

# Sheung Wan Civic Centre

## Scales of Hire Charges (with effect from 1 February 2018)

### Scale I. Basic Hire Charges

#### (A) Theatre

Purpose	Services	Charge Code	Normal Rate	Concessionary Rate (See Scale III (C))	
1. Performance of music, drama, dance, opera, revue and other function considered as entertainment by the Manager, during any time of the day, and activity of any kind carried out after 6pm	(a) Basic charge for each function with the services listed in Schedule A for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm or 7pm-11pm	A001A	\$ 4,430 *	\$ 1,550 *	
	(b) Charge for each half-hour or part thereof in excess of a 4-hour session booking for prolonged function with the services listed in Schedule A (See Note 1)	A001B	555	195 (Not applicable after 11pm)	
	(c) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the function with the services listed in Schedule D during	(i) 9am-1pm or 2pm-6pm	A001D	495	175
		(ii) 1pm-2pm or part thereof in excess of a 4-hour session booking (See Note 1)	A001C	125	44
	(d) Charge for use/occupation of the unit in the morning from 9am-1pm following the day of hiring with the services listed in Schedule D for a period not exceeding 4 hours	A001E	495	175	
	(e) Charge for use/occupation of the unit during the hours from midnight to 9am with the services listed in Schedule D (See Note 1)	A001F	2,340	-	
2. Rehearsal / Practice without audience of any kind	(a) Charge for a session not exceeding 4 hours with the services listed in Schedule B during 9am-1pm or 2pm-6pm	A004A	2,000	700	
	(b) Charge for each half-hour or part thereof in excess of a 4-hour session booking (See Note 1)	A004B	260	91 (Not applicable after 11pm)	
	(c) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the rehearsal with the services listed in Schedule D for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm	A004C	495	175	

\* See Scale III(A) "Charges Based on Sales" and (B)1

Purpose	Services	Charge Code	Normal Rate	Concessionary Rate (See Scale III (C))
3. Meeting, conference and other function which are not considered as entertainment by the Manager, and school function where no admission charge is made, during the hours 9am to 6pm (See Note 2)	(a) Charge for each function for a session not exceeding 4 hours with the services listed in Schedule A during 9am-1pm or 2pm-6pm	A005A	\$ 2,500 *	\$ 875 *
	(b) Charge for each half-hour or part thereof in excess of 4 hours function (See Note 1)	A005B	310	110

### (B) Lecture Hall

Purpose	Services	Charge Code	Normal Rate	Concessionary Rate (See Scale III (C))
1. Performance / function of any nature considered as entertainment by the Manager, during any time of the day, and activity of any kind carried out after 6pm	(a) Basic charge for each function with the services listed in Schedule A for a period not exceeding 4 hours during 9am-1pm or 2pm-6pm or 7pm-11pm	C003B	\$ 1,330 *	\$ \$465 *
	(b) Charge for each hour or part thereof in excess of a 4-hour session booking for prolonged function with the services listed in Schedule A (See Note 1)	C003C	320	110 (Not applicable after 11pm)
	(c) Charge for use/occupation of the unit on the day of hiring during hours prior to those of the function with the services listed in Schedule D during (i) 9am-1pm or 2pm-6pm (ii) 1pm-2pm or part thereof in excess of a 4-hour session booking (See Note 1)	C005A C005B	165 52	60 20
	(d) Charge for use/occupation of the unit in the morning from 9am-1pm following the day of hiring with the services listed in Schedule D for a period not exceeding 4 hours	C005C	165	60
2. Rehearsal / Practice without audience of any kind and function of the following nature with no admission charges during the hours 9am to 6pm: meeting, lecture, conference,	(a) Charge for a session not exceeding 4 hours with the services listed in Schedule B during 9am-1pm or 2pm-6pm	C004A	670 *	235 *
	(b) Charge for each hour or part thereof in excess of a 4-hour session booking (See Note 1)	C004B	165	60 (Not applicable after 11pm)

school function (See Note 2)				
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\* See Scale III(A) "Charges Based on Sales" and (B)1

