

Appendix I

Information of Designated Venues/Facilities for Providing Event Planning and Management Services


	Venue	Locations proposed
1.	Hong Kong Cultural Centre	(i) Piazza A (ii) Piazza B
2.	Chater Garden	Open space at Chater Garden
3.	Sun Yat Sen Memorial Park	Reflecting Pond Plaza
4.	Kai Tak Station Square	Open Plaza at Phase I
5.	Kwun Tong Promenade	Open spaces except the GreenWay area
6.	Sha Tin Park	Main Plaza
7.	Hong Kong Museum of Art	The Hall (Lobby on 1/F)
8.	Oil Street Art Space	Indoor area (i) Oi! Kitchen Outdoor area (ii) Oi!Lawn (iii) Oi! Garden

Notes:

1. Other LCSD venues not listed above may be considered on a case-by-case basis, subject to the advice/expertise of the agency to be engaged.
2. Priority will be given to LCSD and venue events as well as requests made by Government Departments.

Appendix I-1

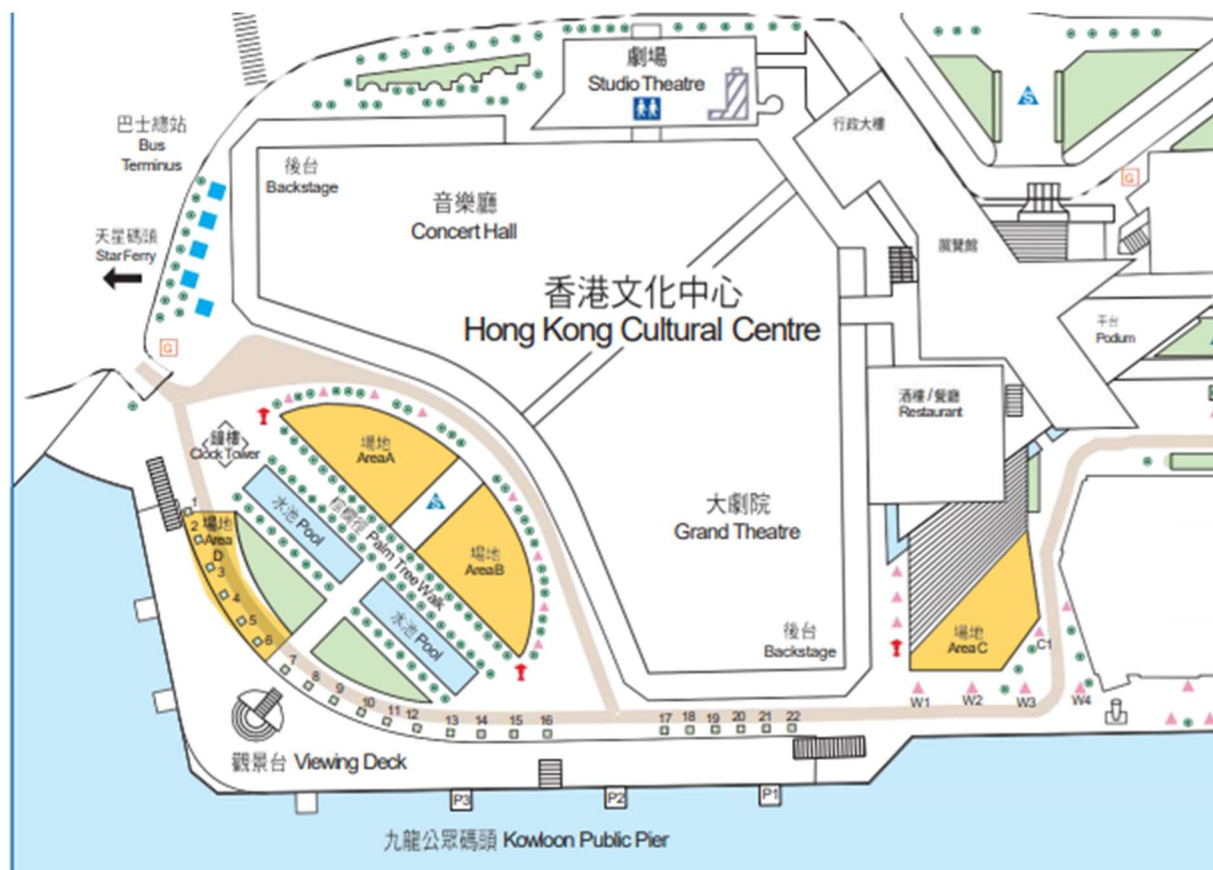
Hong Kong Cultural Centre

Location	Piazza A and Piazza B
Photo	
Area (sq.m)	440 sq.m (Piazza A) 440 sq.m (Piazza B)
Available booking hours	0900 – 2300
Maximum number of days available for hiring	<ul style="list-style-type: none"> • Around 180 - 200 days per year (subject to any ad-hoc activities and maintenance works arrangements) • Under prevailing arrangement, booking applications are accepted not less than 2 months but not more than 5 months in advance of the month of hire for regular events or not more than 12 months in advance of the month of hire for events which require longer lead-time for planning and preparation, such as functions involving key overseas elements or of major and special scale; applications will be processed in one lot on a monthly basis. Future booking arrangement may be subject to deliberation with the agency in charge.
Dates not available for hiring	<ul style="list-style-type: none"> • 3 weeks before the Chinese New Year till the end of the 1st lunar month - <i>Night Parade / Fireworks Display / Lantern Carnival and Display (around 7 weeks)</i> • April - <i>HK Film Award / Hong Kong Pop Culture Festival (around 1 month)</i> • Late May to early June – <i>Carnival for Hong Kong Intangible</i>

