

Leisure and Cultural Services Department
Scales of Hire Charges of the Sai Wan Ho Civic Centre
(effective from 1 April 2025)

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 during 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	-

* See Scale III(A) “Charges Based on Sales” and (B)1

Purpose	Services	Charge Code	Normal Rate	Concessionary Rate (See Scale III(C))
(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
(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

* See Scale III(A) “Charges Based on Sales” and (B)1

(B) Cultural Activities Hall

Purpose	Services	Charge Code	Normal Rate	Concessionary Rate (See Scale III(C))
(1) Performance 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	C003B	\$ 1,030*	\$ 360*
	(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	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 function with the services listed in Schedule D during 9am–1pm or 2pm–6pm	C005A	145	51
	(d) Charge for use/occupation of the unit in the morning during 9am–1pm following the day of hiring with the services listed in Schedule D for a period not exceeding 4 hours	C005C	145	51
(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	C004A	545	190
	(b) Charge for each hour or part thereof in excess of a 4-hour session booking (See Note 1)	C004B	135	50 (Not applicable after 11pm)
(3) Exhibition	(a) Basic charge for a full day from 9am to 8pm with the services listed in Schedule C	C001A	2,780*	975*
	(b) Charge for each hour or part thereof after 8pm (for mounting, dismantling, or extension of opening hours) (See Note 1)	C001B	260	-

* See Scale III(A) “Charges Based on Sales” and (B)1

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.

(C) 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

(D) Art Studio

Purpose	Services	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	B001A	\$ 155	\$ 80

(E) Rehearsal Room

Purpose	Services	Charge Code	Normal Rate (See Scale III(B2))	Concessionary Rate (See Scale III(B2) & (C))
Dance, music, theatre, Chinese Opera, and all other kinds of performing arts activities 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) Reception Lounge

Purpose	Services	Charge Code	Normal Rate (See Scale III(B2))
Reception or function of any nature considered as appropriate by the Manager (for hirers of the Theatre or Cultural Activities Hall). Priority of Reception Lounge will be given to Theatre hirers.	Basic charge per hour with the services listed in Schedule C	A099A	\$ 245

<u>Service Schedules</u>
<p><u>Schedule A</u> (for performance)</p> <p>Air-conditioning, electricity (for Sai Wan Ho 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.</p>
<p><u>Schedule B</u> (for rehearsal)</p> <p>Air-conditioning, electricity (for Sai Wan Ho 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.</p>
<p><u>Schedule C</u> (for exhibition and minor facilities)</p> <p>Air-conditioning, electricity (for Sai Wan Ho Civic Centre fixtures and equipment only), and the use of furniture as provided.</p>
<p><u>Schedule D</u> (for occupation/ move-in/ move-out)</p> <p>Ventilation, working light for stage and the use of dressing rooms.</p>

Scale II. Miscellaneous Charges (See Scale III(D))

(A) <u>Technical Services</u> (See Note 1)	Charge Code	\$
(a) Charge for use of sound system (for exhibitions at Cultural Activities Hall and Rehearsal Room)	E004K3 E004K2	630 (not exceeding 2 hours) 315 (for each additional hour)
(b) Charge for use of self-operated portable sound system (for exhibitions at Cultural Activities Hall and minor facilities)	E004E3 E004E2	205 (not exceeding 2 hours) 105 (for each additional hour)
(c) Charge for use of each wireless microphone (subject to availability) (available at Theatre and Cultural Activities Hall)	E004J1 E004J2	52 (not exceeding 4 hours) 15 (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 and Cultural Activities Hall	E004G1 E004G2	350 (not exceeding 4 hours) 88 (for each additional hour)
(e) Charge for audio recording service for archival/ educational purpose per function (not exceeding 4 hours) (available at Theatre and Cultural Activities Hall) (See Note 2)	E004A1 E004A2	390 (not exceeding 4 hours) 98 (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 Cultural Activities Hall) (See Note 2)	E004I1 E004I2	720 (not exceeding 4 hours) 180 (for each additional hour)
(g) Charge for use of each set of video playback equipment (available at Theatre and Cultural Activities Hall)	E001G1 E001G3 E001G2	410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour)
(h) Charge for use of each multimedia projector	E001C1 E001C3 E001C2	410 (per function per day) 205 (not exceeding 2 hours) 105 (for each additional hour)
(i) Charge for surtitle system for Theatre	E001F1 E001F3 E001F2	515 (per function per day) 260 (not exceeding 2 hours) 130 (for each additional hour)
(j) Charge for use of timpani per set (4 pieces) for Theatre	E002G1	340 (per function per day)
(k) Charge for use of media server system for Theatre	E001H1	5,200 (per function per day)
(l) Charge for use of immersive sound system for Theatre	E004K5	4,160 (per function per day)
(m) Charge for use of tracking enabled audio-visual-light system for Theatre	E005D1	3,960 (per function per day)
(n) Charge for use of LED wall for Theatre	E001F4	4,510 (per function per day)
(o) Charge for use of 4K video filming and image processing system (available at Theatre and Cultural Activities Hall)	E004N1	4,400 (per function per day)

(B) Others (See Note 1)	Charge Code	\$
(a) Charge for sale of merchandise per designated sales point per session (sale of exhibits for exhibitions at Cultural Activities Hall not applicable)	E003C1	310
(b) Charge for sale of snacks per designated sales point per session for Theatre	E003B1 E003B4	A minimum of 310 or 10% of the gross sales proceeds whichever is the greater
(c) 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 E004D2	4,430 (not exceeding 4 hours) 1,110 (for each additional hour)
(d) Location filming (including commercial photography) at indoor non-hiring units	E006A1 E006A2	Prevailing rate as set by the Government plus basic hire charges if applicable
(e) Charge for ushering services per 4-hour session for Cultural Activities Hall	E003D4	At cost at the hourly rate with MPF of the ushers

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.

Scale III. General Notes

(A) Charges Based on Sales
<p>(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.</p> <p>(2) The rates marked with an asterisk (*) in Scale I (A) & (B) for functions at the Theatre and Cultural Activities 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.</p> <p>(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.</p> <p>(4) For exhibitions at the Cultural Activities Hall which involve sale of any of the exhibits or with admission charges, the rate marked with an asterisk (*) in Scale I (B3) comprises the basic hire 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.</p>

(B) Incentive Booking Scheme

- (1) The hiring rate for use of the Theatre and Cultural Activities 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 Art Studio, Music Practice Rooms and Rehearsal Room 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 Cultural Activities 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;and have acquired a non-profit making status at least twelve (12) months before the first day of the event with application for concessionary rates. 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: 9am–11pm, Cultural Activities Hall: 9am–8pm (for exhibitions) and 9am–11pm (for other functions), Art Studio, Music Practice Rooms and Rehearsal Room: 9am–10pm], booking of Reception Lounge and all the 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) Baby grand piano (at Theatre) and upright pianos (at Cultural Activities Hall, Music Practice Rooms and Rehearsal Room), 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 venue 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.