### (C) Exhibition Hall

Purpose	Services	Charge Code	Normal Rate	Concessionary Rate (See Scale III (C))
1. Exhibition (See Note 2 and 3)	(a) Basic charge for a full day from 9am-8pm with the services listed in Schedule C		\$	\$
	Whole Hall	C001A1	3,130 **	1,100 **
	$\frac{2}{3}$ Hall	C001A2	2,100 **	735 **
	$\frac{1}{3}$ Hall	C001A3	1,050 **	370 **
	(b) Charge for each hour or part thereof after 8pm (for mounting, dismantling or extension of opening hours) (See Note 1)			
	Whole Hall	C001B1	290	-
$\frac{2}{3}$ Hall	C001B2	205	-	
$\frac{1}{3}$ Hall	C001B3	105	-	
2. Reception or any other function considered as appropriate by the Manager (at least $\frac{2}{3}$ Hall has to be booked) (See Note 2 and 3)	(a) Basic charge for a minimum of 4 hours with the services listed in Schedule C during 9am-1pm, 2pm-6pm or 7pm-11pm			
	Whole Hall	C006A1	1,150 *	405 *
	$\frac{2}{3}$ Hall	C006A2	785 *	275 *
	(b) Charge for each hour or part thereof in excess of a 4-hour session booking (See Note 1)			
	Whole Hall	C006B1	290	100
	$\frac{2}{3}$ Hall	C006B2	205	72
			(Not applicable after 11pm)	
(c) Basic charge for a minimum of 2 hours				
Whole Hall	C006C	575 *	200*	

\* or \*\* See Scale III(A) "Charges Based on Sales" and (B)3

Note 1 : Provision of extension of booking is subject to availability of venue, staff resources and at the discretion of the Manager.

Note 2 : Applications for non-arts activities will only be accepted 3 months or less prior to the month of hire, with the exception for applications by government departments, District Councils or registered schools.

Note 3 : For booking of the 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  $\frac{2}{3}$  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,  $\frac{1}{3}$  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.

**(D) Rehearsal Hall**

Purpose	Services	Charge Code	Normal Rate (See Scale III (B2))	Concessionary Rate (See Scale III (B2) & (C))
Rehearsal related to the performing arts or function of any nature considered as appropriate by the Manager	Basic charge per hour with the services listed in Schedule C	B001A	\$ 380	\$ 190

**(E) Dance Practice Room**

Purpose	Services	Charge Code	Normal Rate (See Scale III (B2))	Concessionary Rate (See Scale III (B2) & (C))
Dance training class and practice or function of any nature considered as appropriate by the Manager	Basic charge per hour with the services listed in Schedule C	B001A	\$ 175	\$ 90

**(F) Art Studios**

Purpose	Services	Facilities	Charge Code	Normal Rate (See Scale III (B2))	Concessionary Rate (See Scale III (B2) & (C))
Painting, calligraphy, handicraft and other visual arts activity or function of any nature considered as appropriate by the Manager	Basic charge per hour with the services listed in Schedule C	Art Studio (1), (2)	B001A	\$ 98	\$ 50

**(G) Music Practice Rooms**

Purpose	Services	Facilities	Charge Code	Normal Rate (See Scale III (B2))	Concessionary Rate (See Scale III (B2) & (C))
Singing, piano practice and other music activity or function of any nature considered as appropriate by the Manager	Basic charge per hour with the services listed in Schedule C	Music Practice Room (1), (2)	B001A	\$ 93	\$ 50

**(H) VIP Lounge**

Purpose	Services	Charge Code	Normal Rate
Reception or function of any nature considered as appropriate by the Manager (for hirers of the Theatre, Lecture Hall or Exhibition Hall). Priority of VIP Lounge will be given to Theatre hirers.	Basic charge per hour with the services listed in Schedule C	A099A	\$ 245

## Service Schedules

### Schedule A (for performance)

Air-conditioning, electricity (for Sheung Wan Civic Centre fixtures and equipment only), water, the use of furniture as provided, stage and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale II), basic ushering service (for Theatre only), sound system, service from electrical technicians and sound controllers as necessary, and the use of dressing rooms.

### Schedule B (for rehearsal)

Air-conditioning, electricity (for Sheung Wan Civic Centre fixtures and equipment only), water, the use of furniture as provided, stage and electrical equipment as installed (except those equipment and services as listed in Miscellaneous Charges at Scale II), sound system, service from electrical technicians and sound controllers as necessary, and the use of dressing rooms.

### Schedule C (for Exhibition Hall and minor facilities)

Air-conditioning, electricity (for Sheung Wan Civic Centre fixtures and equipment only), and the use of furniture as provided.

