

**Leisure and Cultural Services Department - Queen Elizabeth Stadium
Guidelines on Concessionary Rates for Non-profit Organisations Scheme**

(A) Concessionary rates are applicable to applicant who fulfils 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 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 the Arena, the function should be in furtherance of the performing arts (which include dance, music, drama, film art or theatrical performance of any kind) or sports. In the case of other facilities, 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 facilities (Arena and Distribution & Exchange Lobby: 0901 to 2400 hours, Function Rooms and Committee Rooms: 0830 to 2230 hours), bookings of the VIP Lounge, stall sites, publicity banner sites on the external wall, reimbursable charges, rights fees and charges for additional services.
- (6) If a booking is eligible for concessionary rates and requires payment of 20% of the gross ticket proceeds, the applicant will have to pay such 20% of the gross ticket proceeds with reduction of the difference between the normal rate and the concessionary rate of the daily minimum charge.
- (7) 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 “20% of the gross ticket proceeds”, if applicable, will be provided.

- (8) For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for a waiver of the “20% the gross ticket proceeds” and pay the full basic hire charges at normal rates.

(B) Application Procedure

- (1) The applicant should furnish the following together with the booking application form:
- (a) (i) Certificate of incorporation under the Companies Ordinance; or
 - (ii) Certificate of registration or notification of establishment of a society under the Societies Ordinance; or
 - (iii) Certificate of registration on the list of approved charitable institutions or trusts of a public character; and
- (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.
- (2) For applicant who applies for concessionary rates for organisation of a charitable fund-raising event, 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 of Hong Kong.
- (3) The applicant is required to submit a copy each of all relevant publicity materials at least one month before the function. A copy of the house programme (if any) should also be submitted on or before the first day of the function.
- (4) The approval of concessionary rates is subject to the applicant's absolute compliance with the criteria for Concessionary Rates for the Non-profit Organisations Scheme 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.
- (5) The Department reserves all right to interpret the criteria under this scheme and to decide whether the applicant is eligible for concessionary rates. The Department's decision shall be final.