

## Booking Arrangements and Charges

(Updated as of 1 April 2019)

	Exhibition Hall	Lecture Theatre / Multi-purpose Studio / Multi-purpose Room	Art Studio (Note 1) (Note 2)
Ordinary Booking	<p><b>Ordinary Booking</b> applications are accepted <b>not less than 3 months but not more than 7 months</b> in advance of the month of hire and processed collectively (e.g. applications for April to August 2016 are accepted in January 2016) (Note 3).</p> <p>Completed application forms should reach the Booking Office of the Centre before 5:30pm of the last working day (Note 4) of each month. A reply will be provided within 14 working days thereafter.</p> <p>When there are more than one applicant(s) applying for the same date(s), applications will be considered in accordance with the content, arts promotion value of the proposed function, popularity of previous events and the organising ability of the applicant, etc.</p>	<p><b>Ordinary Booking</b> applications are accepted on a half-yearly basis during the sixth month prior to the month of hire and processed in one lot, i.e. in <b>January</b> (for July to December) and <b>July</b> (for January to June next year).</p> <p>Completed application forms should reach the Booking Office of the Centre before 5:30pm of the last working day (Note 4) of January / July. A reply will be provided within 14 working days thereafter.</p> <p>When there are more than one applicant(s) applying for the same date(s), applications will be considered in accordance with the nature, relevancy to the designated use of the facilities, duration of the proposed function and the organising ability of the applicant, etc.</p>	<p><b>Ordinary Booking</b> applications are accepted <b>not less than 2 weeks but not more than 3 months</b> prior to the date of hire and processed collectively (e.g. applications for 15 January 2016 to 31 March 2016 are accepted on 1 January 2016).</p> <p>Completed application forms should reach the Booking Office of the Centre before 5:30pm every day (except closing days).</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 nature, relevancy to the designated use of the facilities, duration of the proposed function and the organising ability of the applicant, etc.</p>
Late Booking	<p>Applications received after the Ordinary Booking Period are considered as <b>Late Bookings</b>. Applications will be processed collectively subject to operational feasibility and in accordance with the criteria as for the <b>Ordinary Booking</b> applications. Completed application forms should reach the Booking Office of the Centre before 5:30pm of the last working day (Note 4) of each week. They will be processed in one lot on a weekly basis.</p>	<p>Applications received after the Ordinary Booking Period are considered as Late Bookings and will be processed on a first-come, first-served basis. Applications received less than 14 days prior to the date of hire for will be considered on individual merit. Completed application forms should reach the Booking Office of the Centre before 5:30pm of the working day (Note 4).</p>	<p>Applications received after the Ordinary Booking period are considered as <b>Late Bookings</b>. Applications will be processed on a first-come, first-served basis and will only be considered subject to operational feasibility.</p>
Special Booking	<p>Events requiring a longer lead-time for planning and preparation (e.g. seminars, exhibitions or cultural performances involving renowned visiting scholars / artists) are eligible to apply for <b>Special Bookings</b>. Special Booking applications are accepted not less than 8 months and not more than 24 months in advance of the month of hire. Completed application forms should reach the Booking Office of the Centre before 5:30pm of the last working day (Note 4) of each month. Applications will be processed collectively and a reply will be provided within 14 working days thereafter.</p>		

Note 1: Booking of Art Studios will only be considered for applicants with appropriate training or proven experience to use the studio equipment.

Note 2: For better use of the resources and facilities, if hirers cannot attend the studio sessions, please inform the centre in written by fax at 2501 4703 or via email at va@lcsd.gov.hk. For ad-hoc requests, hirers may contact the centre staff at 2521 3008. The withdrawn sessions will be open for bookings. Frequent no shows without prior notices will affect future applications.

Note 3: 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 4: Working day refers to Monday to Friday (except public holidays).

## Booking Procedures

1. Interested parties should complete an application form available upon request from the Information Counter of vA!. (also downloadable from the web site [www.lcsd.gov.hk/apo/](http://www.lcsd.gov.hk/apo/))
2. For organisations which apply for the booking facilities of vA! 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.
4. For organisations as non-commercial users, 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. Applicants of **Special Bookings** for Exhibition Hall should submit the artists' address proof for consideration.
6. All **new** applicants should provide certificate or letter of reference to show proven qualification / relevant experience / appropriate training and experience to use the studio equipment for screening by vetting panel before application is approved.
7. New applicants of Art Studios will be invited for interview by a selection panel if required.
8. 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).
9. Successful applicants will be notified by letter for making the necessary arrangement including the signing of 'Confirmed Booking Form' and the payment of hire charges by crossed cheque(s) payable to 'HKSAR Government'.
10. To contact the Centre by post, please make sure that all mail items bear sufficient postage. The Centre will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website: ([http://www.hongkongpost.hk/en/postage\\_calculator/index.html](http://www.hongkongpost.hk/en/postage_calculator/index.html)).

