

Hong Kong Coliseum and Queen Elizabeth Stadium

Booking Arrangements and Guidelines for Major Facilities

(Arena, Piazza and Distribution & Exchange Lobby)

(with effect from 1 March 2023)

I. Booking Arrangements

Ordinary Booking	<p>Ordinary Booking applications are accepted not less than 3 months but not more than 12 months in advance of the month of hire and processed in one lot (e.g. applications for March 2023 – December 2023 are accepted in December 2022).</p> <p>Applicants should check the available dates from the Availability Table before filling their choices in the Application Form. The updated Availability Table will be released in the middle of each month at the websites of the Hong Kong Coliseum (HKC) (http://www.lcsd.gov.hk/hkc) or the Queen Elizabeth Stadium (QES) (http://www.lcsd.gov.hk/qes) and displayed at the two stadia.</p> <p>The completed Application Form should be submitted in person or by mail to the Booking Section of the Stadia Office before 5:30pm on the last working day* of the month. For the booking of the Arena of the two stadia, application can also be made online through e-APS at http://www.lcsd.gov.hk/eaps. A reply will be sent within 14 working days.</p>
Exceptional Booking	<p>Exceptional Bookings refer to applications received between 1 and 3 months prior to the month of hire and will be considered on individual merits subject to operational feasibility. These applications are not accepted through e-APS.</p>
Special Booking	<p>Events which require a longer time of planning and preparation may apply for Special Bookings. These applications are considered on a case by case basis.</p>
Reservation Fee	<p>When submitting the Application Form, the applicant should pay a reservation fee at the rate as specified in the First Schedule of Terms and Conditions of Hire for Major Facilities (Reservation Fees, Hire Charges, Reimbursable Charges and Rights Fees) on the two stadia websites. There is no guarantee that all applications will be successful. The reservation fee will be refunded only if the application is not accepted by the Leisure and Cultural Services Department (Department).</p>
Supporting Documents	<p>When submitting the Application Form and reservation fee, the applicant is required to provide the following documents:</p> <ol style="list-style-type: none"> (a) a copy of Certificate of Registration or Certificate of Incorporation or Business Registration Certificate; (b) a contract or agreement with details of the singer(s)/artist(s)/arts group(s), if applicable; (c) a profile of the singer(s)/artist(s)/arts group(s) with a recent video or audio recording of a performance, if applicable; (d) a copy of the rules and regulations for the event together with the letter of sanction issued by relevant National Sports Association affiliated under the Sports Federation & Olympic Committee of Hong Kong, China (applicable to sports events).
Concessionary Rates for Non-profit Organisations Scheme and Incentive Scheme	<p>Concessionary Rates will be offered to eligible non-profit making organisations for cultural or other activities approved under the scheme.</p> <p>Incentive Scheme provides a reduction of the Charge Based on the Gross Receipts for large-scale entertainment events.</p> <p>Applicable to Queen Elizabeth Stadium only and for details, please refer to the information sheet on the QES website or contact the Booking Section.</p>

Booking Enquiry	<p>HKC: (852) 2355 7261(Tel); amstabk1@lcsd.gov.hk (email) QES: (852) 2355 7282 (Tel); amstabk2@lcsd.gov.hk (email)</p> <p>Office hours: 9:00 am to 1:00 pm and 2:00 pm to 5:45 pm from Monday to Friday (except public holidays)</p>
Remarks	<p>(1) All information and documents submitted by the applicant in support of the booking application shall be update, valid and subsisting with regard to the legal status of the applicant/organisation. The applicant shall provide any further information and documents in respect of any changes thereto.</p> <p>(2) The applicant may be liable to be prosecuted should any false information and/or invalid documents be provided in the booking application.</p> <p>(3) It is an offence under the Prevention of Bribery Ordinance Cap. 201 for any applicant/ its members, employees, agents and contractors to offer any advantage to any officer of the Leisure and Cultural Services Department in connection with the booking application or in connection with dealings of any kind with the Leisure and Cultural Services Department.</p>

