Kwai Tsing Theatre
Scales of Hire Charges

(with effect from 1 November 2020)

Scale I. Basic Hire Charges

(A) Auditorium

Purpose	Service	Code	Normal Rate	Concessionary Rate (See Scale V (D))
			$	$
(1) Performance of music, drama, dance, opera, revue, and other functions considered as entertainment by the Manager during any time of the day, and activity of any kind carried out after 6pm (See Note 1)	(a) Basic charge for each performance/function with the services listed in Schedule A for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm or 7pm-11pm	A001A	18,400* (See Scale V (A) and (C)(1))	6,440* (See Scale V (A) and (C)(1))
	(b) Charge for each half-hour or part thereof in excess of 4 hours (See Note 2)	A001B	1,700 (See Scale V (C)(1))	595 (See Scale V (C)(1))
(2) Activities of any kind without audience carried out after 6pm (Such booking will not be accepted more than six weeks in advance)	(a) Basic charge for each function with the services listed in Schedule A for a period not exceeding 4 hours during 7pm-11pm	A003A	9,220	3,230
	(b) Charge for each half-hour or part thereof in excess of 4 hours (See Note 2)	A003B	855	300
(3) For items A(1) and A(2) above	(a) Charge for use/occupation of the unit before 6pm on the day of hiring during hours prior to those of the performance/activity with the services listed in Schedule B:			
	(i) For a continuous period of 9 hours (including lunch hour)	A003C	3,170	1,110
	(ii) 9am-1pm or 2pm-6pm	A003D	1,290	450
	(b) Charge for use/occupation of the unit in the morning from 9am to 1pm following the day of hiring with the services listed in Schedule B for a period not exceeding 4 hours	A003E	1,290	450
	(c) Charge for use of the stage for setting up/ dismantling during the hours from 12 mid-night to 9am immediately prior to/after the date of booking with working lights provided only (See Note 2 and 3)	A003F	5,100	—
(4) Rehearsals without audience of any kind during the hours 9am to 6pm only (See Note 1)	(a) Basic charge for a session not exceeding 4 hours with the services listed in Schedule A during 9am-1pm or 2pm-6pm	A004A	6,450	2,260
	(b) Charge for each half-hour or part thereof in excess of 4 hours	A004B	660	230
(5) Meetings, lectures, conferences and other functions which are not considered as entertainment by the Manager, and school functions where no admission charges are made, during the hours 9am to 6pm only (See Note 1)	(a) Basic charge for each function not exceeding 4 hours or part thereof with the services listed in Schedule A during 9am-1pm or 2pm-6pm	A005A	6,450* (See Scale V (A))	2,260* (See Scale V (A))
	(b) Charge for each half-hour or part thereof in excess of 4 hours	A005B	660	230
(6) For items A(4) and A(5) above	Charge for use/occupation of the unit on the day of hiring with the services listed in Schedule B during 9am-1pm or 2pm-6pm	A005C	1,290	450

(B) Black Box Theatre

Purpose	Service	Code	Normal Rate	Concessionary Rate (See Scale V (D))
(1) Exhibition (See Note 1)	(a) Basic charge for a full day from 9am to 8pm (for mounting, dismantling or display of the exhibition) with the services listed in Schedule C		$	$
	Whole area	C001A1	5,090	1,780
	Half area	C001A2	2,540	890 (See Scale V (C)(3))
	(b) Charge for each additional hour after 8pm (for dismantling or extension of opening hour) with the services listed in Schedule C (See Note 2)			
	Whole area	C001B1	545	—
	Half area	C001B2	280	—
(2) Performances, meetings, conferences, receptions or any functions other than exhibitions (See Note 1)	(a) Basic charge for each performance/function with the services listed in Schedule A for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm or 7pm-11pm	C003B	2,320	810
	(b) Charge for each half-hour or part thereof in excess of 4 hours (See Note 2)	C003D	290	100
(3) For item B(2) above	(a) Charge for use/occupation of the unit before 6pm either prior to or after a performance/function with the services listed in Schedule B			
	(i) 9am-1pm or 2pm-6pm	C005A	475	165
	(ii) Charge for each hour or part thereof in excess of 4 hours	C005B	125	44