## Opening Hours of the Centre

Monday, Wednesday to Sunday: 10am – 9pm

Mid-Autumn Festival, Winter Solstice Festival, Christmas Eve, New Year Eve and Chinese New Year's Eve: 10am – 5pm

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

## Opening Hours of Booking Office

Mondays to Fridays: 9am – 5:30pm

Closed on Saturdays, Sundays and public holidays

## Enquiries

Tel: +852 2521 3008 / 3101 2736

Fax: +852 2501 4703

Email: [va@lcsd.gov.hk](mailto:va@lcsd.gov.hk)

## Facilities for Hire and Basic Hire Charges

Facilities For Hire		Area / Maximum Capacity	Purpose	Hiring Pattern	Charge		Furniture and Equipment Provided (Note 5)
					For Non-commercial Users	For Classes and Commercial Users	
<b>Artist Studio</b>	I. Ceramics Studios	160 m <sup>2</sup> / 8 artists	For pursuing related artistic works	3 - hour session (2:00 - 5:00pm / 6:00 - 9:00pm)	<ul style="list-style-type: none"> <li>•\$65 per session per artist's work space</li> <li>•\$22 per hour in excess of one session</li> </ul>	<ul style="list-style-type: none"> <li>•\$130 per session per artist's work space</li> <li>•\$44 per hour in excess of one session</li> </ul>	<ul style="list-style-type: none"> <li>•basic studio equipment</li> <li>•ventilation system</li> <li>•metal welding machines</li> <li>•cutting machines</li> <li>•bench drill</li> <li>•bench saw</li> <li>•litho presses</li> <li>•intaglio presses</li> <li>•aquatint box</li> <li>•suction silkscreen printers</li> <li>•vacuum exposure unit</li> <li>•woodblock printing presses</li> <li>•electric potter's wheels</li> <li>•blenders</li> <li>•kilns in Ceramic Studio (see table on next page for kiln firing charges)</li> <li>•washing basins</li> </ul>
	II. Sculpture Studios: 1.Metal / Clay / Plaster 2.Stone	123 m <sup>2</sup> / 3 artists 42 m <sup>2</sup> / 2 artists (Note 6)					
	3.Wood	63 m <sup>2</sup> / 2 artists (Note 6)					
	III. Printmaking Studios: 1.Planography / Serigraphy 2.Intaglio 3.Relief	123 m <sup>2</sup> / 4 artists 104 m <sup>2</sup> / 3 artists 82 m <sup>2</sup> / 3 artists					
<b>Exhibition Hall</b>		218 m <sup>2</sup>	Exhibitions	Daily (10:00am - 9:00pm)	<ul style="list-style-type: none"> <li>•\$440 per day</li> <li>•\$44 per extra hour</li> </ul>	<ul style="list-style-type: none"> <li>•\$880 per day</li> <li>•\$88 per extra hour</li> </ul>	<ul style="list-style-type: none"> <li>•display stands</li> <li>•display panels</li> <li>•chairs and tables</li> <li>•track lighting</li> <li>•portable sound system with a microphone</li> </ul>
<b>Lecture Theatre</b>		111 m <sup>2</sup> / 60 fixed seats; 10 seats for wheelchair users.	Lectures, conferences, films, slides, video shows	Hourly (10:00am - 9:00pm) Minimum 2 consecutive hours	<ul style="list-style-type: none"> <li>•\$55 per hour</li> <li>•\$28 per half hour in excess of 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>•\$110 per hour</li> <li>•\$56 per half hour in excess of 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>•projection equipment (Note 7)</li> <li>•sound system</li> <li>•chairs and tables</li> </ul>
<b>Multi-purpose Room 1 / 2</b>		25 - 33 m <sup>2</sup> / 20 seats	Various art activities, meetings, lectures, seminars, classes, presentation	Hourly (10:00am - 9:00pm) Minimum 2 consecutive hours. Except Multi - purpose Studio 1 available from 10:00am to 2:00pm only	<ul style="list-style-type: none"> <li>•\$28 per hour</li> <li>•\$14 per half hour in excess of 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>•\$56 per hour</li> <li>•\$27 per half hour in excess of 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>•projection equipment (Note 7)</li> <li>•chairs and tables</li> <li>•washing basins</li> </ul>
<b>Multi-purpose Studio 1 / 2 / 3</b>		82 - 110 m <sup>2</sup> / 20 seats					

Note 5: The items listed are not exhaustive, please check with the Booking Office with regard to other requirements. Furniture and equipment provided are subjected to change without prior notice.

Note 6: With additional 38 m<sup>2</sup> public area to be shared by users of Sculpture Studio (Wood) and Sculpture Studio (Stone).

Note 7: Miscellaneous charges are required for the hire of video projector. For details, please refer to the guidelines on the left page.

## Miscellaneous Charges

<b>Equipment</b>	Video projector	\$200 per half hour (minimum 1 hour)
	Wireless microphone	\$44 per set for the first 3 consecutive hours, \$15 per set for each additional hour
<b>Filming / Recording</b>	Filming / Videotaping of each function with hirer's own equipment and technician i) filming / videotaping for record or archival purpose	Waived
	ii) telecast / filming / videotaping for commercial or public release	\$11,050 for the first 4 hours, \$2,760 for each subsequent hour
	Audio recording with equipment provided by the Centre (Only at Lecture Theatre, data storage devices to be provided by hirer)	\$110 per hour (minimum 2 consecutive hours)
	Sound feed	\$285 per function not exceeding 3 hours for each sound feed and \$95 for each additional hour.
<b>Sale of Merchandise</b>	Sale of merchandise per designated sales point per function / session (Sale of exhibits at Exhibition Hall is not applicable)	\$330 or 10% of the gross proceeds from sale of merchandise, whichever is the higher

## Kiln Firing Charges for Ceramics Studios

<b>Firing Process</b>	<b>Usual Firing Time (approx.)</b>	<b>Charges</b>	<b>Minimum Charges</b>
Bisque firing	12 hours	\$8 per litre	\$40 per firing per user
Low-temperature glaze firing	15 hours	\$10 per litre	\$50 per firing per user
High-temperature glaze firing	20 hours	\$12 per litre	\$60 per firing per user

**Service Provided**  
The charges include the loading and unloading of ceramics by 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 ceramics works.

The kiln has a chamber capacity of about 730 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.