

Leisure and Cultural Services Department
Booking Arrangements of Sheung Wan Civic Centre
(with effect from 1 April 2021)

	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 2021 are accepted in December 2020). (See <i>Notes 1 and 2</i>)</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;"><u>Submission Month</u></th> <th style="text-align: left;"><u>Booking Period</u></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. In general, it requires two months to process the booking applications.</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>Submission schedule for Late Bookings is as follows:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Submission Month</u></th> <th style="text-align: left;"><u>Booking Period</u></th> </tr> </thead> <tbody> <tr> <td>April</td> <td>July – Dec. of the same year</td> </tr> <tr> <td>October</td> <td>Jan. – June of the following year</td> </tr> </tbody> </table> <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>	<u>Submission Month</u>	<u>Booking Period</u>	January	July – Dec. of the same year	July	Jan. – June of the following year	<u>Submission Month</u>	<u>Booking Period</u>	April	July – Dec. of the same year	October	Jan. – June of the following year
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	<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)

Sheung Wan Civic Centre

Conditions of Use

I. Sheung Wan Civic Centre Terms and Conditions of Hire

- (1) This notice is to be read in conjunction with the “Sheung Wan Civic Centre Terms and Conditions of Hire”. Special attention is drawn to Clause 3 “Sub-letting” and Clause 4 “Use of a Unit” as follows:-

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 sponsor;
 - (v) transfer a Confirmed Booking to another dates or times; and
 - (vi) change any artist or performer or film from those named in the Application Form.
- (2) No Organisation, Group, Company, Artist or Groups of Artists, other than those as contained in the accepted application for booking, may participate in the proposed function or receive publicity except with prior written permission from the Manager of the Sheung Wan Civic Centre (the “Civic Centre”).
- (3) Any breach of the “Sheung Wan Civic Centre Terms and Conditions of Hire” and the requirements specified in this Notice may result in cancellation of the confirmed booking.
- (4) Hirers are welcome to consult the Sheung Wan Civic Centre Management (the “Management”) in case of any doubt when organising their proposed function.

II. Use of Venue Facilities and Services

- (1) The Sheung Wan Civic Centre attaches great importance to providing hirers with good facilities and professional services. In order that performances and functions run smoothly, hirers are requested to submit a “Technical Requirement Form” at least four weeks before the commencement of the period of hire, specifying clearly the required stage facilities, lighting, sound and front-stage equipment as well as services so that necessary arrangements can be made by the Management.
- (2) To ensure smooth running of the programmes, hirers should arrange for the director of stage and the technical staff of the Civic Centre to discuss their stage and technical requirements at least one month before the function takes place. In general, an appropriate number of technical and service staff will be deployed in the venue to operate the facilities provided by the Civic Centre during the period of hire.

- (3) For functions relating to exhibitions, hirers should provide information such as the facilities required, weight of the exhibits, layout plan, opening ceremony, as well as dates of setting up and dismantling, etc. two months prior to the date of the exhibition.
- (4) According to Clause 8 of the Terms and Conditions of Hire, the Department, the Government and their servants and agents shall not be liable for any damage to or loss of any property of hirers, their servants or agents or any other person during the Confirmed Period of Hire. As such, hirers should be responsible for the security of the exhibits and the properties of hirers, their servants or agents and to arrange sufficient manpower and measures to protect and safeguard their exhibits and properties.

III. Rules Regarding the Hiring of Venues

- (1) To ensure ample time for the preparation of stage equipment/installations and the admission of audience, all functions shall start at least one hour after the commencement of the hired session. In the events that more advanced technical requirements are needed, the Management may require hirers to delay the commencement of functions or advance the time of hiring as may be required by the circumstances.
- (2) Prior application to the Management is necessary in case video recording, filming, the making of TV films, tea reception or press conference conducted within the Civic Centre or the hired venue is needed. Having obtained the approval of the Management, hirers should observe the following rules in regard to the use of audio and video recording services of the Civic Centre or self-recording:-

- (i) Audio & Video Recording Service

- (a) In general, audio or video recording of the performance should only be for archival/educational purposes. In case the audio or video records are used for commercial uses or purposes other than archive/educational, a right fee at the prevailing rate will be levied.
- (b) Application should be made to the Management no later than two weeks before the date of the performance by completing the requisite application forms if audio or video recording of the performance is required.