(C) Minor Facilities : Dance Studio, Rehearsal Room and Lecture Room

Purpose	Service	Code	Normal Rate (See Scale V (C)(2))		Concessionary Rate (See Scale V (C)(2) and (D))	
			Dance Studio or Rehearsal Room	Lecture Room	Dance Studio or Rehearsal Room	Lecture Room
Rehearsals, practices, meetings, lectures, conferences, etc.			$	$	$	$
	Basic charge per hour with the services listed in Schedule C (minimum 2 consecutive hours)	B001A	400	370	200	185
	Basic charge for 'half-hour interval' with the services listed in Schedule C (See Note 4)	B001D	200	185	100	93

(D) Reception Lounge (Available for hirers of Auditorium)

Purpose	Service	Code	Charge per hour
Receptions and gatherings	Charge per hour with the services listed in Schedule C	A099A	$ 310

(E) Plaza

Purpose	Service	Code	Normal Rate	Concessionary Rate (See Scale V (D))
Performances, meetings, seminars or any functions which are open to the general public with no admission charges (See Note 5 and 6)	Basic charge for a minimum of 4 hours during 9am-6pm with the services listed in Schedule D	D001A	$ 5,200	$ 1,820
	Charge for each hour or part thereof in excess of 4 hours	D001B	1,310	460

Note 1 : 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.

Note 2 : Concessionary rates are not applicable to bookings outside normal booking hours.

Note 3 : Provision of overnight service is subject to availability of staff resources and at the SOLE discretion of the Manager.

Note 4 : Applicable to the six 'half-hour intervals' i.e. 9am – 9:30am, 11:30am-12nn, 2pm-2:30pm, 4:30pm-5pm, 7pm-7:30pm and 9:30pm-10pm of the Minor Facilities.

Note 5 : Application for use of the Plaza will only be accepted from non-profit-making organisations for non-commercial activities not involving sale of commercial commodities or services.

Note 6 : Charges for use of the Plaza is for provision of the venue only. No special cleansing service, crowd control service, security service and technical equipment/ services will be provided.

Service Schedules
Schedule A Air-conditioning, electricity (for Theatre fixtures and equipment only), water, the use of furniture as provided, stage, sound and electrical equipment as installed (except those equipment and services as listed in miscellaneous charges at Scale II), basic ushering service (except for rehearsals), service from electrical technicians and sound controllers as necessary, and the use of dressing rooms.
Schedule B Working light, water, the use of furniture and stage equipment as provided (except those equipment and services as listed in miscellaneous charges at Scale II), service from electrical technician (one only) as necessary, and the use of dressing rooms.
Schedule C Air-conditioning, electricity (for Theatre fixtures and equipment only), the use of furniture as provided.
Schedule D (for Plaza booking only) Electricity (1 no. of 63 Amp x 3 phases or 1 no. of 32 Amp x 3 phases; and 2 nos. of 15 Amp sockets or 4 nos. of 13 Amp sockets).

Scale II. Miscellaneous Charges

(A) Musical Instruments (See Note 7)		
	Code	Charge
		$
(1) Charge for use of each Steinway concert grand piano per function per day (available at Auditorium (on stage) only)	E002D1	1,340
(2) Charge for use of timpani per set (4 pieces) per function per day (available at Auditorium only)	E002G1	340

Note 7: Charges for use of piano include the service for one tuning only. Any extra tuning service will be charged at cost levied by the venue contractor with payment settled by the hirer to the contractor directly. Grand piano of brand name other than Steinway and upright pianos, if available as part of the original provisions of the hiring units, will be provided free but the service charge for any tuning will be charged at cost levied by the venue contractor with payment settled by the hirer to the contractor directly.