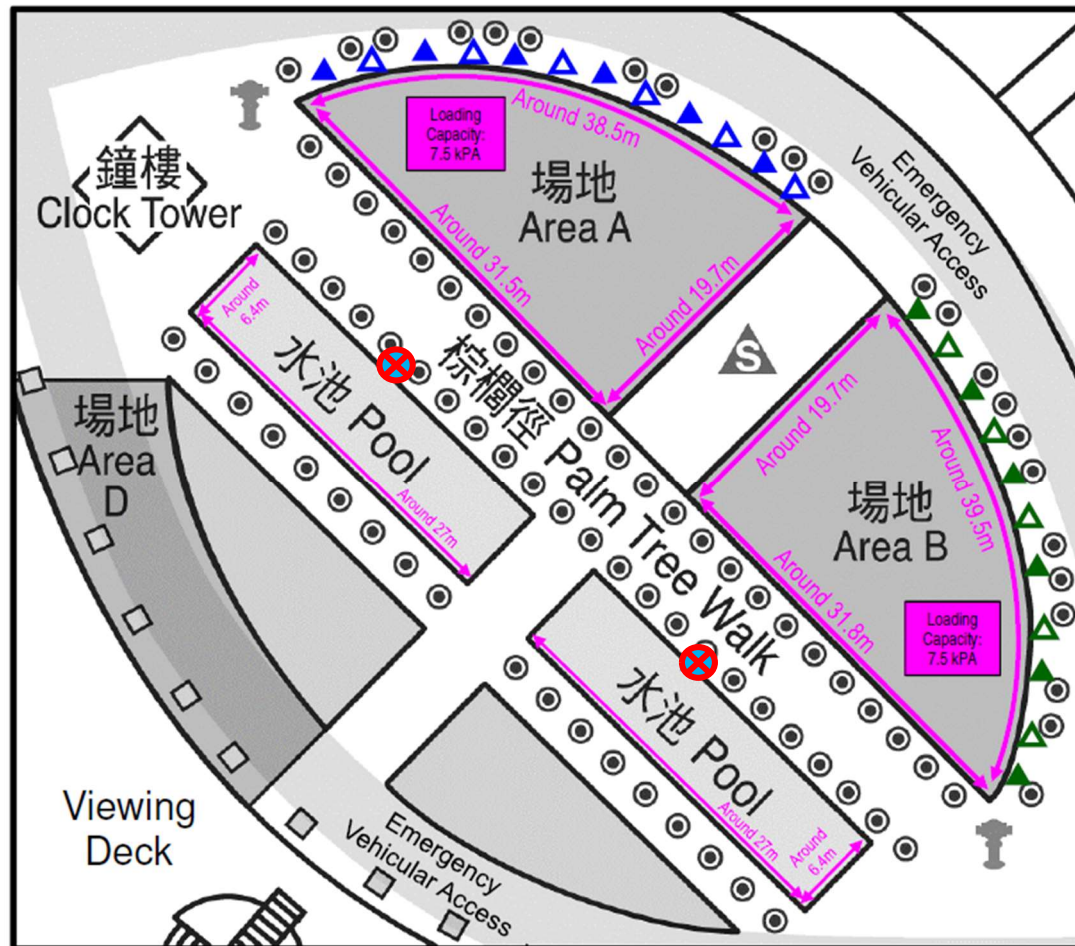
	<p><i>Cultural Heritage (ICH) Month (非遺月) (around 1 week)</i></p> <ul style="list-style-type: none"> • Late June to early July - <i>Fireworks Display (in every 5th and 10th HKSAR anniversary) (around 3-5 days)</i> • Late September to October - <i>National Day Fireworks Display / Lantern Carnival (around 5-6 weeks)</i> • Early November - <i>Muse Fest Hong Kong (around 1 week)</i> • Mid-December to early January - <i>Festive Special Crowd Control Operations and 龍獅節 on 1 January (around 2 weeks)</i>
Remarks	<ul style="list-style-type: none"> • Maintenance works on the Clock Tower is tentatively scheduled from late-February to September 2026. During this period, hoarding and scaffolding will be set up to enclose the Clock Tower.

Location Plan of Piazza A and Piazza B at the Hong Kong Cultural Centre

Site map:



Technical Information on Facilities:




Piazza A & B

- 4 groups of 32-Amp power sockets (23 no. of power sockets in total; each providing at max. 13-Amp power; located under the wooden benches)

- Water point



Chater Garden

Location	Open Space Area
Photo	
Area (sq.m)	2 175 sq. m (Open Space Area)
Available booking hours	0700 – 2300 hrs (Sunday and Public Holiday) 1000 – 2300 hrs (Monday to Saturday)
Maximum number of days available for hiring	Approximately 100 days (including 40 days peak days and 60 non-peak days) <i>(Peak days refer to Saturdays, Sundays, and public holidays; Non-peak days refer to weekdays)</i>
Dates not available for hiring	Dates not available for hiring: about 115 days (including 3 weeks before and after 1 July and 3 weeks before and after 1 October)

Location Plan of Open Space Area at the Chater Garden

Site map:



7/2009

Technical Information on Facilities:



❌ 2 nos. of 13A sockets are located in the switch room.



Female Toilet

5 nos. of Toilet Cubicles
(4 nos. of pedestal type toilet & 1 no. of squatting type toilet)

Male Toilet

2 nos. of Toilet Cubicles (2 nos. of pedestal type toilet)
3 nos. of Urinal stalls

Accessible Toilet


1 no. of Accessible Toilet

遮打花園
Chater Garden

7/2009

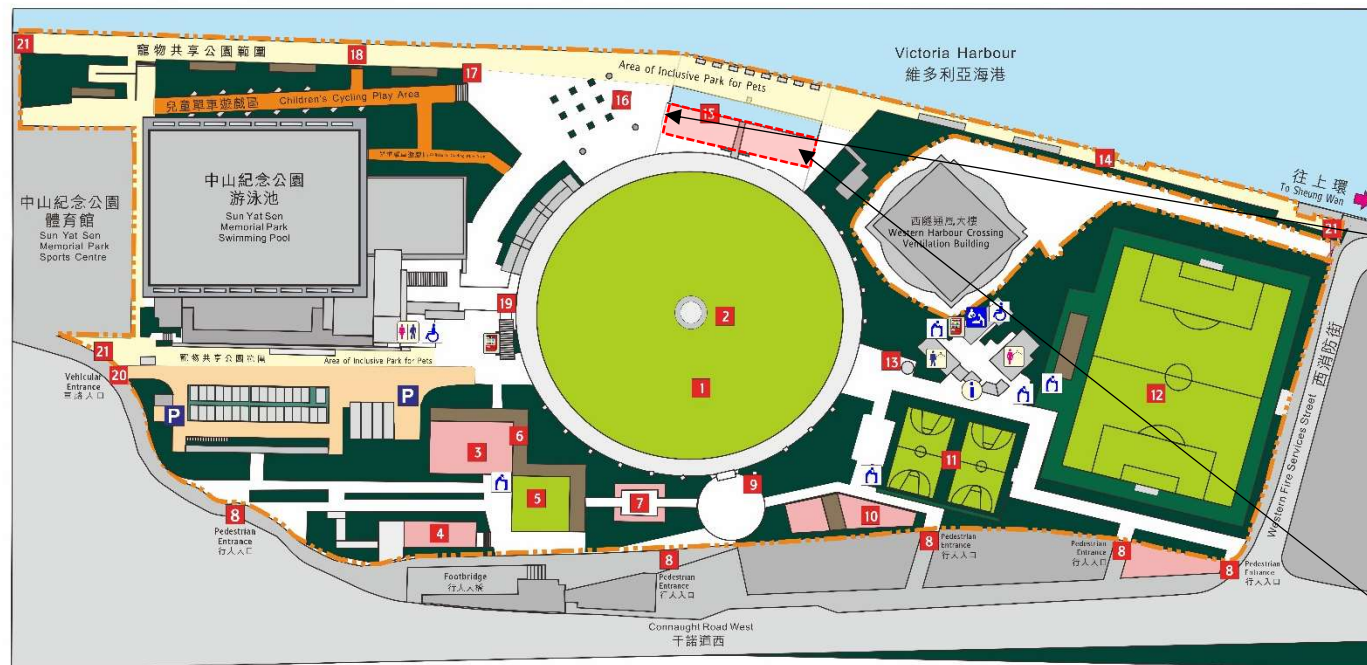
Appendix I-3

Sun Yat Sen Memorial Park (SYSMP)