- (ii) Audio Recording Service

To facilitate the provision of audio recording services, hirers should supply sufficient CDs or MDs to cover the whole performance (to ensure an uninterrupted recording, it is better for one CD or MD to be able to run for half a session at one go). The use of mono or stereo recording will be decided by the Management having regard to the nature of the performance.

- (iii) Video Recording Service

Video recording will only be taken by a fixed wide-shot camera covering the whole view of stage. Hirers should supply sufficient quantity of DVD for recording.

- (iv) Using Own Equipment for Video Recording

For hirers who intend to use their own equipment for video recording, normally only one video camera to be fixed at the back of the auditorium with only one cameraman wearing a staff badge is allowed so as to ensure smooth recording and

avoid disturbance to the audience. Prior application is to be submitted to the Management in case provision of sound feed is required for video recording. Hirers are required to be present at the venue and arrange for connection and testing of the sound feed at least 45 minutes before the commencement of the programme.

(v) Photography in the Auditorium

Prior notice should be given to the Management in case photography in the auditorium is arranged by hirers. Except for ceremonial proceedings, no photography with flash is allowed. Each and every photographer has to wear a staff badge and is allowed to take photographs only within the designated area (if tripods are used, photographers are to remain at the back of the auditorium or, as directed by the Civic Centre staff, at a location where no disturbance to the audience is caused). In case of any nuisance to the audience or disturbance to the performance, the Manager reserves the right to stop the activity from proceeding or ask the photographer to leave the auditorium immediately.

(vi) Video Recording in the Auditorium

According to Prevention of Copyright Privacy Ordinance (Cap. 544), a person commits a criminal offence if he or she, without authorisation or reasonable excuse, brings video recording equipment into a cinema, theatre or concert hall. Therefore, under normal circumstances, the Management will arrange for staff members of house operation to stop any video recording during the performance by any audience member who has not obtained prior consent from hirers. When enforcing this rule, hirers should cooperate by arranging, for instance, for the Master of Ceremony to make relevant announcement on the stage prior to the commencement of the performance.

- (3) Except for Exhibition Hall, no objects such as posters or notices are to be displayed on the walls of the hired venue.

IV. Arrangements of Prolonged Booking

(1) Overnight Booking/Meal Break Booking

- (i) Provision of overnight or meal break service (1pm – 2pm and/or 6pm – 7pm) to hirers is subject to the availability of manpower resources and is solely at the discretion of the Manager.
- (ii) In the case of meal break booking, technical staff and stage crew should be given time for taking their meals by turns. Only limited service will be provided during such time.

(2) Booking for Prolonged function/Moving In, Dismantling and Moving Out of Settings

Hirers occupying the venue outside the confirmed booking period for prolonged function, or for moving in, dismantling and moving out of settings are required to seek prior permission from the Manager and to pay for the additional services/extended booking involved.

V. Admission of Audience

- (1) During the admission of audience to functions, hirers should arrange for a representative to remain at the admission points to assist in dealing with any matters that may arise.

- (2) To avoid affecting the performers and distributing the seated audience, hirers may arrange with the Management in advance concerning admission time for latecomers. Hirers are also requested to print on the house programmes and the admission tickets: “No latecomers will be admitted until an appropriate time as arranged by the presenting organisation.”
- (3) In case latecomers will not be admitted after the event commences or until intermission, hirers should remind the audience of the arrangement in the programme publicity materials.

VI. Ticketing

- (1) Hirers should provide information on admission arrangements for the event 4 months prior to the first day of the Collective Confirmed Period of Hire.
- (2) Free admission tickets must be printed in accordance with the “Guidelines of Printing of Free Admission Ticket”. A sample of the free admission ticket and a seating plan should be forwarded to the Management for endorsement before printing.
- (3) For performances conducted in the Theatre, Lecture Hall and Exhibition Hall where admission is charged, the hirer is free to engage URBTIX or other ticketing service provider. Tickets for sale can either be sold through URBTIX or other channels approved by the Management. Hirers using URBTIX should submit “Event Set-up Form” for application of URBTIX Service not later than 2 months before the commencement of ticket sales and be abided by the relevant terms and conditions. If admission tickets are sold through channels other than URBTIX, hirers shall comply with the conditions set out in the relevant terms in the “Terms and Conditions of Hire” and “Notice to Hirers — Ticketing Arrangement for Events with Admission Charges but Tickets are NOT Sold or Issued through URBTIX”.
- (4) Save and except permitted by the Management, hirers shall not commence sale or issuance of any ticket earlier than 4 months before the first day of the Collective Confirmed Period of Hire. The number of tickets sold or distributed must not exceed the total number of seats as specified on the seating plan as well.
- (5) If tickets with admission charges are not sold or issued through URBTIX, the hirers shall state on each ticket the refund responsibility of the hirers.

