

Ngau Chi Wan Civic Centre
Scales of Hire Charges
(with effect from 14 November 2022)

Scale I. Basic Hire Charges

(A) Theatre

| Purpose | Services | Charge Code | Normal Rate | Concessionary Rate (See Scale III(C)) | |
|--|---|-------------|--------------|--|--|
| (1) Performance of music, drama, dance, opera, revue and other function considered as entertainment by the Manager, during any time of the day, and activity of any kind carried out after 6pm | (a) Basic charge for each 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 | \$ 4,430* | \$ 1,550* | |
| | (b) Charge for each half-hour or part thereof in excess of a 4-hour session booking for prolonged function with the services listed in Schedule A (See Note 1) | A001B | 555 | 195 (Not applicable after 11pm) | |
| | (c) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the function with the services listed in Schedule D during | | | | |
| | (i) 9am–1pm or 2pm–6pm | A001D | 495 | 175 | |
| | (ii) 1pm–2pm or part thereof in excess of a 4-hour session booking (See Note 1) | A001C | 125 | 44 (Not applicable after 11pm) | |
| | (d) Charge for use/occupation of the unit in the morning during 9am–1pm following the day of hiring with the services listed in Schedule D for a period not exceeding 4 hours | A001E | 495 | 175 | |

* See Scale III (A) “Charges Based on Sales” and (B1)

| Purpose | Services | Charge Code | Normal Rate | Concessionary Rate (See Scale III(C)) |
|---|---|--------------------|--------------------|--|
| | (e) Charge for use/occupation of the unit during the hours from midnight to 9am with the services listed in Schedule D (See Note 1) | A001F | \$ 2,340 | \$ - |
| (2) Rehearsal/ Practice without audience of any kind | (a) Charge for a session not exceeding 4 hours with the services listed in Schedule B during 9am-1pm or 2pm-6pm | A004A | 2,000 | 700 |
| | (b) Charge for each half-hour or part thereof in excess of a 4-hour session booking with the services listed in Schedule B (See Note 1) | A004B | 260 | 91 (Not applicable after 11pm) |
| | (c) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the rehearsal with the services listed in Schedule D for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm | A004C | 495 | 175 |
| (3) Meeting, conference and other function which are not considered as entertainment by the Manager, and school function where no admission charge is made, during the hours 9am to 6pm only (See Note 2) | (a) Charge for each function for a session not exceeding 4 hours with the services listed in Schedule A during 9am-1pm or 2pm-6pm | A005A | 2,500* | 875* |
| | (b) Charge for each half-hour or part thereof in excess of a 4-hour session booking with the services listed in Schedule A (See Note 1) | A005B | 310 | 110 |

* See Scale III (A) "Charges Based on Sales" and (B1)

(B) Cultural Activities Hall

| Purpose (See Note 2) | Services | Charge Code | Normal Rate | Concessionary Rate (See Scale III(C)) |
|---|---|--------------------|--------------------|---|
| (1) Performance and other function considered as entertainment by the Manager, during any time of the day, and activity of any kind carried out after 6pm | (a) Basic charge for each function with the services listed in Schedule A and Modular Seating System (excluding setting and dismantling) for a period not exceeding 4 hours during 9am–1pm or 2pm–6pm or 7–11pm | C003B | \$ 1,940* | \$ 680* |
| | (b) Charge for each hour or part thereof in excess of a 4-hour session booking for prolonged function with the services listed in Schedule A (See Note 1) | C003C | 485 | 170 (Not applicable after 11pm) |
| | (c) Charge for use/ occupation of the unit on the day of hiring during hours prior to those of the function with the services listed in Schedule D during 9am–1pm or 2pm–6pm | C005A | 270 | 95 |
| | (d) Charge for use/occupation of the unit in the morning during 9am–1pm following the day of hiring with the services listed in Schedule D for a period not exceeding 4 hours | C005C | 270 | 95 |
| (2) Rehearsal/Practice without audience of any kind | (a) Charge for a session not exceeding 4 hours with the services listed in Schedule B during 9am–1pm or 2pm–6pm | C004A | 1,030 | 360 |
| | (b) Charge for each hour or part thereof in excess of a 4-hour session booking with the services listed in Schedule B (See Note 1) | C004B | 260 | 91 (Not applicable after 11pm) |
| (3) Exhibition | (a) Basic charge for a full day during 9am–8pm with the services listed in Schedule C | C001A | 2,780* | 975* |

| Purpose (See Note 2) | Services | Charge Code | Normal Rate | Concessionary Rate (See Scale III(C)) |
|--------------------------------|--|--------------------|--------------------|---|
| | (b) Charge for each hour or part thereof after 8pm (for mounting, dismantling or extension of opening hours) with the services listed in Schedule C (See Note 1) | C001B | \$ 260 | \$ - |

* See Scale III (A) "Charges Based on Sales" , (B1) and (B3)

Note 1: Provision of extension of booking is subject to availability of venue, staff resources and at the discretion of the Manager.

Note 2: 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.