Location	Reflecting Pond Plaza
Photo	
Area (sq.m)	446.5 sq.m (Open Space Area)
Available booking hours	0700 – 2300 hrs
Maximum number of days available for hiring	Approximately 100 days (<u>40</u> days peak days and <u>60</u> non-peak days) (<i>Peak days refer to Saturdays, Sundays, and public holidays; Non-peak days refer weekdays</i>)
Dates not available for hiring	Dates not available for hiring: about 70 days (including 10 days before and after 1 July and 20 days before and 10 days after 1 October)

Location Plan of Reflecting Pond Plaza at the Sun Yat Sen Memorial Park

Site map:

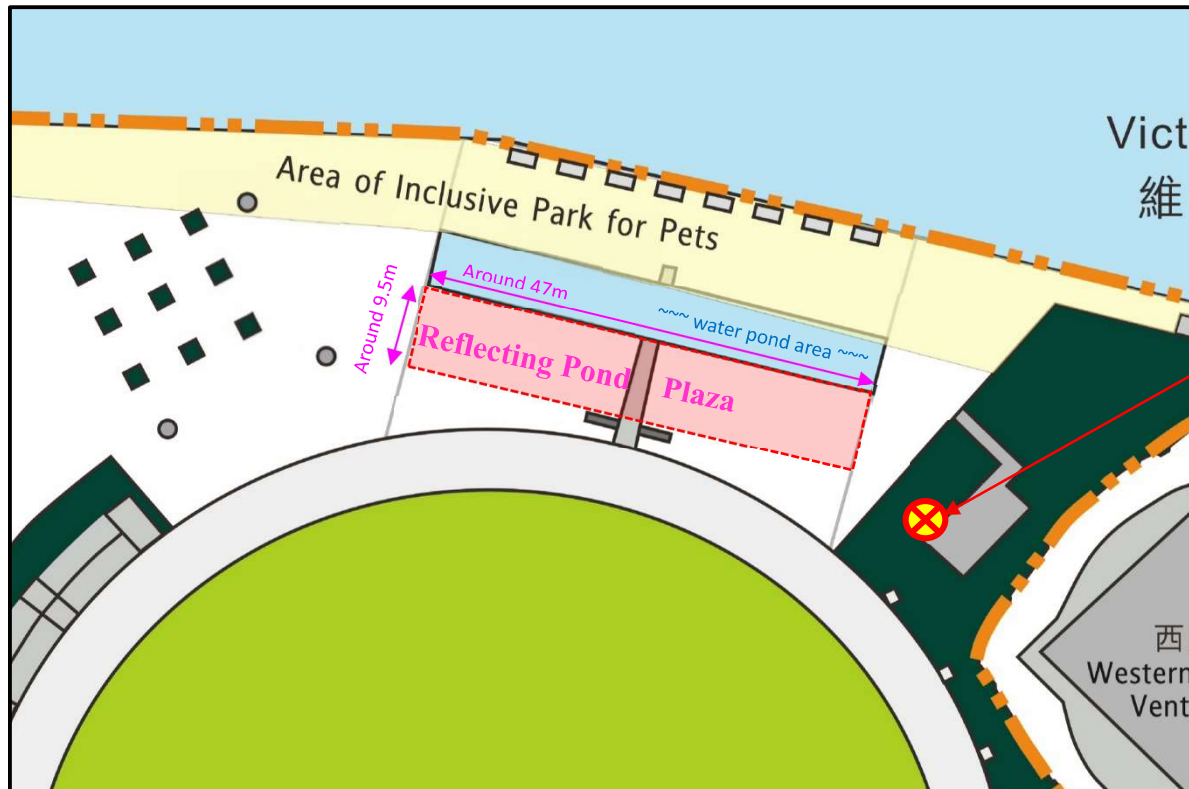



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|----------------------------------|-------------------------------|--|---------------------------------------|--|--|
| 1 紀念草坪
Memorial Lawn | 2 孫中山像
Sun Yat Sen Statue | 3 兒童遊樂場
Children's Play Area | 4 長者健身站
Fitness Corner for Elderly | 5 四大寇庭院
Four Desperados Courtyard | 6 遊廊
Colonnade |
| 7 卵石路步行徑
Pebble Walking Trail | 8 行人入口
Pedestrian Entrance | 9 牌樓
Pai Lau | 10 健身站
Fitness Stations | 11 籃球場
Basketball Courts | 12 七人足球場(人造草)
7-a-side Soccer Pitch (Artificial Turf) |
| 13 鐘樓
Chime Tower | 14 海濱長廊東
Promenade East | 15 水景廣場
Reflecting Pond Plaza | 16 海濱長廊雕塑
Sculptures at Promenade | 17 香港海員大罷工
說明牌
Plaque of Hong Kong Seamen's Strike | 18 海濱長廊西
Promenade West |
| 19 瞭望台
Viewing Deck | 20 車路入口
Vehicular Entrance | 21 寵物共享公園入口
Entrance of Inclusive Park for Pets | | | |
-
- | | | | | | | |
|-------------------|----------------------|---------------|----------------------|-------------------------------------|--------------------------|--------------------------|
| P 停車場
Car Park | 公園辦事處
Park Office | 洗手間
Toilet | 育嬰間
Babycare Room | 洗手間及更衣室
Toilet and Changing Room | 飲水機
Drinking Fountain | 汽水售賣機
Vending Machine |
|-------------------|----------------------|---------------|----------------------|-------------------------------------|--------------------------|--------------------------|

Reflecting Pond Plaza



Technical Information on Facilities:



 60A TPN Waterproof Socket



Electricity Meter



Toilet Facilities at the Sun Yat Sen Memorial Park

Toilets near Swimming Pool

Female Toilet
8 nos. of Toilet Cubicles

Male Toilets:
4 nos. of Toilet Cubicles
4 nos. of Urinal

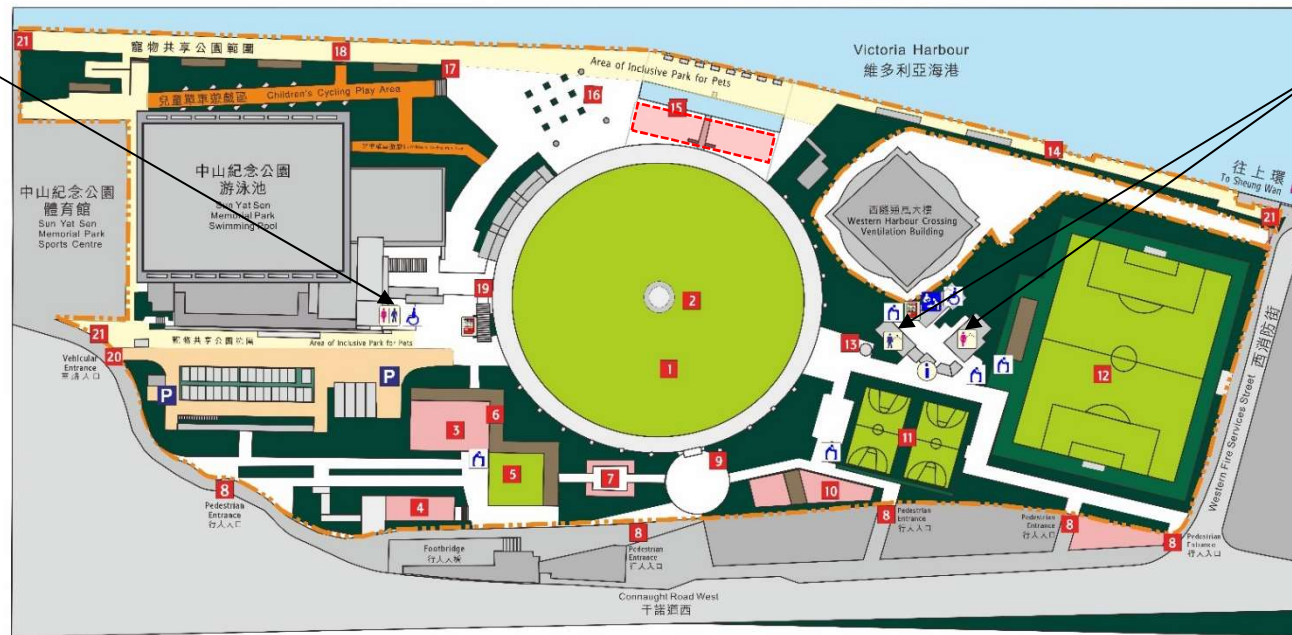
Accessible Toilet
1 no. of Accessible Toilet

Toilets near 7-a-side Artificial Turf Pitch

Female Toilet:
8 nos. of Toilet Cubicles


Male Toilets:
4 nos. of Toilet Cubicles
5 nos. of Urinal

Accessible Toilet
1 no. of Accessible Toilet



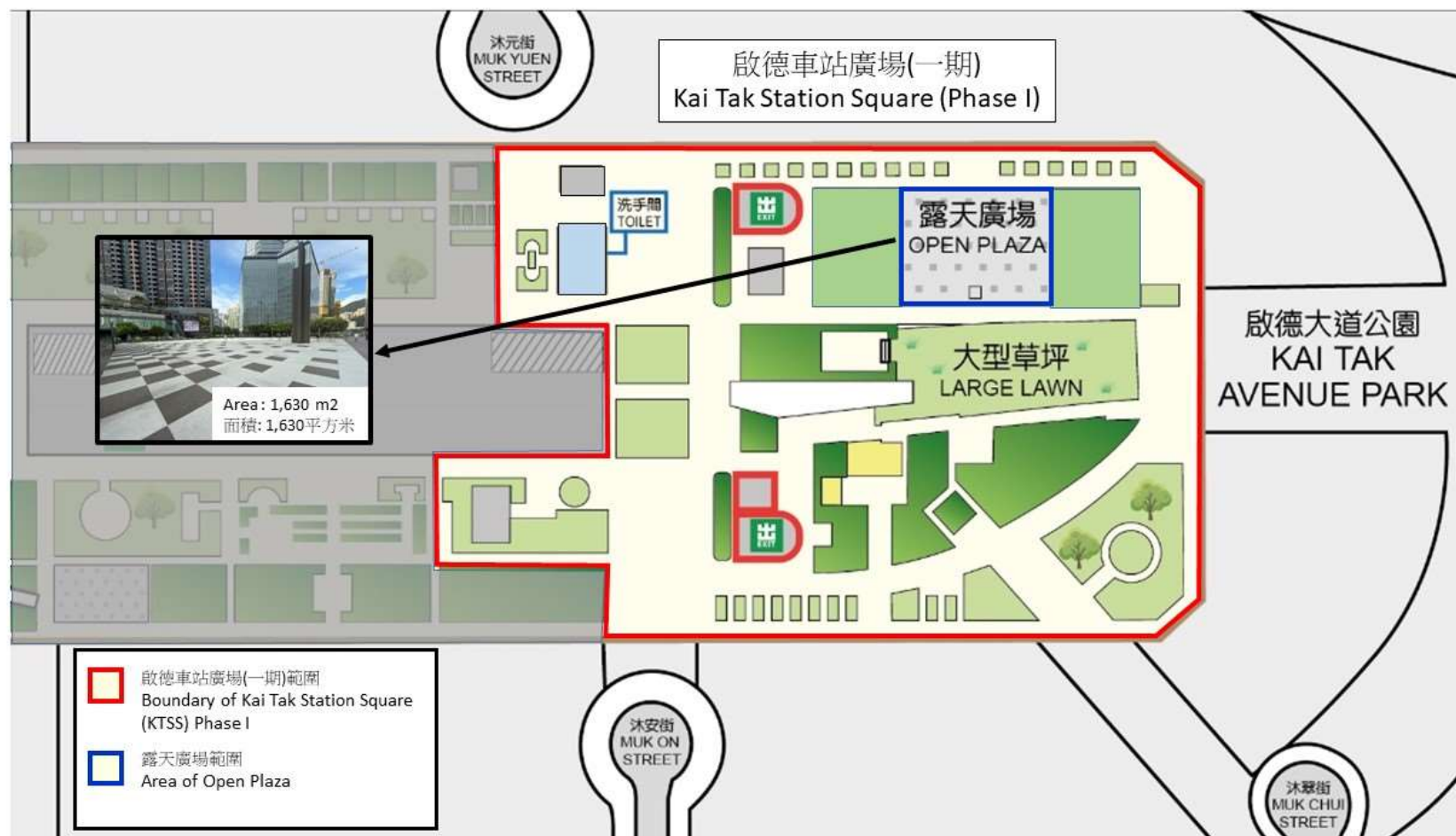
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|----------------------------------|-------------------------------|--|---------------------------------------|--|--|
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Entrance of Inclusive Park for Pets | | | |
-
- | | | | | | | |
|-------------------|----------------------|---------------|----------------------|-------------------------------------|--------------------------|--------------------------|
| P 停車場
Car Park | 公園辦事處
Park Office | 洗手間
Toilet | 育嬰間
Babycare Room | 洗手間及更衣室
Toilet and Changing Room | 飲水機
Drinking Fountain | 汽水售賣機
Vending Machine |
|-------------------|----------------------|---------------|----------------------|-------------------------------------|--------------------------|--------------------------|

Kai Tak Station Square

Location	Open Plaza at Phase I
Photo	
Area (sq.m)	~ 1 630 sq.m (Open Space Area)
Available booking hours	All year round from 0900 – 2100
Maximum number of days available for hiring	336 days
Dates not available for hiring	<ul style="list-style-type: none"> • Annual maintenance (generally in early November, for 15 days) • Any 14 days reserved for official purpose, including the first day of the Lunar New Year, and 10 days for Sundays/ public holidays

Location Plan of Open Plaza at Kai Tak Station Square (Phase I)

Site map:



Technical Information on Facilities:





露天廣場 Open Plaza

每個電掣箱提供三個13 A防水插座
3 no. of 13A power sockets
available for each pillar box




Kwun Tong Promenade

Location	Open spaces, Spectator Stand 1 and Spectator Stand 2 (except the area reserved for GreenWay)
Photo	<div><div>● Open spaces</div><div></div></div>



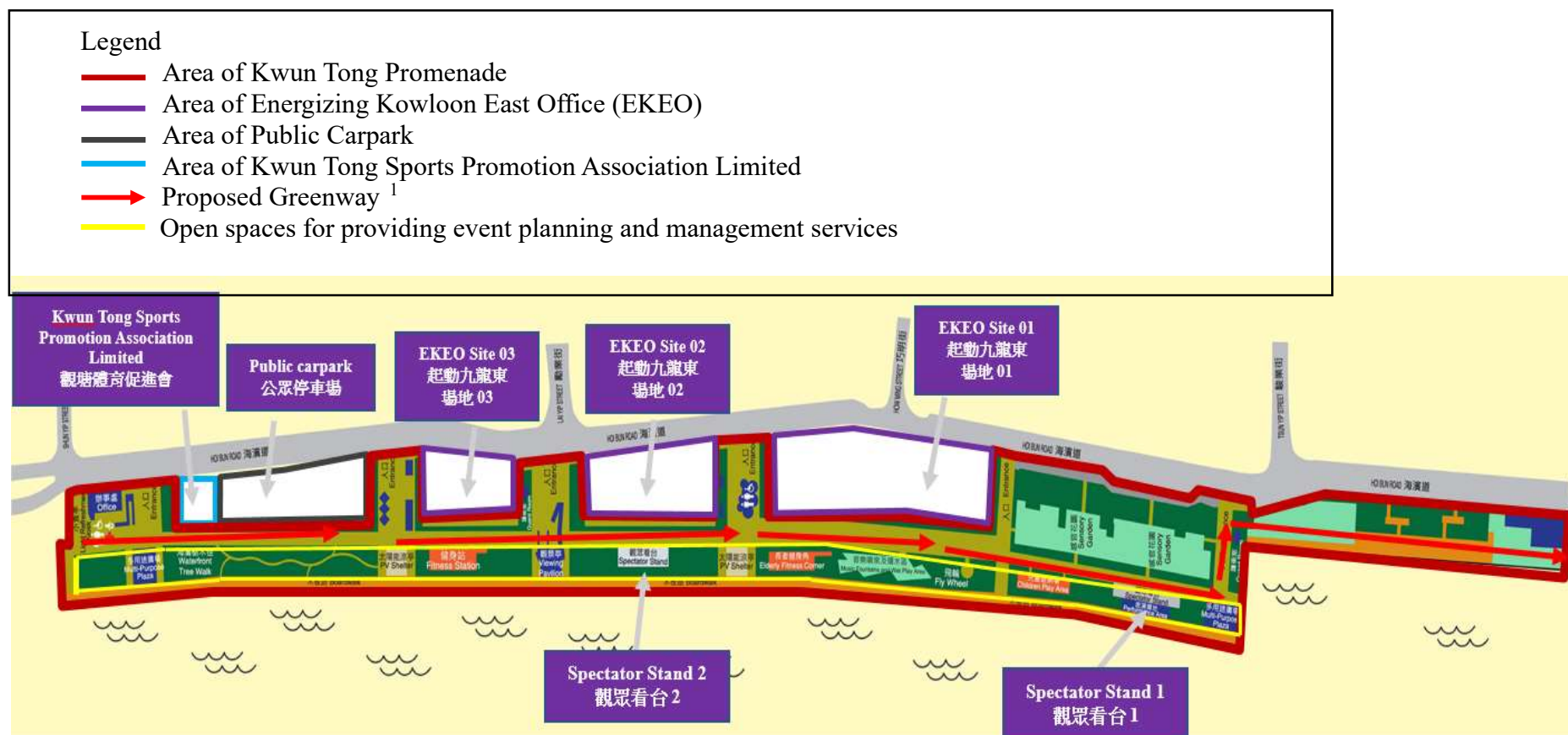
- **Spectator Stand 1**



	<ul style="list-style-type: none"> Spectator Stand 2 
Area (sq.m)	About 13 500 sq.m (open spaces) 800 sq.m (Spectator Stand 1) 800 sq.m (Spectator Stand 2)
Available booking hours	0700 – 2300
Maximum number of days available for hiring	351 days
Dates not available for hiring	Any 14 days reserved for official purpose, including the first day of the Lunar New Year, and 10 days for Sundays/ public holidays

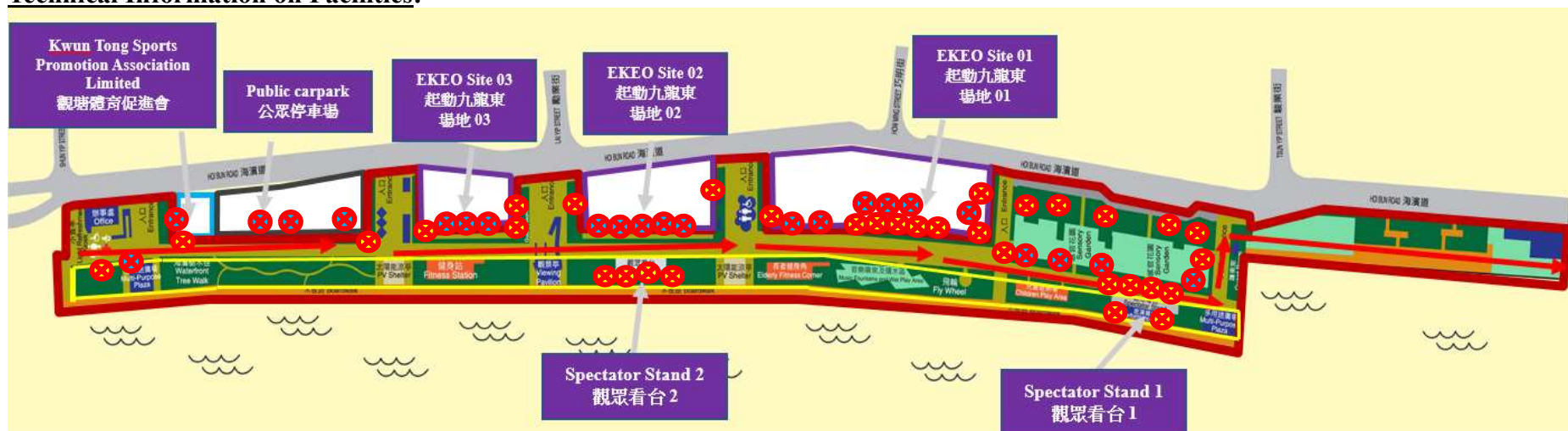
Location Plan of Kwun Tong Promenade

Site map:



¹ In line with the Kowloon East (Cha Kwo Ling) waterfront development project, the proposed Greenway at Kwun Tong Promenade is expected to be implemented after 2030.