### Schedule D (for occupation / move-in / move-out)

Ventilation, working light for stage and the use of dressing rooms

## **Scale II. Miscellaneous Charges**

<b>(A) Technical Services</b> (See Note 1)	<b>Charge code</b>	<b>\$</b>
(a) Charge for use of sound system at Exhibition Hall	E004K3	<b>630</b> (not exceeding 2 hours)
	E004K2	<b>315</b> (for each additional hour)
(b) Charge for use of self-operated sound system (available at Exhibition Hall and minor facilities)	E004E3	<b>205</b> (not exceeding 2 hours)
	E004E2	<b>105</b> (for each additional hour)
(c) Charge for use of each wireless microphone (subject to availability) (available at Theatre and Lecture Hall)	E004J1	<b>52</b> (not exceeding 4 hours)
	E004J2	<b>15</b> (for each additional hour)
(d) Charge for provision of each sound feed for video / audio recording per function (not exceeding 4 hours) with hirer's own equipment and technician for Theatre	E004G1	<b>350</b> (not exceeding 4 hours)
	E004G2	<b>88</b> (for each additional hour)
(e) Charge for audio recording service for archival / educational purpose per function (not exceeding 4 hours) (available at Theatre and Lecture Hall) (See Note 2)	E004A1	<b>390</b> (not exceeding 4 hours)
	E004A2	<b>98</b> (for each additional hour)
(f) Charge for video recording service with fixed position camera for archival / educational purpose per function (not exceeding 4 hours) (available at Theatre and Lecture Hall) (See Note 2)	E004I1	<b>720</b> (not exceeding 4 hours)
	E004I2	<b>180</b> (for each additional hour)

<b>(A) Technical Services (See Note 1)</b>	<b>Charge code</b>	<b>\$</b>
(g) Charge for use of each set of video playback equipment	E001G1	<b>410</b> (per function per day)
	E001G3	<b>205</b> (not exceeding 2 hours)
	E001G2	<b>105</b> (for each additional hour)
(h) Charge for use of each multimedia projector (available at Theatre, Lecture Hall and Exhibition Hall)	E001C1	<b>410</b> (per function per day)
	E001C3	<b>205</b> (not exceeding 2 hours)
	E001C2	<b>105</b> (for each additional hour)
(i) Charge for surtitle system for Theatre	E001F1	<b>515</b> (per function per day)
	E001F3	<b>260</b> (not exceeding 2 hours)
	E001F2	<b>130</b> (for each additional hour)
(j) Charge for pre-setting of the orchestral pit for Theatre (See Note 3)	E005A1	<b>2,680</b>
(k) Charge for use of grand piano (Steinway) for Theatre (See Note 4)	E002D1	<b>1,340</b> (per function per day)
(l) Charge for use of timpani per set (4 pieces) for Theatre	E002G1	<b>340</b> (per function per day)
<b>(B) Others (See Note 1)</b>	<b>Charge code</b>	<b>\$</b>
(m) Charge for sale of merchandise per designated sales point per session (sale of exhibits for exhibitions at Exhibition Hall not applicable)	E003C1	<b>310</b>
(n) Charge for sale of snacks per designated sales point per session for Theatre	E003B1	A minimum of <b>310</b>
	E003B4	or 10% of the gross sales proceeds whichever is the greater
(o) Right fee for telecasting / location filming (including commercial photography) / broadcasting and video / audio recording other than archival / educational purpose at indoor hiring units (per function not exceeding 4 hours) with hirer's own equipment and technician (See Note 2)	E004D1	<b>4,430</b> (not exceeding 4 hours)
	E004D2	<b>1,110</b> (for each additional hour)
(p) Location filming (including commercial photography) at indoor non-hiring units	E006A1	Prevailing rate as set by the Government plus basic hire charges if applicable
	E006A2	
(q) Charge for ushering services per 4-hour session for Lecture Hall and Exhibition Hall	E003D4	At cost at the hourly rate with MPF of the ushers
(r) Locker (Priority will be given to hirers for long-term regular classes) Charge for each locker per calendar month (with 2 months' deposit)		
Small size [ 38 cm (W) x 70 cm (D) x 59 cm (H) ]	F002A3	<b>52</b>
Medium size [ 38 cm (W) x 70 cm (D) x 89 cm (H) ]	F002A2	<b>77</b>
Large size [ 38 cm (W) x 70 cm (D) x 179 cm (H) ]	F002A1	<b>105</b>

<b>(B) Others (See Note 1)</b>	<b>Charge code</b>	<b>\$</b>
(s) Publicity banner site on external wall facing the Morrison Street (See Note 5) Size - 1.1m (W) x 13m (H)  Daily charge for each site (days for both hanging and dismantling of banners inclusive) (Remarks: Display of banners will be allowed for a maximum of two weeks within the counter booking period subject to availability of site.)	F001A	<b>205</b>

Note 1 : Provision of services is subject to availability of venue, equipment, staff resources and the discretion of the Manager.