II. Booking Guidelines

- (1) Please read the Booking Arrangements and Guidelines for Major Facilities, Conditions of Use and First Schedule of Terms and Conditions of Hire before completing the Application Form. You may contact the Booking Section for a full set of updated Terms and Conditions of Hire if needed.
- (2) Failure to provide accurate and sufficient information will result in your application being rejected.
- (3) Applications should be made by a company or an organisation registered in Hong Kong.
- (4) The original copy of the Application Form together with the reservation fee and supporting documents should reach the Booking Section of the Stadia Office at No. 9 Cheong Wan Road, Hung Hom, Kowloon, or be submitted online through e-APS at <http://www.lcsd.gov.hk/eaps> **before 5:30pm on the last working day* of the month.**
- (5) You can pay the reservation fee by cash, cheque or cashier order if you submit your application in person at the Stadia Office. If you submit your application by mail, please pay the reservation fee by a crossed cheque issued by the applying company or organisation payable to “The Government of the HKSAR”. For online applications through e-APS, payment can only be made by credit card or PPS.
- (6) All applications are processed collectively on a monthly basis. No application will be accepted after the deadline of each month until the Availability Table is updated and released in the middle of the following month.
- (7) While the two stadia are suitable for holding large-scale sports, cultural, celebratory and community events, priority will generally be given to applications for major international sports events.
- (8) If there is more than one application for the same slot, consideration will be given to the following factors:
 - Nature, significance and attraction of the proposed event
 - Merits of the proposed event
 - Booking history of the proposed event / artist(s) / applicant(s)
- (9) The reservation fee will be deducted from the hire charges when a booking is confirmed. The payment will be refunded only if the application is not accepted by the Department. Normally, the refund will be made by cheque payable to the applying company or organisation. For the reservation fee paid by credit card for online application, the payment will be refunded to the same credit card account.

*Working day refers to Monday to Friday, excluding public holidays

- (10) The date(s) applied for and the reservation fee paid are not changeable or transferable.
- (11) Once the application is accepted, any changes made by the applicant will require submission of a fresh application and the reservation fee paid will be forfeited.

Relevant Websites:

Hong Kong Coliseum <http://www.lcsd.gov.hk/hkc>

Queen Elizabeth Stadium <http://www.lcsd.gov.hk/qes>

Queen Elizabeth Stadium

Conditions of Use

All the following conditions will be applied to all bookings in addition to the Queen Elizabeth Stadium Terms and Conditions of Hire. Unless otherwise specified, the words and expressions used in these conditions shall have the meanings assigned to them by the Queen Elizabeth Stadium Terms and Conditions of Hire.

Use of a Unit

1. The Hirer shall not or shall not attempt to, without the prior permission of the Manager, do any of the following:-

- (i) assign, sublet or part with possession of the Unit or any part of it in any manner whatsoever other than by way of admission to the Unit for the purpose of participation in or attendance at the Event for which the Unit is hired;
- (ii) use the Unit for a purpose other than that stated in the Application Form;
- (iii) change the nature of the Event;
- (iv) obtain or change a co-presenter, organiser or sponsor;
- (iii) transfer a Confirmed Booking to another dates or times; and
- (iv) change any artist or performer or film or programme from those named in the Application Form.

Rules Regarding the Hiring of Venues

2. During the continuance of a hiring, the Hirer shall have the right to use the Unit to present the Event on the date and during the hours detailed in the Confirmed Booking Form provided that the Hirer may not present more than three performances in any one day. Unless prior written permission of the Manager is obtained, the commencement time of morning performances should not be earlier than 1030 hours, matinee performances should not be earlier than 1430 hours, and evening performances should not be earlier than 1900 hours. The duration of each performance shall not exceed four hours and the performances shall not extend beyond 2330 hours. Provided that if the duration of such performance:

- (i) extends beyond 2330 hours but does not exceed 2345 hours, the Hirer shall pay additional reimbursement charges under the First Schedule of the Terms and Conditions of Hire beyond 2330 hours; or
- (ii) exceeds 2345 hours, the Hirer shall pay a fee equivalent to 50% of the daily minimum hire charge as prescribed under the First Schedule for every 15 minutes extension or part thereof beyond 2345 hours unless exempted by the Manager plus additional reimbursable charges under the First Schedule beyond 2330 hours.

3. Prior application to the Manager is necessary in case video recording, filming, the making of TV films, tea reception or press conference conducted within the Stadium or the hired venue is needed. Rights fees as specified in the First Schedule will be levied for audio or video recording of the performance.