Technical Information on Facilities:



⊗ 13-Amp power sockets (33 no. of power socket in total)

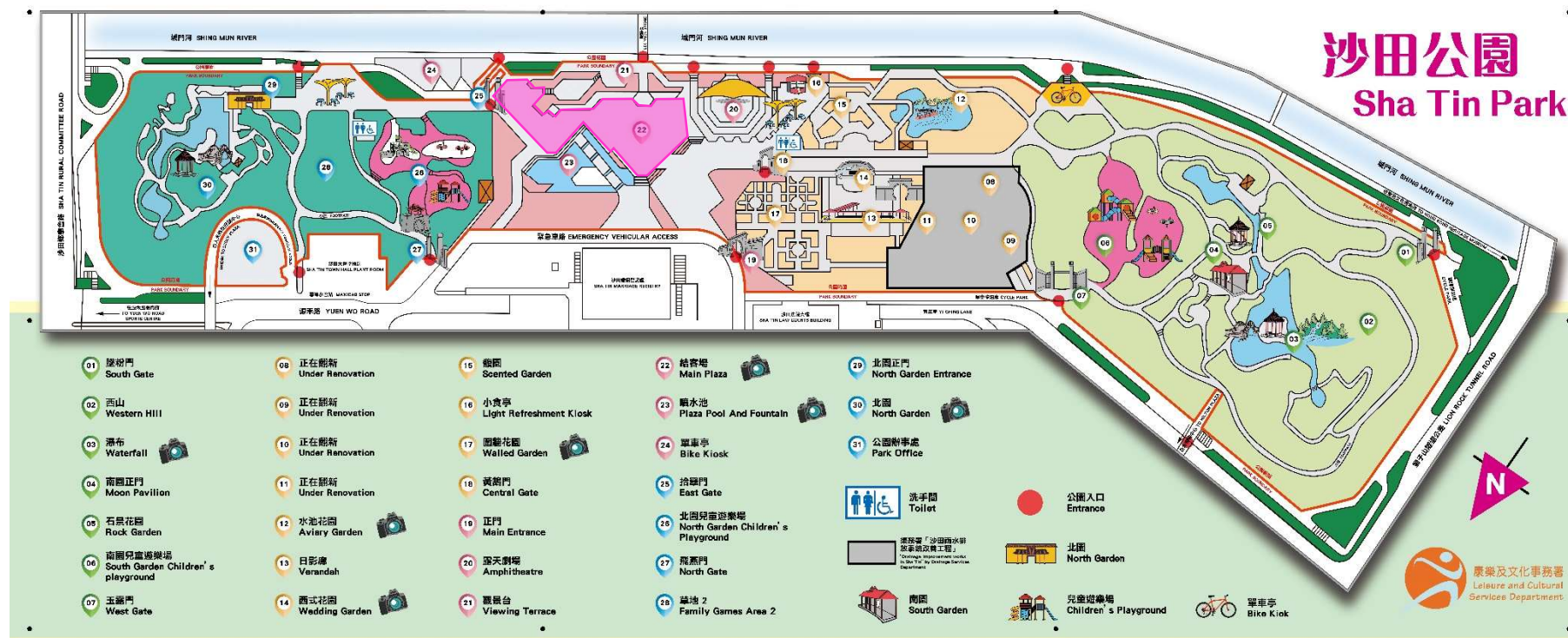
⊗ 23 no. of water point in total

Sha Tin Park

Location	Main Plaza
Photo	
Area (sq.m)	2 325 sq.m
Available booking hours	<p>Booking hours 0700 – 2300 hrs (minimum 4 hours)</p> <p>Event hours 0900 – 2100</p>
Maximum number of days available for hiring	180 days
Dates not available for hiring	Lunar New Year, HKSAR Establishment Day, Mid-Autumn Festival, National Day and Christmas including 10 days before and after these holidays.

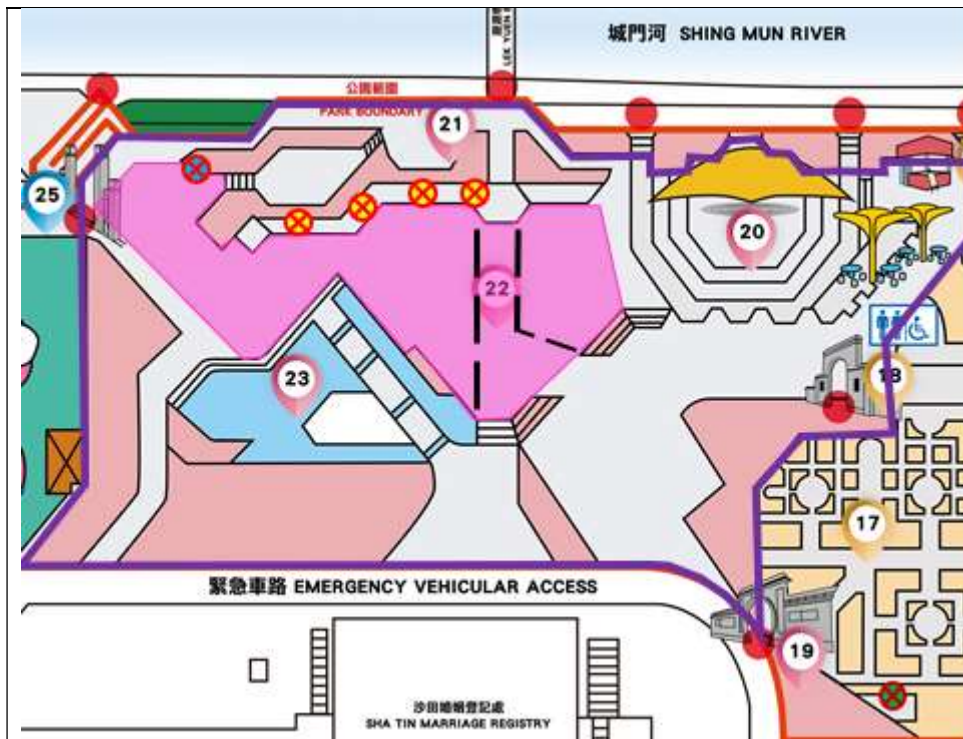
Location Plan of Main Plaza at the Sha Tin Park

Site map:

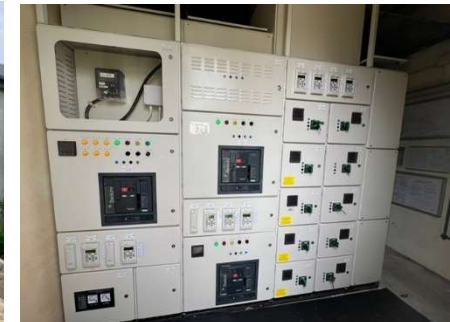


Area for booking

Technical Information on Facilities:



⊗ Electrical box (3 phase, 200Amp)