VII. Publicity Materials

- (1) The Hirer shall submit two months in advance of the function 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. Please refer to “Rules on the Display of Posters and Distribution of Publicity Leaflets by hirers” for more details.
- (2) Contents of the publicity materials or printed matters to be distributed at the hiring facilities are restricted to information that matches the objectives and nature of the confirmed booking function only. Prior approval from the Management should be sought and the materials or printed matters concerned are to be distributed in approved locations and in a manner as specified by the Management.
- (3) Hirers shall not make, publish, display or disseminate Event-related publicity materials that contain false, biased, misleading or deceptive information; and

- (4) Hirers 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 Leisure and Cultural Services Department without prior written permission of the Manager.
- (5) Hirers may provide the Management with one pre-approved image one month in advance of the function for display in the digital display. The suggested size of the image:
 - Portrait : 1080(W) x 1920(H)
 - Format : BMP, GIF, JPG/JPEG, PNG, TIFF, PDF
 - File size : below 5 MB

(Remarks: The venue may not be able to display the image exceeding the suggested portrait and size.)

VIII. Venue Set Up, Decoration and Props

- (1) Hirers should note that venue set up and decoration should be in line with the objectives and nature of the confirmed booking.
- (2) Not until the commencement of the period of hire can hirers bring any goods or properties into the venue, or make preparations or rehearse in the venue.
- (3) All goods and properties/props brought into the Civic Centre by hirers must be removed from the premises before the end of a hiring period.

IX. Licenses

A copy of the licence or certificate mentioned below (where applicable) shall be forwarded to the Management before the event.

(1) Projection of Films

- (i) In compliance with the Film Censorship Ordinance (Cap. 392), hirers whose functions include the projection of films, slides or video should obtain a “Certificate of Approval” or a “Certificate of Exemption” from the Office of Film, Newspaper & Article Administration (OFNAA) (Enquiry: 2594 5799). Hirers should forward to the Management the copy of a valid certificate at least seven working days before the day of projection.
- (ii) In the case of film shows, hirers must obtain one of the aforesaid certificates before they start publicizing 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”

(2) Electrical Installation and the Use of Laser

- (i) The Management must be informed if any additional electrical apparatus or fitting is needed or to be used in conjunction with existing electrical fittings in the Civic

Centre. In compliance with the Electricity Ordinance (Cap. 406), relevant electrical works should be carried out by registered electricians who should issue a “Work Completion Certificate” (WR(1)).

- (ii) For the use of laser, the laser contractor must first obtain a permit issued by the Electrical and Mechanical Services Department.

(3) Lottery or Game of Chance

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

(4) Donation inside the Auditorium

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

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

Overseas or mainland performer/artist, adjudicator and working staff of the events working in Hong Kong should 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.

(6) Employment of Children under the Age of 15

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

X. Public Order and Safety

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.

XI. Public Health

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.

XII. National Anthem Ordinance

Hirers are required to observe and comply with the National Anthem Ordinance (Instrument A405) should the events involve the playing and singing of the national anthem. Hirers are also requested to inform the Assistant Manager (House 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

XIII. National Flag & National Emblem Ordinance and Regional Flag & Regional Emblem Ordinance

In accordance with the National Flag & National Emblem Ordinance (Instrument A401) and the Regional Flag and Regional Emblem Ordinance (Instrument A602), hirers who would like to display and use the national and regional flags or emblems during their booking periods should 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)

XIV. Safeguarding National Security

Hirers 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.

XV. Other Legislation

Hirers 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.

XVI. Other Points to Note

- (1) When Tropical Cyclone Signal No. 8 or above or Black Rainstorm Warning is in force, all hiring venues of the Civic Centre will normally be closed. But cancellation or postponement of the activity will be decided taking into account the particular circumstances of the time.
- (2) Hirers should contact the Duty Manager of the Sheung Wan Civic Centre on 9733 1740 with regard to the arrangement of activities which are about to start or in progress when the Hong Kong Observatory announces that Tropical Cyclone Signal No. 8 or Black Rainstorm Warning will soon be issued.