(C) Lecture Room

| Purpose | Services | Charge Code | Normal Rate (See Scale III (B2)) | Concessionary Rate (See Scale III (B2) & (C)) |
|--|--|--------------------|--|---|
| Meeting, lecture, seminar, class, dance practice, rehearsal or function of any nature considered as appropriate by the Manager | Basic charge per hour with the services listed in Schedule C | B001A | \$ 360 | \$ 180 |

(D) Dance Practice Room

| Purpose | Services | Charge Code | Normal Rate (See Scale III (B2)) | Concessionary Rate (See Scale III (B2) & (C)) |
|--|--|--------------------|--|---|
| Dance practice, rehearsal or function of any nature considered as appropriate by the Manager | Basic charge per hour with the services listed in Schedule C | B001A | \$ 145 | \$ 73 |

(E) Art Studios

| Purpose | Services | Facilities | Charge Code | Normal Rate (See Scale III (B2)) | Concessionary Rate (See Scale III (B2) & (C)) |
|--|--|-------------------|--------------------|--|---|
| Painting, calligraphy, handicraft, other art activity or function of any nature considered as appropriate by the Manager | Basic charge per hour with the services listed in Schedule C | Room 1 | B001A | \$ 67 | \$ 34 |
| | | Room 2 | B001A | 88 | 44 |

(F) Music Practice Room

| Purpose | Services | Charge Code | Normal Rate\$ (See Scale III (B2)) | Concessionary Rate (See Scale III (B2) & (C)) |
|---|--|--------------------|--|---|
| Music practice or function of any nature considered as appropriate by the Manager | Basic charge per hour with the services listed in Schedule C | B001A | \$ 93 | \$ 50 |

Service Schedules

Schedule A

Air-conditioning, electricity (for Ngau Chi Wan Civic Centre fixtures and equipment only), water, the use of furniture as provided, stage and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale II), basic ushering service (for Theatre only), sound system, service from electrical technicians and sound controllers as necessary, and the use of dressing rooms.

Schedule B

Air-conditioning, electricity (for Ngau Chi Wan Civic Centre fixtures and equipment only), water, the use of furniture as provided, stage and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale II), sound system, service from electrical technicians and sound controllers as necessary, and the use of dressing rooms.

Schedule C

Air-conditioning, electricity (for Ngau Chi Wan Civic Centre fixtures and equipment only), and the use of furniture as provided.

Schedule D

Ventilation, working light for stage and the use of dressing rooms.

Scale II. Miscellaneous Charges

| (A) Technical Services (See Note 1) | Charge Code | \$ |
|--|----------------------------|--|
| a. Charge for use of timpani per set (4 pieces) per function per day at Theatre | E002G1 | 340 |
| b. Charge for use of sound system at Cultural Activities Hall and Lecture Room (not exceeding 2 hours) | E004K3 E004K2 | 630 (not exceeding 2 hours) 315 (for each additional hour) |
| c. Charge for use of self-operated portable sound system at venues other than Theatre (not exceeding 2 hours) | E004E3 E004E2 | 205 (not exceeding 2 hours) 105 (for each additional hour) |
| d. Charge for use of each wireless microphone at Theatre, Cultural Activities Hall and Lecture Room (not exceeding 4 hours) | E004J1 E004J2 | 52 (not exceeding 4 hours) 15 (for each additional hour) |
| e. Charge for provision of each sound feed for video/ audio recording per function (not exceeding 4 hours) with hirer's own equipment and technician at Theatre and Cultural Activities Hall | E004G1 E004G2 | 350 (not exceeding 4 hours) 88 (for each additional hour) |
| f. Charge for audio recording service for archival/ educational purpose per function (not exceeding 4 hours) at Theatre, Cultural Activities Hall and Lecture Room (See Note 2) | E004A1 E004A2 | 390 (not exceeding 4 hours) 98 (for each additional hour) |
| g. Charge for video recording with fixed position camera for archival/ educational purpose per function (not exceeding 4 hours) for Theatre and Cultural Activities Hall (See Note 2) | E004I1 E004I2 | 720 (not exceeding 4 hours) 180 (for each additional hour) |
| h. Charge for use of multimedia projector (per projector) | E001C1 E001C3 E001C2 | 410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour) |
| i. Charge for use of each set of video playback equipment | E001G1 E001G3 E001G2 | 410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour) |
| j. Charge for Surttitle System at Theatre | E001F1 E001F3 E001F2 | 515 (per function per day) 260 (not exceeding 2 hours) 130 (for each additional hour) |

| (A) Technical Services (See Note 1) | Charge Code | \$ |
|--|--------------------|--------------------------------------|
| k. Charge for setting and dismantling of the modular seating system at Cultural Activities Hall (See Note 3) | E005B1 | 575 for each setting and dismantling |