⊗ 13-Amp power

⊗ Water point

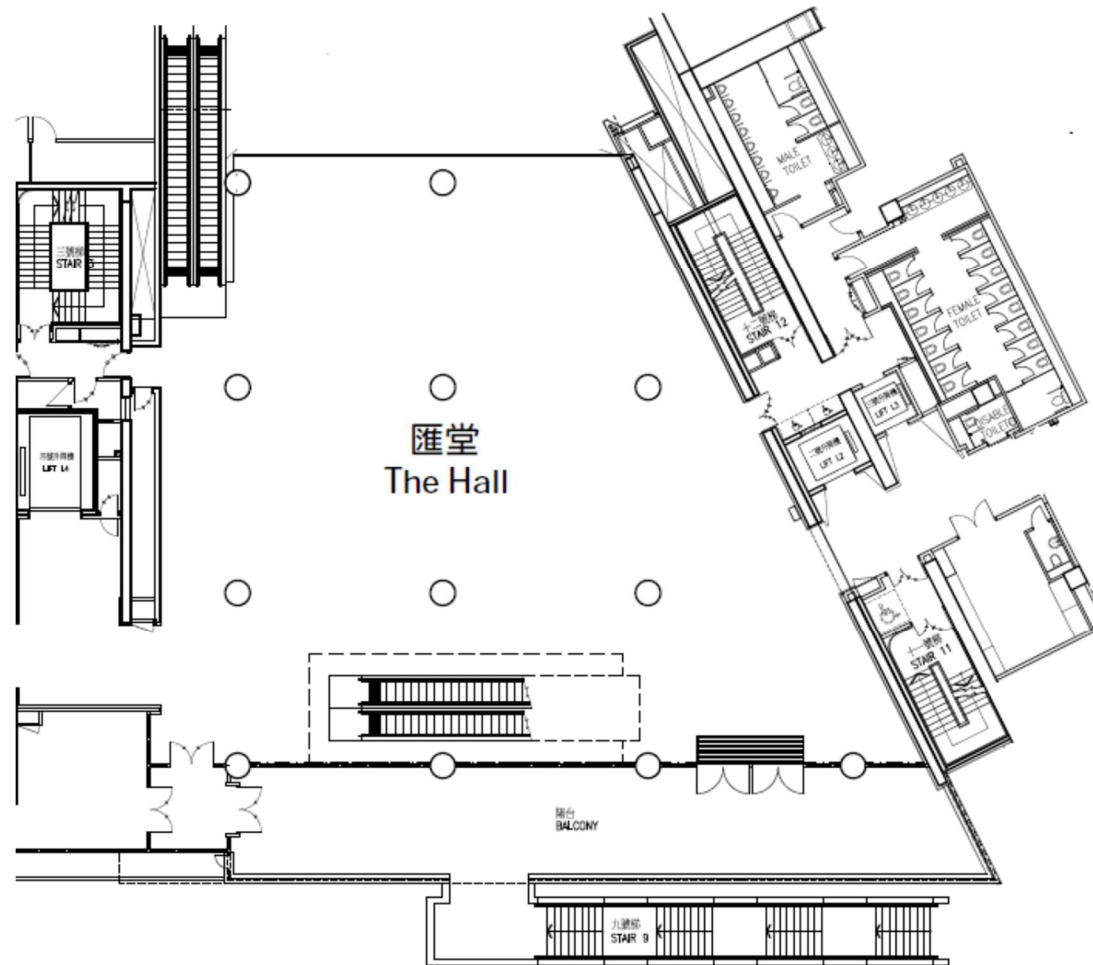
Area for booking



Hong Kong Museum of Art

Location	The Hall (Lobby on /F)
Photo	
Area (sq.m)	725 (sq.m)
Available booking hours	1000 -1800
Maximum number of days available for hiring	<p>Around 10 days (Thursdays, when museum closes)</p> <p><i>*other days reserved for Museum's events and maintenance work</i></p>
Dates not available for hiring	<ul style="list-style-type: none"> • All Museum opening days, (Mondays to Wednesdays, Fridays 10:00am – 6:00pm Saturdays, Sundays and public holidays 10:00am – 9:00pm Christmas Eve and Lunar New Year's Eve 10:00am – 5:00pm) • The first two days of the Lunar New Year

Location Plan of The Hall (Lobby on 1/F)



1/F The Hall Technical Information

Equipment list

LCD Projection x 1

Projection Screen (222” diagonal) x 1

DVD Player x1

Handheld / Wireless Microphone x 6

Microphone Stand x 4

Table Mic Stand x 3

Speakers x 6

Audio Recording

Others :