Note 2 : Written application has to be submitted to the Manager with proven justifications that the recordings / filming / photography will be used for archival purpose or education research with no commercial use.

Note 3 : Request should be submitted together with the booking application form. Approval will be depended on availability of the venue to pre-setting and dismantling the orchestral pit within 9 am to 11 pm beyond the booking hour.

Note 4 : Charge for use of grand piano includes one tuning service. Additional tuning will be charged at cost levied by the venue contractor with payment settled by hirer to the contractor directly.

Note 5 : Eligibility Criteria - (a) staging two or more admission-charged performances at the Theatre or Lecture Hall; or (b) holding exhibition lasting for two or more days at the Exhibition Hall.

### **Scale III. General Notes**

#### **(A) Charges Based on Sales**

- (1) "Charges Based on Sales" shall mean the difference, if any, between the actual hire charges payable (excluding any charges for miscellaneous services as listed in Scale II) as specified hereunder and the basic charges as likewise specified.
- (2) The rates marked with an asterisk (\*) in Scale I (A), (B) & (C) for functions at Theatre, Lecture Hall and Exhibition Hall are the basic charges only. The actual hire charges payable shall be the said basic charge or 10% of the gross ticket proceeds, whichever is the greater.
- (3) For the purpose of calculating the gross ticket proceeds, complimentary tickets not exceeding 5% of the total number of seats per function will not be taken into account. Any quantities in excess will be regarded as tickets sold at top price category as shown on the ticket price scale approved by the Manager.
- (4) For exhibitions at the Exhibition Hall which involve sale of any of the exhibits or with admission charges, the rate marked with an asterisk (\*\*) in Scale I (C) comprises the basic charges only. The actual hire charges payable for each day to which the rates relates shall be double the amount of the said basic charges.

#### **(B) Incentive Booking Scheme**

- (1) The hiring rate for use of the Theatre and Lecture Hall on weekday evenings (i.e. 7pm-11pm of Monday to Thursday, except public holidays) for setting-up, rehearsal or occupation have been reduced from the performance rate to the rehearsal rate. For bookings made from Friday to Sunday and on public holidays, the evening session will be charged at rehearsal rate provided that the evening session is not used for performance and a daytime session is booked for performance by the same hirer on the same day.
- (2) Non-prime time rates: 50% discount to be offered for bookings of Rehearsal Hall, Dance Practice Room, Art Studios and Music Practice Rooms for a minimum of 2 consecutive hours during 9am-6pm from Monday to Friday. The rate is also applicable for applicants who are eligible for concessionary rates.
- (3) For exhibitions at the Exhibition Hall that are eligible for concessionary rates, charges based on sales as specified at (A)(4) above will be waived.

### **(C) Concessionary Rates for Non-profit Organisations Scheme**

Concessionary rates are applicable to applicant who fulfills 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 institutions 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 performance venues, the function should be in furtherance of performing arts which include dance, music, drama, film art or theatrical performance of any kind. In the case of lecture and exhibition venues, 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 venues (Theatre and Lecture Hall: 9am-11pm, Exhibition Hall: 9am-8pm (for exhibitions) & 9am-11pm (for other functions), Rehearsal Hall, Dance Practice Room, Art Studios and Music Practice Rooms: 9am-10pm), booking of VIP Lounge and Miscellaneous Charges.
- (6) 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 "Charges Based on Sales", if applicable, will be provided.
- (7) For charitable fund-raising event organised by an applicant eligible for concessionary rates, the applicant can opt for a 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.

### **(D) Miscellaneous Services**

- (1) Provision of miscellaneous services as listed in Scale II is subject to availability of venue, equipment, staff resources and the discretion of the Manager.
- (2) Upright pianos, if available as part of the original provisions of the hiring units, will be provided free, but the service charge for any tuning, will be charged at cost levied by the contractor with payment settled by hirer to the contractor directly.
- (3) Charge for transportation of musical instruments from venue to venue and from facilities to facilities, if required, will be charged at cost levied by the contractor with payment settled by hirer to the contractor directly.