Arrangements of Prolonged Booking

4. Unless prior written permission of the Manager is obtained otherwise, the booking of the Arena for extension/overnight use during the hours 0001 to 0900, more particularly referred to in Item B – “Hire Charges” of the First Schedule, shall be for dismantling or setting up only. Notwithstanding any hiring for extension hours from 0001 to 0700, the Hirer shall not however undertake or cause suffer or permit to be undertaken any activity or operation whatsoever (including but not limited to any on-street loading and unloading of vehicles and any other transportation or conveyance of equipment to or from the Stadium) otherwise than inside the Stadium building proper itself.

Licences

5. A copy of the licence or certificate mentioned below (where applicable) shall be forwarded to the Manager before the Event.

(i) Live Music Performance and/or Public Performance of Sound Recordings/Music Videos

The Hirer shall at his own costs and expenses obtain all licences and permits (including licences relating to Intellectual Property Rights) which by any enactment are required in connection with any entertainment or performance in the Unit during the Confirmed Booking and shall perform and observe the terms and conditions of all such licences and permits. A copy of such licences or permits shall be submitted to the Manager at least seven days before the first day of the Confirmed Booking.

(ii) Projection of Films

(a) In compliance with the Film Censorship Ordinance (Cap. 392), the Hirer whose functions include the projection of films, slides or video shall obtain a “Certificate of Approval” or a “Certificate of Exemption” from the Office of Film, Newspaper & Article Administration (OFNAA) (Tel: 2594 5788 / 2594 5762). The Hirer shall forward to the Manager the copy of a valid certificate at least seven working days before the day of projection.

(b) The Hirer must obtain one of the aforesaid certificates before publicising the Event and making ticketing arrangements. All publicity materials must include the appropriate censorship symbol and accompanying notice under OFNAA’s classification:

Category I : “Suitable for all ages”

Category IIA : “Not suitable for children”

Category IIB : “Not suitable for young person and children”

Category III : “Only person aged 18 or above shall be admitted”

(iii) Electrical Installation and the Use of Laser

- (a) The Manager must be informed if any additional electrical apparatus or fitting is needed or to be used in conjunction with existing electrical fittings in the Stadium. In compliance with the Electricity Ordinance (Cap. 406), relevant electrical works should be carried out by registered electricians who shall issue a “Work Completion Certificate” (WR(1)).
- (b) For the use of laser, the laser contractor must first obtain a permit issued by the Electrical and Mechanical Services Department.

(iv) Lottery or Game of Chance

In case there is any game, device or activities for distributing or allotting prizes by lucky draw or games of chance, the Hirer shall apply in advance for a “Trade Promotion Competition Licence” from the Office of the Licensing Authority (Tel: 2117 3916 / 2117 3798) of the Home Affairs Department as governed by the Gambling Ordinance (Cap. 148).

(v) Donation inside the Arena

For fund-raising activities where on-site collection of donation will be arranged, the Hirer shall apply in advance for a “Public Subscription Permit” from the Social Welfare Department (Tel: 2832 4311) or a “Public Fund-raising Permits” from the Home Affairs Department (Tel: 2835 1492). Such permit should be available for on-site inspection and display when required by the venue staff.

(vi) Entry Permit for Overseas and Mainland Performer/Artist, Adjudicator and Working Staff

Overseas or mainland performer/artist, adjudicator and working staff of the Event working in Hong Kong shall apply for relevant visa or entry permit from the Immigration Department (Tel: 2824 6111) in advance. Visitors are not allowed by law to take up employment (paid or unpaid), to establish or join in any business.

(vii) Employment of Children under the Age of 15

The Hirer whose functions include the participation of child entertainer (a person under the age of 15 years) shall apply for relevant approval from the Labour Department (Tel: 2717 1771).

Structure, Rigging and Installations

6. No erection, installation, rigging or suspension of any structure or equipment whatsoever and howsoever effected shall take place unless the same be in the presence and under the proper on-site supervision of such appropriate qualified professional person or persons as may be approved by the Leisure and Cultural Services Department (“the Department”) which person or persons shall be engaged by the Hirer himself at his own costs. Upon completion of the erection, installation, rigging and/or suspension, the person or persons in whose presence and under whose supervision such erection, installation, rigging and/or suspension is required to take place shall certify to the Department in writing that the structures and/or equipment so erected, installed, rigged and/or suspended are sound and safe.