| (B) Others (See Note 1) | Charge Code | \$ |
|--|--------------------|--|
| l. Charge for sale of merchandise per designated sales point per session (sale of exhibits for exhibition at Cultural Activities Hall not applicable) | E003C1 | 310 |
| m. Charge for sale of snacks per designated sales point per session at Theatre | E003B1 E003B4 | A minimum of 310 or 10% of the gross sales proceeds whichever is the greater |
| n. Charge for ushering services per 4-hour session for functions in venues other than performances at Theatre | E003D4 | At cost at the hourly rate with MPF of the ushers |
| o. Right fee for telecasting/ location filming (including commercial photography)/ broadcasting and video/ audio recording other than archival/ educational purpose at indoor hiring units (per function not exceeding 4 hours) with hirer's own equipment and technician (See Note 2) | E004D1 E004D2 | 4,430 (not exceeding 4 hours) 1,110 (for each additional hour) |
| p. Location filming (including commercial photography) at outdoor areas and indoor non-hiring units | E006A1 E006A2 | Prevailing rate as set by the Government plus basic hire charges if applicable |
| q. Each publicity banner sites on the exterior wall of the Ngau Chi Wan Complex facing Clear Water Bay Road (totally 2 banners) Size (each banner): 9.15m (w) x 8.1m (h) = 74 m ² Daily charge for each site (days for both hanging and dismantling of banners inclusive) (See Scale III (E)) | F001A | 410 |
| r. Locker (Priority will be given to hirers for long-term regular classes) Charge for each locker per calendar month [50cm(W) x 46cm(D) x 31cm(H)] | F002B | 52 |

Note 1: Provision of equipment or services is subject to availability of equipment, staff resources and the discretion of the Manager.

Note 2: Written application has to be submitted to the Manager with proven justifications that the recording/ filming/ photography will be used for archival purpose or educational research with no commercial use.

Note 3: Modular seating system - Arena stage (146 seats), Thrust stage (119 seats), Transverse stage (120 seats), End stage (93 seats)

Scale III. General Notes

(A) Charges Based on Sales

- (1) "Charges Based on Sales" shall mean the difference, if any, between the actual hire charges payable (excluding any charges for Miscellaneous Services as listed in Scale II) as specified hereunder and the basic charges as likewise specified.
- (2) The rates marked with an asterisk (*) in Scale I (A) & (B) for functions at Theatre and Cultural Activities Hall are the basic charges only. The actual hire charges payable shall be the said basic charges or 10% of the gross ticket proceeds, whichever is the greater.
- (3) 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 top price category as shown on the ticket price scale approved by the Manager.
- (4) For exhibitions at the Cultural Activities Hall which involve sale of any of the exhibits or with admission charges, the rate marked with an asterisk (*) in Scale I (B1) comprises the basic hire charges only. The actual hire charges payable for each day to which the rates relates shall be double the amount of the said basic charges.

(B) Incentive Booking Scheme

- (1) The hiring rate for use of Theatre and Cultural Activities Hall on weekday evenings (i.e. 7pm–11pm of 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 to be offered for bookings of Lecture Room, Dance Practice Room, Art Studios and Music Practice Room for a minimum of 2 consecutive hours during 9am–6pm from Monday to Friday. The rate is also applicable for applicants who are eligible for concessionary rates.
- (3) For exhibitions at the Cultural Activities Hall that are eligible for concessionary rates, charges based on sales as specified at (A)(4) above will be waived.

(C) 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
 - (b) a non-profit-making organisation
 - (i) registered under the Societies Ordinance; or
 - (ii) incorporated under the Companies Ordinance; or
 - (iii) formed by Statute; or
 - (iv) registered on the list of approved charitable institutions or trusts of a public character.

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.
- (5) Concessionary rates are not applicable to bookings made outside normal booking hours of the venue [Theatre: 9am–11pm; Cultural Activities Hall (for exhibition): 9am–8pm, Cultural Activities Hall (for performance and other function): 9am–11pm; Lecture Room, Dance Practice Room, Art Studios and Music Practice Room: 9am–10pm] and 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 Sales”, if applicable, will be provided.
- (7) For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for a waiver of the “Charges Based on Sales” and pay the full basic hire charges at normal rates. In such case, 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.

(D) Miscellaneous Services

- (1) Provision of miscellaneous services as listed in Scale II is subject to availability of venue, equipment, staff resources and the discretion of the Manager.
- (2) Grand pianos of brand names other than Steinway/Bosendorfer and upright pianos, if available as part of the original provision 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 hirer to the contractor directly.
- (3) Charge for transportation of musical instruments from venue to venue and from facilities to facilities, if required, will be charged at cost levied by the contractor with payment settled by hirer to the contractor directly.

(E) Publicity Banner Sites on External Wall

Publicity banners to be hung on the external walls are restricted to events held at the Ngau Chi Wan Civic Centre only unless otherwise approved by the Manager of the Ngau Chi Wan Civic Centre. An artwork of the banner must be sent to the Manager of the Ngau Chi Wan Civic Centre for prior vetting and approval at least 14 working days before display of the banner. Hirers should observe the terms and conditions as set out in the “Guidelines for Hanging of Publicity Banners on External Wall” of the Ngau Chi Wan Civic Centre.