(B) Technical Services		
	Code	Charge
		$
(1) Charge for use of stage wagon at Auditorium per session (not exceeding 4 hours)	E005C1 E005C2	1,390 350 (for each additional hour)
(2) Charge for use of projection equipment		
(a) LED surtitles system at Auditorium		(a)
	E001F1	515 (per function per day)
	E001F3	260 (not exceeding 2 hours)
	E001F2	130 (for each additional hour)
(b) Each set of video playback equipment (available at Black Box Theatre and minor facilities)		(b)
	E001G1	410 (per function per day)
	E001G3	205 (not exceeding 2 hours)
	E001G2	105 (for each additional hour)
	E001G4	53 (for each half-hour interval in Note 4)
(c) Each multimedia projector (available at Auditorium, Black Box Theatre and minor facilities)		(c)
	E001C1	410 (per function per day)
	E001C3	205 (not exceeding 2 hours)
	E001C2	105 (for each additional hour)
	E001C4	53 (for each half-hour interval in Note 4)
(3) Charge for use of sound system		
(a) Sound system and services at Auditorium (applicable to Scale I (A)(3)(a) and (A)(6) only)		(a)
	E004M1	1,260 (not exceeding 4 hours)
	E004M2	315 (for each additional hour)
(b) Each set of sound system (with 1 sound technician stand-by and a maximum of 3 cable microphones provided) (available at Black Box Theatre for Scale I (B)(1) and (B)(3) and minor facilities)		(b)
	E004K3	630 (not exceeding 2 hours)
	E004K2	315 (for each additional hour)
	E004K4	160 (for each half-hour interval in Note 4)
(c) Each set of self-operated sound system (a maximum of 2 wireless microphones provided) (available at minor facilities)		(c)
	E004E3	205 (not exceeding 2 hours)
	E004E2	105 (for each additional hour)
	E004E4	53 (for each half-hour interval in Note 4)

(B) Technical Services		
	Code	Charge
		$
(4) Charge of recording services for archival/ educational purpose per function (not exceeding 4 hours) (See Note 8)		
(a) Audio recording (recording media to be provided by the hirer)	E004A1 E004A2 E004A3	(a) 785 195 (for each additional hour) 98 (for each half-hour interval in Note 4)
(b) Video recording with fixed position camera (recording media to be provided by the hirer) (available at Auditorium only)	E004I1 E004I2	(b) 1,440 360 (for each additional hour)
(5) Charge for provision of each sound feed for self-video/ audio recording per function (not exceeding 4 hours) with hirer's own equipment and technician	E004G1 E004G2 E004G3	700 175 (for each additional hour) 88 (for each half-hour interval in Note 4)
(6) Right fee for		
(a) Telecasting/video recording of each function other than archival/educational purpose or location filming (including commercial photography) at indoor hiring units (not exceeding 4 hours) with hirer's own equipment and technician	E004C1 E004C2 E004C3	(a) 8,860 2,300 (for each additional hour) 1,150 (for each half-hour interval in Note 4)
(b) Broadcasting/audio recording of each function other than archival/educational purpose at indoor hiring units (not exceeding 4 hours) with hirer's own equipment and technician	E004B1 E004B2 E004B3	(b) 4,430 1,110 (for each additional hour) 555 (for each half-hour interval in Note 4)
(7) Location filming (including commercial photography) at outdoor areas and indoor non-hiring units	E006A1 E006A2	Prevailing rates as set by the Government plus basic hire charges if applicable
(8) Charge for use of each wireless microphone (not exceeding 4 hours, available at Auditorium and Black Box Theatre; use at minor facilities is subject to availability)	E004J1 E004J2 E004J3	52 15 (for each additional hour) 8 (for each half-hour interval in Note 4)
(9) Charge for pre-setting of orchestra pit/ extension stage at Auditorium (Request should be submitted together with the booking application form. Approval will be depended on availability of the venue.)	E005A1	2,680

Note 8: Written application has to be submitted to the Manager with proven justifications that the recordings/filming/photography will be used for archival purpose or education research with no commercial use.

Scale III. Publicity Banners on External Wall (See Note 9)

Location	Size	Code	Daily Charge (Days for both hanging and dismantling of banners inclusive)
			$
Facing MTR Kwai Fong Station	10 ft (W) x 32 ft (H)	F001A	310 (for each banner)
Facing Metroplaza	10 ft (W) x 32 ft (H)		
Facing Kwai Fuk Road	8 ft (W) x 39 ft (H)		

Note 9 : Available for hirers of the Auditorium and Black Box Theatre only. Display of banners will be allowed for a maximum of two weeks within the counter booking period subject to availability of sites.