Public Liability Insurance

7. The Hirer is required to take out and maintain a public liability insurance policy at his own cost in the joint names of the Hirer and the Government of the Hong Kong Special Administrative Region in the sum of not less than Ten Million Hong Kong Dollars (HK\$10,000,000) for each accident or occurrence with unlimited number of claims for each booking period with an insurance company authorised under the Insurance Ordinance (Cap. 41) against liability for death, injury, loss or damage from whatever cause arising from the Hirer's use of the Stadium. A copy of the insurance policy shall be submitted to the Manager at least 3 days before the first day of the Confirmed Booking.

Publicity Materials

8. (i) The Hirer shall submit to the Department the sample of publicity materials, including banner, flags, display boards and backdrop, etc., and provide details of the content, design and wordings. The publicity materials shall only be displayed after getting the approval of the Department.
- (ii) The Hirer shall not make, publish, display or disseminate Event-related publicity materials that contain false, biased, misleading or deceptive information.
- (iii) The Hirer shall not, with a view to promoting or publicising the Event, make, publish, display, disseminate or cause to be made, published, displayed, disseminated any publicity materials which either expressly or by implication make reference to the Department without prior written permission of the Manager.
- (iv) The Hirer shall make his own arrangements for publicity and promotion of his programme. The Queen Elizabeth Stadium will assist in placing or displaying programme leaflets and electronic/print posters produced by the Hirer at suitable locations of the venue where practicable. Where appropriate, programme details will be published on the Queen Elizabeth Stadium's event calendar and webpage where hyperlinks to external websites may also be provided. The Hirer shall take note of the relevant guidelines on the provision of information, and submit his information to the Queen Elizabeth Stadium pursuant to the said guidelines before the specified deadline. The Queen Elizabeth Stadium reserves the right to edit, delete, change, use or display/not display the information provided.

Catering Services

9. The Hirer shall not, without the prior consent of the Manager in writing and subject to any conditions that he shall impose, provide any catering services to any person in the Stadium.

Public Order and Safety

10. To maintain good public order and safety, the Hirer, the performer(s) or any person authorised by the Hirer shall not carry out any activities which may incite the audience to behave in such a way as to cause disorder, or in any way put the safety of the audience at risk during the Event. The Hirer shall not permit the performance of any act, or the display of any material which is likely to encourage hatred against or fear of any person; or which is based on malicious or unfounded allegations and is likely to encourage hatred against or fear of any person.

Public Health

11. To prevent the spread of communicable disease and to maintain public health, members of the public may be required to undergo temperature check or health check before entering the venue, and admission may be prohibited if such person refuses to undergo the above-mentioned check. The Hirer shall also pay attention to participants' personal health care conditions, and remind those having respiratory symptoms should refrain from participating in the events and seek medical advice promptly.

Security, Medical and Emergency Services

12. The Hirer shall at his own expense provide such member of security and first aid personnel, or emergency services as is sufficient to ensure the provision is adequate having regard to the nature of the Event as required by the relevant authorities.

National Anthem Ordinance

13. The Hirer is required to observe and comply with the National Anthem Ordinance (Instrument A405) should the events involve the playing and singing of the national anthem. The Hirer is also requested to inform the Assistant Manager (Operations) of any playing and singing of the national anthem in the events at least 4 weeks in advance. For details, please visit: <https://www.elegislation.gov.hk/hk/A405>. The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau: https://www.cmab.gov.hk/en/issues/national_anthem.htm.

National Flag & National Emblem Ordinance and Regional Flag & Regional Emblem Ordinance

14. In accordance with the National Flag and National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), the Hirer who would like to display and use the national and regional flags or emblems during his booking period shall ensure that their designs are in compliance with the specifications set out in the respective Ordinances and make prior written applications to the Deputy Director of Administration. The Hirer is requested to submit the applications to the Assistant Manager (Operations) for further processing at least 4 weeks in advance. For details, please visit:

<https://www.elegislation.gov.hk/hk/capA401>
(National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602>
(Regional Flag and Regional Emblem Ordinance)

Safeguarding National Security

15. The Hirer shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Region in relation to the safeguarding of national security, and shall not engage in any act or activity which are not in compliance with the said legislation.

Other Legislation

16. The Hirer shall ensure the observance by himself, his servants and agents and by all other persons admitted to any facilities hired by him of the Public Health and Municipal Services Ordinance (Cap. 132) and all subsidiary legislation made thereunder, the provisions of all applicable laws of the Hong Kong Special Administrative Region and requirements and regulations imposed from time to time by the relevant authorities applicable to the booking and/or in connection with the booking application.

(End)