Table with Table Cloth x 8

Chairs x 120

Notice Stand (A3 Horizontal/Vertical Size) x 5

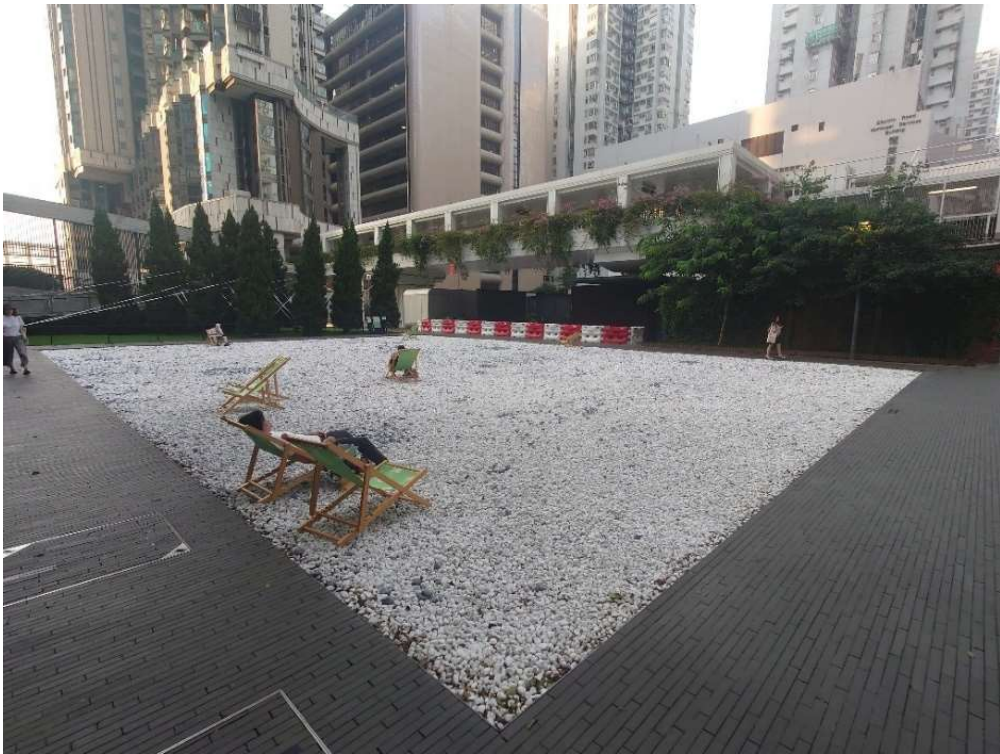
Notice Stand (A4 Horizontal Size) x 4

Power Supply: 63 amp socket x 2

13 amp socket x 6

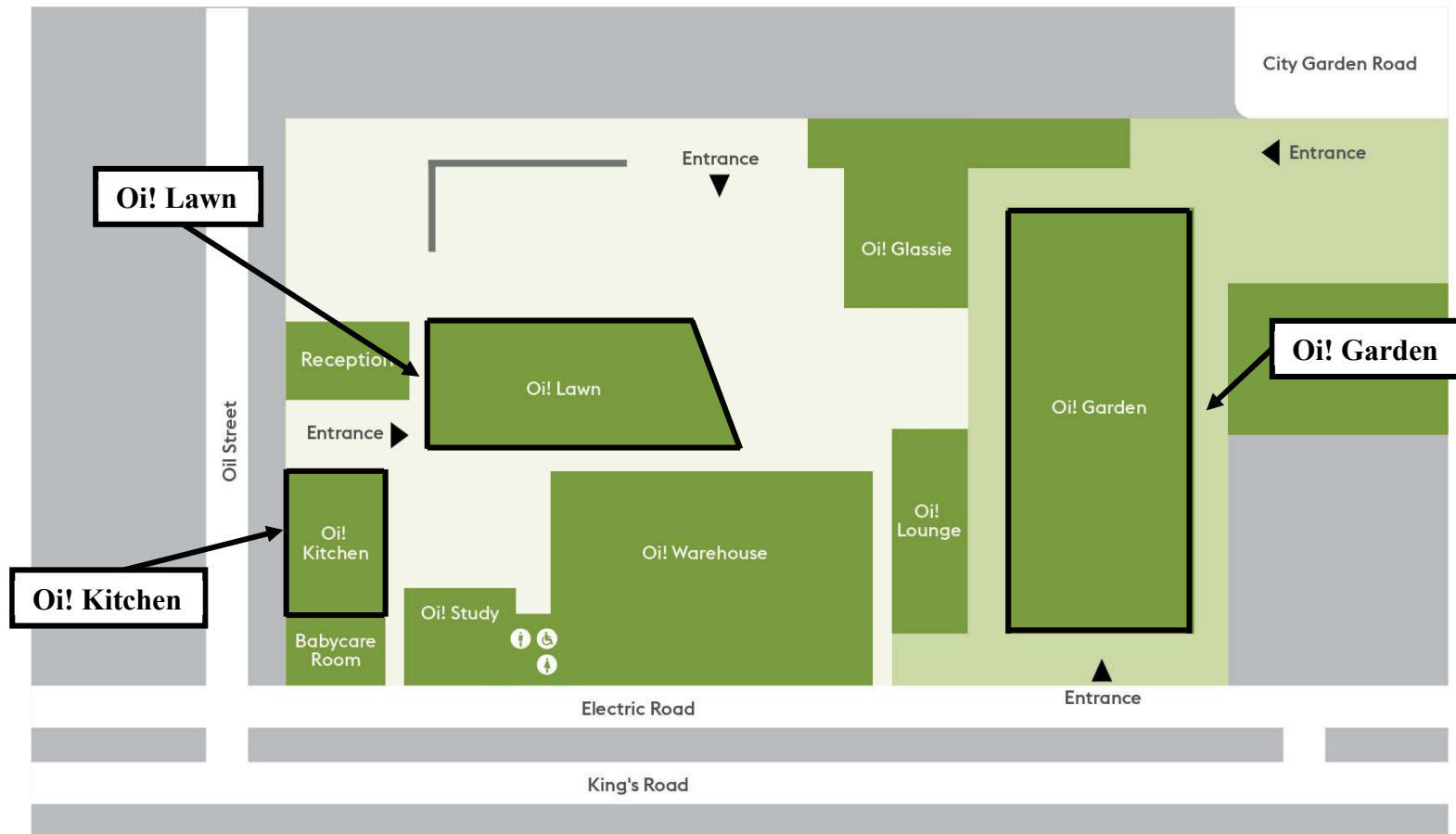
Oi! Street Art Space

Location	Oi! Kitchen, Oi! Lawn and Oi! Garden
Photo	<div>Oi! Kitchen</div> <div></div> <div>Oi! Lawn</div> <div></div>

	<p>Oi! Garden</p> 
Area (sq.m)	<p>34 m² (Oi! Kitchen) About 400 m² (Oi! Lawn) About 500 m² (Oi! Garden)</p>
Available booking hours	<p>10:00-20:00 All year round</p>
Maximum number of days available for hiring	<p>36 days* (maximum of 3 days per month)</p> <p>*Remarks: - Excludes days reserved for Art Promotion Office's events, collaborative events with LCSD museums, venue maintenance, lawn planting, turf maintenance and days when the venue is reserved for artwork display.</p>
Dates not available for hiring	<p>Mondays from 10am to 2pm (except public holidays), and the first 2 days of the Lunar New Year</p>

Location Plan of Oi! Lawn and Oi! Garden at Oi! Street Art Space

Site map:



Technical Information on Facilities:

Oi! Kitchen



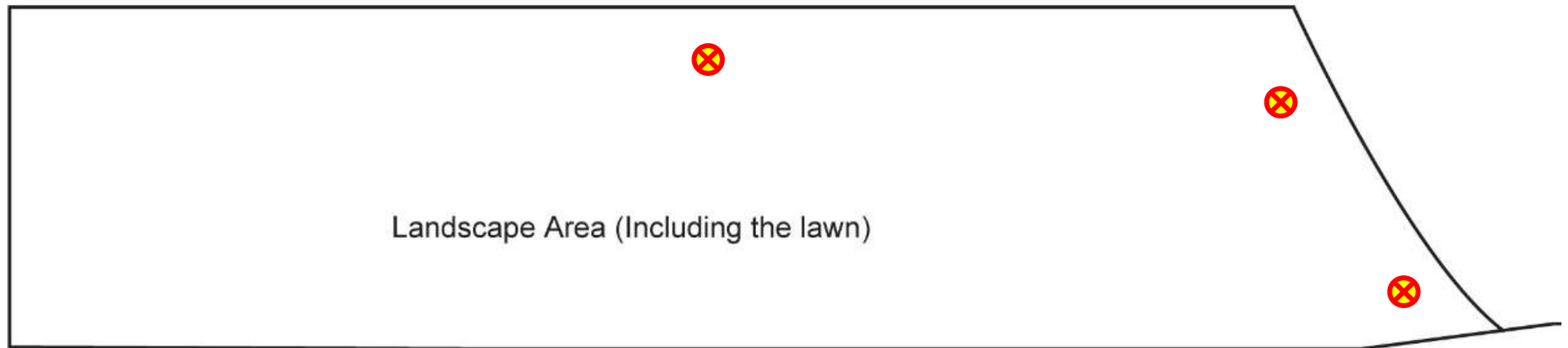
Equipment List
55" Television x 1
Handheld Microphones x 2

Others:
Tables x 4
Chairs x 14

Power Supply:
63 amp TPN socket x 1
13 amp power sockets x 8:
6 located on wall,
2 located on ground

Oi! Lawn

Power Supply:
⊗ 13 amp power sockets x 3;
located on the surroundings



Oi! Garden

There is no electric loading.