

Queen Elizabeth Stadium

Booking Arrangements and Guidelines for Minor and Leisure Facilities

(Committee Rooms / Function Rooms / Multi-purpose Hall / Badminton Courts /
Table-tennis Tables / Squash Courts)
(with effect from 1 April 2021)

I. Booking Arrangements

Ordinary Booking	<p>Ordinary Bookings are processed on a quarterly basis. Applicants should submit their applications four months prior to the booking period, for example:</p> <table> <tr> <td><u>Booking Period:</u></td><td><u>The month in which applications should be submitted:</u></td></tr> <tr> <td>January to March</td><td>* September of the previous year</td></tr> <tr> <td>April to June</td><td>* December of the previous year</td></tr> <tr> <td>July to September</td><td>* March of the same year</td></tr> <tr> <td>October to December</td><td>* June of the same year</td></tr> </table>	<u>Booking Period:</u>	<u>The month in which applications should be submitted:</u>	January to March	* September of the previous year	April to June	* December of the previous year	July to September	* March of the same year	October to December	* June of the same year
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October to December	* June of the same year										
Late Booking	<p>Applications received after the deadline for the Ordinary Booking are considered as Late Bookings, which are processed on a first-come-first-served basis. Applicants please contact the Booking Section of the Stadia Office to submit their applications according to the following schedule:</p> <table> <tr> <td><u>Booking Period:</u></td><td><u>The month in which applications should be submitted:</u></td></tr> <tr> <td>January to March</td><td>* Late November of the previous year</td></tr> <tr> <td>April to June</td><td>* Late February of the same year</td></tr> <tr> <td>July to September</td><td>* Late May of the same year</td></tr> <tr> <td>October to December</td><td>* Late August of the same year</td></tr> </table>	<u>Booking Period:</u>	<u>The month in which applications should be submitted:</u>	January to March	* Late November of the previous year	April to June	* Late February of the same year	July to September	* Late May of the same year	October to December	* Late August of the same year
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Reservation Fee	<p>When submitting the Application Form, the applicant should pay a reservation fee at the rate as specified in the Schedule of Hire Charges on the Queen Elizabeth Stadium (QES) website. 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>										
Concessionary Rates for Non-profit Organisations Scheme	<p>Concessionary Rates will be offered to eligible non-profit making organisations for cultural or other activities approved under the scheme. For details, please refer to the information sheet on the QES website or contact the Booking Section.</p>										
Booking Enquiry	<p>Telephone number: (852) 2355 7275</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>
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*The completed Application Form should be submitted **before 5:30pm on the last working day[#] of the month.**

[#]Working day refers to Monday to Friday, excluding public holidays

II. Booking Guidelines

- (1) Please read the Booking Arrangements and Guidelines for Minor and Leisure Facilities, Conditions of Use and Schedule of Hire Charges 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. Individual applications are not accepted. All applications must be made on behalf of the organisation represented and not for private use of individuals.
- (4) The original copy of the Application Form should reach the Booking Section of the Stadia Office at No. 9 Cheong Wan Road, Hung Hom, Kowloon. For the Ordinary Booking of Function Rooms and Committee Rooms, online application can be made through e-APS at <http://www.lcsd.gov.hk/eaps>. When submitting the Application Form, the applicant is required to:
 - (a) provide a copy of Certificate of Registration or Certificate of Incorporation or Business Registration Certificate; and
 - (b) pay a reservation fee as specified in the Terms and Conditions of Hire.
- (5) Priority use of Minor and Leisure Facilities will be given to the applicants who have hired the QES Arena for an event for the same time slot.
- (6) If there is more than one application for the same time slot, considerations will be given to the following factors:
 - Whether the nature of the proposed event complies with the designated use of the facility
 - Scale and particulars of the event
 - Booking history

- (7) 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 applications 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 for the Ordinary Booking of Function Rooms and Committee Rooms, payment can only be made by credit card or PPS.
- (8) 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 applications, the payment will be refunded to the same credit card account.
- (9) The date(s) applied for and the reservation fee paid are not changeable or transferable.
- (10) 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 Website:

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

Queen Elizabeth Stadium

(Hiring Units other than Arena, Distribution & Exchange Lobby and VIP Lounge)

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 (Hiring Units other than Arena, Distribution & Exchange Lobby and VIP Lounge). 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 (Hiring Units other than Arena, Distribution & Exchange Lobby and VIP Lounge).

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; and
 - (iii) transfer a Confirmed Booking to another dates or times.

Rules Regarding the Hiring of Venues

2. During the continuance of a hiring, the Hirer shall have the right to use the Unit of the Stadium described in the Confirmed Booking Form to present the Event on the date and during the hours detailed in the Confirmed Booking Form. The Unit shall be used only for a purpose as stated in the Confirmed Booking Form. All Units are for non-spectator events. No admission charge should be levied. Except with the permission of the Manager, all properties brought into the Stadium by the Hirer or his servants and agents must be removed therefrom on or before the expiry or sooner termination of the hiring.

Licenses

3. 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 Function in the Unit during the Confirmed Booking and Confirmed Additional Booking and shall perform and observe the terms and conditions of all such licences and permits. Such licences or permits shall be submitted to the Manager at least seven days before the first day of the Confirmed Booking and Confirmed Additional Booking.

Publicity Materials

4. (i) The Hirer shall submit to the Leisure and Cultural Services Department (“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; and
- (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.

Public Order and Safety

5. 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

6. 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.

National Anthem Ordinance

7. 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 (Hiring Management) 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_occasions.htm

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

8. In accordance with the National Flag & 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 their booking periods 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 (Email: flags&emblems@cso.gov.hk or Fax: 2804 6552). The processing time required varies and it takes about 3 to 4 weeks in general. 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

9. 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

10. 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)