after assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p>	<u>Submission Date</u>	<u>Booking Period</u>	January	July – Dec of the same year	July	Jan – June of the following year
<u>Submission Date</u>	<u>Booking Period</u>							
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	Auditorium / Black Box Theatre	Function Room
	<p>Should competing applicants score the same marks in the aforesaid stage, the applications will be further considered by taking into account the following factors which carry the same scoring weighting:</p> <ul style="list-style-type: none"> <li>- Interval between the proposed date of hire and the last successful booking of the same facility</li> <li>- Number of days booked at the same facility within the 12 months preceding the proposed date of hire</li> <li>- Attendance at the last function held at the same facility</li> </ul> <p>If, after the aforesaid two stages of assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p> <p>Late Booking applications are accepted less than 3 months prior to the month of hire and will only be considered on individual merit subject to operational feasibility. Applications will be processed in one lot on a weekly basis. Completed application forms will be accepted during office hours on working days before 5:30 p.m.</p> <p><i>(Note: Applications for non-arts activities will only be accepted 3 months or less prior to the month of hire, with the exception for applications by government departments, District Councils or registered schools.)</i></p>	<p>Applications received after Ordinary Booking Period are considered as <b>Late Bookings</b>, which will be processed on a first-come-first-served basis. Applications received less than 14 days prior to the date of hire will only be considered subject to operational feasibility.</p>
<b>Special Bookings</b>	<p>Events requiring a longer lead-time for planning and preparation (e.g. cultural performances involving renowned visiting artists) are eligible to apply for <b>Special Bookings</b>.</p> <p>Special Booking applications are accepted not less than 8 months but not more than 24 months in advance of the month of the hire. Completed application forms shall reach the booking office of Tai Po Civic Centre / Sha Tin Town Hall or via on-line application of e-APS at <a href="http://www.lcsd.gov.hk/eaps">http://www.lcsd.gov.hk/eaps</a> before 5:30pm on the last working day* of the month.</p> <p>A reply will be provided within 14 working days thereafter.</p>	<p>Will only be exceptionally considered on individual merit.</p>

<b>Supporting Documents</b>	<p>For organisations, the booking applications shall include copies of :</p> <ul style="list-style-type: none"> <li>(i) Certificate of business registration; or</li> <li>(ii) Certificate of incorporation under the Companies Ordinance Cap. 622; or</li> <li>(iii) Notification of establishment of a society under the Societies Ordinance Cap. 151; or</li> <li>(iv) Certificate of registration of a society under the Societies Ordinance Cap. 151; or</li> <li>(v) Certificate of registration on the list of approved charitable institutions or trusts of a public character; or</li> <li>(vi) Certificate of registration of a school or certificate of incorporation under the Education Ordinance Cap. 279.</li> </ul> <p>For individuals, applicants shall present their identity cards/passports for checking when they return applications in person. Applications submitted by a third party/post/fax shall be accompanied by a copy of the applicants' identity cards/passports.</p>
<b>Application Procedure for Concessionary Rates for Non-profit Organisations Scheme</b>	<ul style="list-style-type: none"> <li>(1) The applicant shall furnish the following together with the application form :- <ul style="list-style-type: none"> <li>(a) <ul style="list-style-type: none"> <li>(i) Certificate of incorporation under the Companies Ordinance Cap. 622; or</li> <li>(ii) Certificate of registration or notification of establishment of a society under the Societies Ordinance Cap.151 ; or</li> <li>(iii) Certificate of registration on the list of approved charitable institutions or trusts of a public character; and</li> </ul> </li> <li>(b) a copy of the Memorandum (if any) and Articles of Association or the Constitution duly signed by the Chairman and one other office-bearer to the effect that it is a true copy. 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.</li> </ul> </li> <li>(2) For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for waiver of the "Charges Based on Gross Ticket Proceeds" 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.</li> <li>(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 shall also be submitted on or before the first day of the function.</li> <li>(4) The approval of concessionary rates is subject to the applicant's absolute compliance with the criteria for Concessionary Rates for Non-profit Organisations Scheme (please refer to Scale IV(D) of the Tai Po Civic Centre Scales of Hire Charges) 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 charge the full normal rates and recover all outstanding amounts.</li> <li>(5) The Leisure and Cultural Services Department reserves all right to interpret the criteria under this scheme and to decide whether the applicant is eligible for concessionary rates. The Leisure and Cultural Services Department's decision shall be final.</li> </ul>
<b>Remarks</b>	<ul style="list-style-type: none"> <li>(1) All information and documents submitted by the applicant in support of the booking application shall be update, valid and subsisting with regard to the legal status of the applicant/ organisation. The applicant shall provide any further information and documents in respect of any changes thereto.</li> <li>(2) The applicant may be liable to be prosecuted should any false information and/or invalid documents be provided in the booking application.</li> <li>(3) It is an offence under the Prevention of Bribery Ordinance Cap. 201 for any applicant/ its members, employees, agents and contractors to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.</li> </ul>
<p>Enquiries : 2665 4754 Monday to Friday from 9am to 5:45pm (except public holidays)  Fax : 2667 4289  Address : Tai Po Civic Centre, No.12 On Pong Road, Tai Po, N.T.</p>	

\*Working day refers to Monday to Friday except public holidays