

Leisure and Cultural Services Department
Booking Arrangements of the Sai Wan Ho Civic Centre
(with effect from 1 January 2025)

	Theatre / Cultural Activities Hall	Art Studio / Music Practice Rooms / Rehearsal Room												
Ordinary Bookings and Late Bookings	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 to July 2026 are accepted in December 2025). (see Note 1) Completed application forms shall reach the booking office of the Sai Wan Ho 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. Late Booking applications are accepted between 1 and 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. 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: • 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%) 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: • 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 of the last function held at the same facility 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. <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 for applications by government departments, District Councils or registered schools.)</i>	Ordinary Booking applications are accepted twice a year in January and July for a maximum period of half-year 6 months in advance. Details are as follows: <table><tr><th><u>Ordinary Booking Submission Month</u></th><th><u>Booking Period</u></th></tr><tr><td>January</td><td>July - December of the same year</td></tr><tr><td>July</td><td>January - June of the following year</td></tr></table> Completed application forms shall reach the booking office of the Sai Wan Ho 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 submission month. In general, it requires 2 months to process the booking application. 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 operational feasibility. Submission schedule for Late Bookings – <table><tr><th><u>Late Booking Submission Month</u></th><th><u>Booking Period</u></th></tr><tr><td>April</td><td>July - December of the same year</td></tr><tr><td>October</td><td>January - June of the following year</td></tr></table> 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: • 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 Art Studio 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; the designated use of the Rehearsal Room is dance, music, theatre, Chinese Opera, and all other kinds of performing arts 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%) 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.	<u>Ordinary Booking Submission Month</u>	<u>Booking Period</u>	January	July - December of the same year	July	January - June of the following year	<u>Late Booking Submission Month</u>	<u>Booking Period</u>	April	July - December of the same year	October	January - June of the following year
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Special Bookings	Events requiring a longer lead-time for planning and preparation (e.g. cultural performances 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 Sai Wan Ho 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.	Will only be exceptionally considered on individual merit.
Supporting Documents	For organisations, the booking applications shall include copies of: (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. 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 applicants' identity cards/passports.	
Application Procedure for Concessionary Rates for Non-profit Organisations Scheme	(1) The applicant shall furnish the following together with the application form: - (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 (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. (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 case, 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. (3) The applicant is required to submit a copy each of all relevant publicity materials 1 month before the function. A copy of the house programme shall also be submitted on or before the first day of the function. (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 Scales of Hire Charges of the Sai Wan Ho Civic Centre) 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. (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.	
Remarks	(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. (2) The applicant may be liable to be prosecuted should any false information and/or invalid documents be provided in the booking application. (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.	
Enquiries	Tel: 2550 7181 / Fax: 2904 6297 / Email: swhccbooking@lcsd.gov.hk Working days from 9am to 5:45pm Address: Booking Office, Sai Wan Ho Civic Centre, G/F, 111 Shau Kei Wan Road, Hong Kong	

*Working day refers to Monday to Friday except Public Holidays

Sai Wan Ho Civic Centre

Conditions of Use

All the following conditions will be applied to all bookings in addition to the Sai Wan Ho Civic Centre 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 Sai Wan Ho Civic Centre 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;
- (v) transfer a Confirmed Booking to another dates or times; and
- (vi) change any artist or performer or film or programme from those named in the Application Form.

Rules Regarding the Hiring of Venues

2. To ensure ample time for the preparation of stage equipment/installations and the admission of audience, all functions shall start at least 1 hour after the commencement of the hired session. In the events that more advanced technical requirements are needed, the Manager may require the Hirer to delay the commencement of functions or advance the time of hiring as may be required by the circumstances.

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 Sai Wan Ho Civic Centre or the hired venue is needed. 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 archival/ educational purposes, a right fee at the prevailing rate will be levied.

Arrangements of Prolonged Booking

4. Overnight Booking/ Meal Break Booking

- (i) Provision of overnight or meal break service (1pm – 2pm and/or 6pm – 7pm) to the Hirer 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.

5. Booking for Prolonged Function/ Moving In, Dismantling and Moving Out of Settings

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

Licenses

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

(i) 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) (Enquiry: 3847 7754 / 3847 7755). The Hirer shall forward to the Manager the copy of a valid certificate at least 7 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”

(ii) 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 Sai Wan Ho Civic Centre. 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.
- (iii) 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, the Hirer shall apply in advance for a “Trade Promotion Competition Licence” from the Office of the Licensing Authority (Enquiry: 3521 1496 / 2117 3798) of the Home Affairs Department as governed by the Gambling Ordinance (Cap. 148).
- (iv) Donation inside the Auditorium
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 (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.
- (v) 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.
- (vi) 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).

Publicity Materials

7. (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.
- (iv) The Hirer shall make his own arrangements for publicity and promotion of his programme. The Sai Wan Ho Civic Centre 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 Sai Wan Ho Civic Centre's event calendar and webpage. The Hirer shall take note of the relevant guidelines on the provision of information, and submit his information to the Sai Wan Ho Civic Centre pursuant to the said guidelines before the specified deadline. The Sai Wan Ho Civic Centre reserves the right to edit, delete, change, use or display/not display the information provided.

Public Order and Safety

8. 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

9. 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

10. 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 (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.htm

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

11. 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

12. 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

13. 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)