

Leisure and Cultural Services Department
Booking Arrangements of Sheung Wan Civic Centre
(with effect from 1 November 2019)

	Theatre / Lecture Hall / Exhibition Hall	Rehearsal Hall / Dance Practice Room / Art Studios(1)(2) / Music Practice Rooms(1)(2)						
<p>Ordinary Bookings and Late Bookings</p>	<p>Ordinary Booking applications are accepted not less than 3 months but not more than 7 months in advance of the month of hire and processed collectively. (e.g. applications for March – July 2020 are accepted in December 2019). (See Notes 1 and 2)</p> <p>Completed application forms shall reach the booking office of the Sheung Wan Civic Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30pm on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p> <p>Late Booking applications are accepted less than 3 months prior to the month of hire and will only be considered on individual merit subject to operational feasibility. Applications will be processed in one lot on a weekly basis. Completed application forms will be accepted during office hours on working days before 5:30 p.m.</p> <p>If there is more than one applicant applying for the same slot, applications will be considered by taking into account the following factors and weightings:</p> <p>Theatre / Lecture Hall</p> <ul style="list-style-type: none"> • Nature of the proposed function (20%) Arts-related activities such as concerts (orchestral, chamber, instrumental, vocal or jazz), opera, drama/musical, dance, Chinese opera, Chinese operatic songs or excerpts will be given preference • Artistic merit of the proposed function (45%) Activities with good artistic merit will be given preference • Value of the proposed function to the promotion of arts and culture in the community (15%) Activities contributing to the promotion of arts and culture in the community will be given preference • New applicant organising arts-related functions or not / organising ability of past successful hirer, and duration of period applied for (20%) <p>Exhibition Hall</p> <ul style="list-style-type: none"> • Nature of the proposed function (30%) Arts-related exhibitions will be given preference • Artistic merit of the proposed function (40%) Activities with good artistic merit will be given preference • Value of the proposed function to the promotion of arts and culture in the community (15%) Activities contributing to the promotion of arts and culture in the community will be given preference • New applicant organising arts-related functions or not / the organising ability of past successful hirer, and duration of period applied for (15%) <p>Should competing applicants score the same marks in the aforesaid stage, the applications will be further considered by taking into account the following factors which carry the same scoring weighting:</p>	<p>Ordinary Booking applications are accepted twice a year in January and July for a maximum period of 6 months in advance. Details are as follows:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Submission Month</th> <th style="text-align: left; border-bottom: 1px solid black;">Booking Period</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>July – Dec. of the same year</td> </tr> <tr> <td>July</td> <td>Jan. – June of the following year</td> </tr> </tbody> </table> <p>Completed application forms shall reach the booking office of the Sheung Wan Civic Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30pm on the last working day* of the month of January or July.</p> <p>Applications received after Ordinary Booking Period are considered as Late Bookings, which will be processed on a first-come-first-served basis. Applications received less than 14 days prior to the date of hire will only be considered subject to operation feasibility.</p> <p>If there is more than one applicant applying for the same slot, applications will be considered by taking into account the following factors and weightings:</p> <ul style="list-style-type: none"> • Nature of the proposed function, and whether the proposed function complies with the designated use of the facility (30%) Arts-related activities that comply with the designated use of the facility will be given preference (the designated use of the Rehearsal Hall is rehearsals related to the performing arts; the designated use of the Dance Practice Room is dance training classes or practices; the designated use of the Art Studios is painting, calligraphy, handicraft or other visual arts activities; the designated use of the Music Practice Rooms is singing, piano practices or other music activities) • Number of hours of hire applied for and whether arts-related functions will be held for a continuous period of six months (40%) Arts-related activities will be given preference • Value of the proposed function to the promotion of arts and culture in the community (15%) Activities contributing to the promotion of arts and culture in the community will be given preference • New applicant organising arts-related functions or not / organising ability of past successful hirer (15%) <p>If, after assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p>	Submission Month	Booking Period	January	July – Dec. of the same year	July	Jan. – June of the following year
Submission Month	Booking Period							
January	July – Dec. of the same year							
July	Jan. – June of the following year							