Scale IV. Others

Purpose	Code	Charge
		$
(1) Sales counter space per designated sales point per session (for sale of souvenir items and house programmes associated with the function)	E003C1 E003C1	310 (for Auditorium) 155 (for Black Box Theatre)
(2) Charge for use of each locker per calendar month (available for hirers of minor facilities only)	F002B	52

Scale V. General Notes

(A) Charges Based on Gross Ticket Proceeds

(1) "Charges Based on Gross Ticket Proceeds" shall mean the difference, if any, between the actual hire charges payable and the basic charge at normal rate. The rates marked with an asterisk (*) in Scale I for functions at the Auditorium are the basic charges only. The actual hire charges payable for the session (excluding any charges for miscellaneous services as listed in Scale II) will be the basic charge at normal rate or 10% of the gross ticket proceeds, whichever is the greater.

(2) For the purpose of calculating the gross ticket proceeds, complimentary tickets not exceeding 5% of the total number of seats per function will not be taken into account. Any quantities in excess will be regarded as tickets sold at the top ticket price as shown on the approved ticket price scale.

(B) Surcharge

A surcharge (either at 100% or 300% of the basic charge) is payable for bookings of any Theatre facility for the period of hire in accordance with the following provisions:

(1) 100% of the basic charge is payable if the facility is used at any time during the period of hire for:
(a) an exhibition which involves the participation by a commercial organisation; or
(b) a function which involves any business or commercial activity, including but not limited to sale, loan and promotion of commodities or services.

(2) 300% of the basic charge is payable if the facility is used at any time during the period of hire for an exhibition or a function specified in (1)(a) or (1)(b) above but either:
(a) the facility is sublet to any other person or organisation; or
(b) the event involves the participation of more than one commercial organisation.

(C) Incentive Booking Scheme

(1) The hiring rate for use of the Auditorium on weekday evenings (Monday to Thursday, except public holidays) for setting-up, rehearsal or occupation have been reduced from the performance rate to the rehearsal rate. For bookings made from Friday to Sunday and on public holidays, the evening session will be charged at rehearsal rate provided that the evening session is not used for performance and a daytime session is booked for performance by the same hirer on the same day.

(2) Non-prime time rates: 50% discount is available for bookings during 9am-6pm from Monday to Friday for Dance Studio, Rehearsal Room and Lecture Room.

(3) There will be no surcharge for exhibition events at exhibition facilities with sale of exhibits and/or subletting/ involvement of more than one commercial organisations if such bookings are eligible for non-profit rates.

(D) Concessionary Rates For Non-profit Organisations Scheme

Concessionary rates are applicable to applicant who fulfills all criteria below:

(1) The applicant should either be:
- (a) a bona-fide non-profit-making district organisation supported by the District Office of the Home Affairs Department, or a non-profit-making organisation
- (b) registered under the Societies Ordinance; or
- (c) incorporated under the Companies Ordinance; or
- (d) formed by Statute, or
- (e) registered on the list of approved charitable institutions or trusts of a public character;

and have acquired a non-profit making status at least six (6) months before the first day of the event with application for concessionary rates. 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.

(2) An applicant who co-presents the function with any organisation which does not meet the criteria as an eligible applicant under Item (1) above is not eligible for the concessionary rates.

(3) The function should be open to the public, except for rehearsals linked with a public performance.

(4) In the case of performance venues, the function should be in furtherance of performing arts which include dance, music, drama, film art or theatrical performance of any kind. In the case of lecture and exhibition venues, the concessionary rates may apply for cultural, scientific, literary or visual arts functions. Visual arts include painting, calligraphy, photography, sculpture, print, ceramics, floral and cinematography display. In the case of the Plaza, the function should be non-commercial with no admission charge and not involving sale of commercial commodities or services.

(5) Concessionary rates are not applicable to bookings outside normal booking hours (Auditorium: 9am-11pm, Black Box Theatre: 9am-11pm for performance; 9am-8pm for exhibition, Plaza: 9am-6pm and minor facilities: 9am-10pm), bookings of the Reception Lounge, and all the miscellaneous charges.

(6) If a booking is eligible for concessionary rates and the applicant is a non-profit-making arts organisation with a clearly stated aim to promote the arts in its constitution, a 65% reduction on 'Charges Based on Gross Ticket Proceeds', if applicable, will be provided.

(7) For charitable fund-raising event organized 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.

(E) Miscellaneous Services

Provision of services as listed in Scale II-IV is subject to availability of venue, equipment, staff resources and the discretion of the Manager.