	<ul style="list-style-type: none"> Interval between the proposed date of hire and the last successful booking of the same facility Number of days booked at the same facility within the 12 months preceding the proposed date of hire Attendance at the last function held at the same facility (not applicable to the Exhibition Hall) <p>If, after the aforesaid two stages of assessment, there is still more than one applicant scoring the same marks, the slot concerned will be allocated by ballot through the computerised booking system.</p> <p><i>(Note 1 : Applications for non-arts activities will only be accepted 3 months or less prior to the month of hire, with the exception of applications by government departments, District Councils or registered schools.</i></p> <p><i>Note 2: For booking Exhibition Hall : Applications for arts activities to be held at Whole Hall are accepted not less than 3 months but not more than 7 months in advance of the month of hire. Applications for arts activities to be held at 2/3 Hall are accepted not less than 3 months but not more than 5 months in advance of the month of hire. Applications for non-arts exhibitions / activities, 1/3 Hall or short duration booking of 2 hours will only be accepted 3 months or less prior to the month of hire, with the exception of applications by government departments, District Councils or registered schools).</i></p>	
Special Bookings	<p>Events requiring a longer lead-time for planning and preparation (e.g. cultural performance involving renowned visiting artists) are eligible to apply for Special Bookings. Special Booking applications are accepted not less than 8 months and not more than 24 months in advance of the month of hire. Completed application forms shall reach the booking office of the Sheung Wan Civic Centre or via on-line application of e-APS at http://www.lcsd.gov.hk/eaps before 5:30pm on the last working day* of the month. A reply will be provided within 14 working days thereafter.</p>	<p>Will only be exceptionally considered on individual merit.</p>
Supporting Documents	<p>For organisations, the booking applications shall include copies of:</p> <ul style="list-style-type: none"> (i) Certificate of business registration; or (ii) Certificate of incorporation under the Companies Ordinance Cap. 622; or (iii) Notification of establishment of a society under the Societies Ordinance Cap. 151;; or (iv) Certificate of registration of a society under the Societies Ordinance Cap. 151; or (v) Certificate of registration on the list of approved charitable institutions or trusts of a public character; or (vi) Certificate of registration of a school or certificate of incorporation under the Education Ordinance Cap. 279. <p>For individuals, applicants shall present their identity cards/passports for verification when applying in person. Applications submitted by a third party/post/fax shall be accompanied by a copy of the applicant's identity cards/passports.</p>	

Application Procedure for Concessionary Rates for Non-profit Organisations Scheme	<p>(1) The applicant shall furnish the following together with the application form :-</p> <p>(a) (i) Certificate of incorporation under the Companies Ordinance Cap. 622; or (ii) Certificate of registration or notification of establishment of a society under the Societies Ordinance Cap. 151; or (iii) Certificate of registration on the list of approved charitable institutions or trusts of a public character; and</p> <p>(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. 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.</p> <p>(2) For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for waiver of the “Charges Based on Sales” 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.</p> <p>(3) The applicant is required to submit a copy each of all relevant publicity materials one month before the function. A copy of the house programme shall also be submitted on or before the first day of the function.</p> <p>(4) The approval of concessionary rates is subject to the applicant's absolute compliance with the criteria for Concessionary Rates for Non-profit Organisations Scheme (please refer to Scale III(C) of the Sheung Wan Civic Centre Scales of Hire Charges) 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.</p> <p>(5) The Leisure and Cultural Services Department reserves all right to interpret the criteria under this scheme and to decide whether the applicant is eligible for concessionary rates. The Leisure and Cultural Services Department’s decision shall be final.</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>
<p>Enquiries : 2853 2678 or 2853 2680 (Working days from 9am to 5:45pm)</p> <p>Fax : 2543 9771</p> <p>Email : swccbooking@lcsd.gov.hk</p> <p>Address : Sheung Wan Civic Centre, 5/F, Sheung Wan Municipal Services Building, 345 Queen’s Road Central, Hong Kong</p>	

* Working day refers to Monday to Friday (except public holidays)